



Anthropology 9001A
Professional Development
Fall 2025

update: September 13, 2025

Instructor: Andrew Nelson
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Office Hours: SSC 3323
by appointment
Class Time: Monday 1:30-4:30
SSC 3315

Calendar Copy

This course aims to help you identify and strengthen your marketable skills and learn to present yourself effectively to prospective employers both within and outside of academia. These skills include time management, oral communication, grant writing, teaching, leadership, research, project management, editing, interpersonal skills, and an appreciation of ethical and civic responsibility. As a group, we will decide which ones to focus on developing this term. The course emphasizes peer and participatory learning and includes a series of collaborative and individual exercises that will not only serve to enrich your skills, but also provide you with concrete experiences that will be useful in other areas of your life.

Open to students in all subfields of Anthropology.

Professionalization:

What is professionalization? The Oxford Dictionary defines it as follows: *The action of making or fact of becoming professionalized; the process of professionalizing*. It then goes on to define professionalize as: *To render or make professional; to give (a person, occupation, activity, or group) professional qualities or characteristics*. E-look.org defines it like this: *the social process whereby people come to engage in an activity for pay or as a means of livelihood; "the professionalization of American sports"; "the professionalization of warfare"*. Therefore, the intent here is to kick-start the social process that will give you the requisite professional qualities and characteristics to effectively engage in anthropology as a career, within or beyond academia.

Learning outcomes

By the end of the course you will be able to:

- 1) describe and implement a range of strategies to improve your work efficiency and productivity
- 2) write and present for a range of audiences more effectively than you did previously
- 3) provide constructive, specific, actionable feedback to peers
- 4) quickly and effectively incorporate constructive feedback into your writing and presentations
- 5) identify steps you can take to improve your chances on the job market and begin implementing them
- 6) market yourself more effectively to a range of prospective employers both within and outside of academia

Course Materials:

Course readings for this course will be made available through Brightspace on a weekly basis

Assignments:

- 1) academic writing – referee a manuscript – 20% - due to Brightspace October 6th, 2025
- 2) popular writing – write a piece on your favourite anthropological topic for a popular audience – 20% - due to Brightspace October 20th, 2025
- 3) CV and cover letters – 20% - present and discuss in class – November 17th, 2025
 - submit to Brightspace by November 20th, 2025
- 4) course outlines – 30% - present and discuss in class – December 8th, 2025
 - due date in Dec TBD
- 5) participation – 10%

Details of these assignments will be made available on Brightspace.

Late Assignments and Flexibility

I will consider reasonable requests for extensions on assignment due dates, as long as you reach out to me in person or by email before the deadline.

Institutional Statements and Policies

All students should familiarize themselves with Western's current [Academic Rights and Responsibilities policies](#) in the Academic Calendar. Such items include accommodations for students with disabilities, religious holidays, academic considerations, academic appeals, plagiarism and scholastic offences, and code of student conduct.

Statement on Use of Electronic Devices

You may use laptops, tablets, or other electric devices to take notes in class. You may not record class lectures or discussion.

Statement on the Use of Generative Artificial Intelligence (AI)

Any submitted assignments should be your own original work. Plagiarism or the use of generative-AI tools to produce student work is an academic offence. You may use generative-AI tools to brainstorm ideas (although it would be better to talk to fellow students in the course or to come see me in office hours!), but you cannot use such tools to produce your assignments.

Statement on Academic Offences

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, [at this website](#).

All required written work may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and Turnitin.com.

Computer-marked multiple-choice texts and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

Statement on Plagiarism

Students must write their assignments in their own words. Whenever students take an idea from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing. It is also a scholastic offence to submit the same work for credit in more than one course. Plagiarism is a major scholastic offence. All students are

expected to uphold academic integrity by appropriately attributing all sources of information and avoiding plagiarism. Writing assignments should reflect the student's own thoughts and independent written work.

Support Services

For student support services please see the [Office of the Registrar](#) and [Student Support Services](#).

Statement on Gender-Based and Sexual Violence

Western is committed to reducing incidents of gender-based and sexual violence (GBSV) and providing compassionate support to anyone who is going through or has gone through these traumatic events. If you are experiencing or have experienced GBSV (either recently or in the past), you will find information about support services for survivors, including emergency contacts at this link.

If you experience harassment or gender based violence or other discrimination, you can report it at the [Human Rights Office request for consultation site](#).

Accessible Education

Students with disabilities work with the Accessible Education office, which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. Please see [Accessible Education](#) for information.

Accommodation for Religious Holidays

Students should review the policy for [Accommodation for Religious Holidays](#). Where a student will be unable to write examinations and term tests due to a conflicting religious holiday, they should inform their instructors as soon as possible but not later than two weeks prior to writing the examination/term test. In the case of conflict with a midterm test, students should inform their instructor as soon as possible but not later than one week prior to the midterm.