Proseminar in Anthropology

ANG 6002 (0001) ▪ Fall 2018

Department of Anthropology ▪ College of Sciences ▪ University of Central Florida

Course Information

Course name:	Proseminar in Anthropologyy
Course ID:	ANG 6002 (0001)
Credit hours:	3.0 hours
Semester/year:	Fall 2018
Location & time:	HPH 409M Mondays 6:00-8:50pm

Professor Contact

Instructor:	Dr. Lana Williams
Main office:	Phillips Hall 309F
Office hours:	Thursday 9:30-11:30am (UCF Main Campus) or by appointment
Phone:	407-823-2227
E-mail:	via WebCourses Inbox (or lana.williams@ucf.edu)

University Catalog Description

Central concepts, theories, resources, and methods fundamental to cultural anthropology, human ecology, physical anthropology, and archaeology.
Prerequisites: Admission to Anthropology MA, PhD or CI.

What is this course about?

This course is designed as an graduate anthropology working group, exploring the inner workings of professional anthropology through current central concepts, theories, resources, and research methods, all of which are necessary for a successful career as an anthropologist practitioner. Using research, writings, and activities shared by us in our four-field approach, we will examine an array of skills and practical knowledge that will guide you producing the highest quality scholarship and meeting the expectations of a flourishing non-academic anthropology employment market.

Considering the multidisciplinary nature of anthropology, this course will focus on the following key areas of inquiry:

- Goals in pursuing anthropology as a career
- Research design, methods and presentation style
- Professional portfolios and skill evaluation for employment
- Grant writing and publishing processes
- Academic and non-academic practices and opportunities
- Ethical considerations and professional advocacy and actions

What skills will I develop in this course?

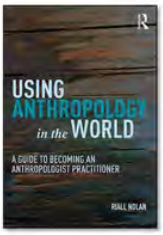
Emphasis is placed on developing the analytical and professional skills and supporting documentations necessary to begin a successful career as an anthropologist practitioner.

After successful completing this course, you should be able to:

- Refine your career goals and clarify what skills need further development
- Professional design and manage projects and present results
- Critically evaluate the work environment and practice ethical decision making skills
- Produce high-quality written work that informs others of your scholarship and professional abilities
- Present information in a manner that engages colleagues and also reflects on the generation and dissemination of that knowledge.
- Actively and successfully pursue academic and non-academic opportunities that fit your skills and knowledge base.

What textbooks will I need?

The following **textbooks are required** for successful completion of this course. The texts, new and used, are available for purchase in the UCF Bookstore and through various local and online vendors. There is **no specific format required**, but you must be able to access each required textbook for assignments and class discussion. Any additional required readings (outside of these texts) will be provided in your online course materials.



Using Anthropology in the World: A Guide to Becoming an Anthropologist Practitioner

Author: Riall Nolan
Edition: 1st edition
Year: 2017
Publisher: Routledge
ISBN: 9781611329506

Available in paperback, eBook and rental formats

Research Design

Author: J.W. Creswell and J.D. Creswell
Edition: 5th edition
Year: 2018
Publisher: Sage Publications
ISBN: 9781506386706

Available in paperback, eBook and rental formats

Is the course accessible for students with disabilities?

The University of Central Florida is committed to providing access and inclusion for all persons with disabilities. This syllabus is available in alternate formats upon request. Students with disabilities who need specific access in this course, such as accommodations, should contact the professor as soon as possible to discuss various access options. Students should also connect with **Student Accessibility Services** (Ferrell Commons, 7F, Room 185, **sas@ucf.edu**, phone (407) 823-2371). Through Student Accessibility Services, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential access and accommodations that might be reasonable.

If you receive learning accommodations through SAS, please feel free to speak with me about any related concerns. It is always best if we can speak early about the possible need for any accessibility modifications to exams or assignments, and I will happily work with you and SAS to ensure that your needs are reasonably met in a timely fashion. **If your approved accommodations include a specialized environment or equipment for testing, it is your responsibility to make the necessary arrangements to write your exams** within the SAS facilities.

What are the course requirements?

The Fall 2018 semester begins on **AUG 20, 2018** and ends on **DEC 08, 2018**. Over this period, you will be expected to:

- submit responses in a required academic activity to start the course;
- review learning module materials, including any assigned media content and readings;
- participate in all weekly class discussions, presentations, and peer reviews of written work;
- submit 10 Career activities;

- submit 4 Professional Portfolio documents;
- submit 10 Research Design assignments (5 are collaborative project work);
- produce a research poster and present your findings in a professional final seminar (collaborative project).

