

Anthropology 763 Spring 2016 **Professionalism in Anthropology** TR 5:30-8:10 SAB 394  
Professor Bettina Arnold Office and Hours: SAB 229 W 1:00-3:00, or by appointment

Tel: 229-4583 or e-mail: [barnold@uwm.edu](mailto:barnold@uwm.edu)  
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**Selected readings from the following sources on D2L:** Various Web links on syllabus and  
Peters, R.L. 1997 *Getting What You Came For*. Farrar, Straus & Giroux.  
Frank, F. & K. Stein 2004 *Playing the Game: The Streetsmart Guide to Graduate School*.  
iUniverse.  
Kelsky, K. 2015 *The Professor is In*. Three Rivers.  
Giltrow, J. 2002 *Academic Writing*. Broadview.  
Tufte, E. 2003 *The cognitive style of PowerPoint*.

**COURSE DESCRIPTION:** This course is for students who are currently in a graduate program in anthropology or are considering entering such a program, at UWM or elsewhere. The course provides a roadmap and survival guide for the world of professional anthropology. It covers the core skills needed to work in academia or an applied field, and is relevant to any of the four sub-fields of anthropology (archaeology, cultural, biological, or linguistic). These skills include creating and maintaining a CV and resumé; grant-writing; oral and written presentations of research; publication of books, articles and reports; negotiating with ethics boards and other bureaucracies; and course development. While the academic trajectory will be emphasized, this course will prepare you, through practical applications and discussion, for successful careers in both university settings and applied fields, such as museums, Cultural Resource Management firms and forensics laboratories.

**COURSE FORMAT:** The course will consist primarily of discussion and student critiques of one another's work, with intermittent expositions by the instructor, usually when a new topic is introduced. The emphasis is on the sharing and pooling of knowledge - each member of the class will be bringing a different set of experiences and perspectives to the table. Active participation, both in class and in the written assignments, is required. The goal is to produce a research proposal that will become the foundation for actual work after the class is over.

**GRADING:**

1. **5 pts.** Curriculum Vitae
2. **25 pts.** Conference Paper
  - a. Abstract (5 points)
  - b. Oral Presentation of Conference Paper (15 minutes) (20 points)
3. **15 pts.** Thesis Proposal Outline
  - a. Abstract (5 points)
  - b. Outline (10 points)
4. **40 pts.** Thesis Proposal
  - a. Presentation of Draft (10 points)
  - b. Final Proposal (30 points)
5. **15 pts.** Attendance/Class participation (5 points)/Critiques (10 points)
6. **3 Extra Credit Pts.**

Receive credit for attendance at Anthropology Colloquium, AIA, WAS or other related professional talks by visiting researchers by submitting a two paragraph synopsis and critique of each presentation. I will accept hard copies or e-mail submissions.

#### READING ASSIGNMENTS AND DUE DATES:

When assignments are listed as being sent to me they should be e-mailed to me by Wednesday of the week in which they are due so I can distribute them to the class.

Week 1        **Introduction:** What's It All About?  
Peters Chapters 1-3; Kelsky Ch 3

Week 2        **Career Strategies:** Have Plan, Will Graduate  
CVs; resumés; recording your professional progress  
Peters Chapter 5, Kelsky Chapters 5, 14  
Purdue OWL: <http://owl.english.purdue.edu/owl/resource/641/01/>  
Sample CV site: <http://www.vertex42.com/resumes/cv-template.html>  
**By February 3: Send me CV drafts for class discussion Feb 4**

Weeks 3 & 4 **Presenting Your Research I:** How to Get to Carnegie Hall  
Conference papers: abstracts, keeping within time limits, visual aids  
Peters Chapter 20, Kelsky Chapter 19, Tufte PowerPoint; Abstract Examples  
Jonathan Shewchuk: How to Give a Good Paper  
<http://www.cs.berkeley.edu/~jrs/speaking.html>  
Liena Veyzman: Practical Advice for Writing  
<http://www.historians.org/publications-and-directories/perspectives-on-history/december-2006/practical-advice-for-writing-your-dissertation-book-or-article>  
**February 10 Send me Conference Paper Abstract drafts for class discussion**  
**February 18 Final CVs due**

Week 5        **Presenting Your Research II:** How to Get to Carnegie Hall (cont.)  
**February 25 Final Conference Paper Abstracts due**  
**Papers presented in class/Critiques**

Week 6        **Presenting Your Research II:** How to Get to Carnegie Hall (cont.)  
Submitting work to a journal; cover letters  
Arnold; Boellstorff; Greenia  
**Papers presented in class/Critiques**

Week 7        **The Thesis Part I:** Being Proactive  
Advisers; committees; choosing a topic; research design  
Peters Chapters 10, 11; Kelsky Chapters 55, 56  
Andrew McIlwaine Bell  
<http://www.historians.org/publications-and-directories/perspectives-on-history/december-2007/beat-the-clock-managing-the-final-lap-of-your-phd-program>  
Additional Web resources:  
<http://www.nyu.edu/classes/bkg/methods/005847ch1.pdf>  
**March 10 Critiques of conference papers due**

- Week 8      Spring Break!
- Week 9      **The Thesis Part I: Being Proactive (cont.)**  
 Choosing a topic; focusing the topic; finding sources; Internet "worming"  
 Web resources: <http://www.aaanet.org/resources/>  
 Peters Chapter 15; Frank & Stein Chapter 20  
**March 23 Send me Thesis Abstract drafts for class discussion March 24**
- Week 10     **Funding: Show Me the Money**  
 Writing successful proposals for fieldwork; dealing with ethics boards (IRB etc.)  
 Web resources: <http://bioethics.od.nih.gov/IRB.html>  
<http://www.howtoanthropology.com/blog/2015/7/27/how-to-finish-a-successful-nsf-ddrig-proposal>  
<http://www.howtoanthropology.com/blog/2015/9/10/a-template-for-the-wenner-gren-question-1>  
<http://blog.wennergren.org/category/how-to-write-a-grant-proposal/>  
<http://writingcenter.unc.edu/handouts/grant-proposals-or-give-me-the-money/>  
**March 31 Final Thesis Abstract due**
- Week 11     **The Thesis Part II: Getting Started**  
 Literature review; methods; graphic representation of data; citation formatting and reference styles  
 Peters Chapters 12, 16; Giltrow Chapter 2  
 Web resources: <http://www.edwardtufte.com/tufte/>  
[http://libraryassessment.org/bm~doc/workshop\\_lyons\\_ray.pdf](http://libraryassessment.org/bm~doc/workshop_lyons_ray.pdf)  
<http://www.smashingmagazine.com/2007/08/data-visualization-modern-approaches/>  
<http://www.wordclouds.com/>  
<http://www.citationmachine.net/>  
**April 6 Send me Thesis Proposal Outline drafts for class discussion April 7**
- Week 12     **The Thesis Part III: The Loneliness of the Long-Distance Writer**  
 Pitfalls; coping strategies; structure  
 Peters Chapters 17, 18  
**April 14 Final Thesis Proposal Outline due**
- Week 13     **The Thesis Part IV: Handling Criticism**  
 Knowing when to stop reading; editing; final stages  
 Web resources: [http://weblogs.swarthmore.edu/burke/?page\\_id=5](http://weblogs.swarthmore.edu/burke/?page_id=5)
- Week 14     **Job Search: Selling Yourself**  
 Cover letters; job talks; teaching philosophies; designing courses  
 Peters Chapter 24; Kelsky Chapters 4, 10, 11; Arnold Job Letters  
 Web resources: <https://icc.ucdavis.edu/interview/>  
<http://www.cs.washington.edu/homes/mernst/advice/academic-job.html>

<http://www.des.ucdavis.edu/faculty/baskett/links/academia.html>

Peter Filene on effective teaching:

<http://www.historians.org/perspectives/issues/2004/0410/0410for3.cfm>

**Presentation and critiques of thesis proposals begin April 28**

Week 15

**Life on the Other Side: Getting Tenure**

Climate faced by minorities (including women); pitfalls; strategies; career paths outside academia

Kelsky Chapters 1 & 2

Web resources:

[http://newkidontheway.typepad.com/new\\_kid\\_on\\_the\\_hallway/2007/12/still-thinking.html](http://newkidontheway.typepad.com/new_kid_on_the_hallway/2007/12/still-thinking.html)

**Presentation and critiques of thesis proposals**

Week 16

**May 12 Final Thesis Proposals Due by 12:00 Noon**

UWM policies:

*Students with disabilities.* Verification of disability, class standards, the policy on the use of alternate materials and test accommodations can be found at the following:

<http://www.uwm.edu/Dept/DSAD/SAC/SACltr.pdf>

*Religious observances.* Policies regarding accommodations for absences due to religious observance are found at the following:

[http://www.uwm.edu/Dept/SecU/acad%2Badmin\\_policies/S1.5.htm](http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S1.5.htm)

*Students called to active military duty.* Accommodations for absences due to call-up of reserves to active military duty should be noted.

<http://www3.uwm.edu/des/web/registration/militarycallup.cfm>

*Incompletes.* The conditions for awarding an incomplete to graduate and undergraduate students can be found at the following:

[http://www.uwm.edu/Dept/SecU/acad%2Badmin\\_policies/S31.pdf](http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S31.pdf)

*Discriminatory conduct (such as sexual harassment).* Definitions of discrimination. Harassment, abuse of power, and the reporting requirements of discriminatory conduct are found at the following:

[http://www.uwm.edu/Dept/SecU/acad%2Badmin\\_policies/S47.pdf](http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S47.pdf)

*Academic misconduct.* Policies for addressing students cheating on exams or plagiarism can be found at the following:

<http://www.uwm.edu/Dept/OSL/DOS/conduct.html>

*Complaint procedures.* Students may direct complaints to the head of the academic unit or department in which the complaint occurs. If the complaint allegedly violates a specific university policy, it may be directed to the head of the department or academic unit in which the complaint occurred or to the appropriate university office responsible for enforcing the policy.

*Grade appeal procedures.* Procedures for student grade appeal appear at the following:

[http://www.uwm.edu/Dept/SecU/acad%2Badmin\\_policies/S28.htm](http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S28.htm)