In each course module, you will find an **INTRODUCTION page** outlining the expectations, readings, activities and assignments for that week. The modules contain your assignments, links to information websites, and additional learning and media content. All written work submitted online for grading **will be evaluated for plagiarism** during the grading process.

All graded work is due on an assigned schedule, and once an assignment due date has passed, it will no longer be accepted for late grading unless approved by the professor. Please **note the due dates carefully**. I will not reopen a missed assignment unless there is a valid, verifiable excuse (see section below on missed class discussions and assignments). You are advised of this from the start, and you should recognize that it is your academic responsibility to be aware of all due dates for this course.

How do I get started in the course?

After reading the Course Syllabus, click on the 'Modules' button in the menu on the left to access the course materials. You will need to review all of the information in the **COURSE INTRO: Things You Should Know,** which includes an introduction to your professor, details about course communication and office hours, how to set up your computer and/or use mobile devices, details about the academic integrity policy, and who to contact for technical assistance. You will also find some helpful suggestions on study strategies and a few tips from previous students on how to be successful in the course. If you have not already done so, **please obtain the required textbooks as soon as possible.**

UCF faculty are required to document all students' academic activity at the beginning of each course. In order to document that you began this course, please complete the **REQUIRED ACTIVITY: Expectations and Take Aways** in the COURSE INTRO: Things You Should Know by **11:59pm EST** on **AUG 24, 2018**, or as soon as possible after adding the course. Failure to do so may result in a delay in disbursement of your graduate funding.

How will I be evaluated and graded?

Your final grade for the course is weighted and based on your performance in the following:

Assessment:	**Points Possible**	**% Final Grade**
Career Activities (10)	100	30%
Professional Portfolio (4)	200	20%
Research Design (10)	200	30%
Poster and Presentation	100	20%
Total Possible	*600*	*100%*

You will be evaluated on your ability to articulate and critically apply terms, concepts and theories from class and readings in online quizzes, exams and discussion assignments, as well as in classroom group and general discussion.

- **Required Activity:** You will need to submit work for a required academic activity to initiate your class participation. In the activity, you will write a brief assessment your expectations and what you would like to take away from this course.
- **Career Activities:** These short assignments are designed to help you think critically about, articulate, and reflect on developing your career as an anthropologist practitioner.
- **Professional Portfolio:** You will need to produce four documents (e.g., CV or resume) that reflect your experiences, goals and abilities as a researcher, teacher, prospective employee, and professional writer.

- **Research Design:** These assignments are structured around individual and collaborative work in designing a research project, applying theory, and interpreting and reporting results. You will be working with a fellow colleague on a selection of these assignments with the outcomes directed toward producing your final project poster and presentation.
- **Poster and Presentation:** You and a colleague will produce a professional conference poster based on the collaborative Research Design assignments. You are expected to present your work and findings during a final course seminar.

The following +/- grading scale will be used in this course:

Letter Grade	Percentage	Letter Grade	Percentage
A	95 - 100%	C+	76 - 79%
A-	90 - 94%	C	70 - 75%
B+	87 - 89%	D	60 - 69%
B	84 - 86%	F	59% or less
B-	80 - 83%		

Incomplete grades for this course are only given in situations where **unexpected and documented medical or family emergencies prevent an enrolled student in good standing** from completing the remaining work. Your instructor is the final authority on whether you qualify for an incomplete grade. Incomplete work must be finished by the end of the subsequent semester or the 'I' grade will automatically be recorded as an 'F' on your transcript.

NOTE: As per UCF rules, any grade below a B- in a graduate course **does** count toward your GPA but **does not** count toward completion of the degree program.

How do I view my grades?

You can access your assignment grades through the 'Grades' link in the course menu on the left. It is **your responsibility to regularly check on your grades** throughout the course. Please allow for a reasonable amount of time to pass for the grading process to occur. In most instances, activity grades will be available within three-to-five days after the final due date. For other written work (e.g., portfolio and research design), grades will be available within seven-to-ten days after the assignment due date.

When an assignment quiz or exam score is posted, you will receive a notification that grades have been released (unmuted). You should receive constructive feedback on your work periodically throughout the term. This may take the form of an Inbox message, review comments, or correct answers supplied for comparison with your submission. If you have any questions about your score **after a grade has been released**, please notify me or your graduate teaching assistant (GTA) using WebCourses Inbox, and we will address the concern as soon as possible. Questions regarding individual scores must be addressed **within one week of the grade being released**.

What if I miss a class discussion or assignment due date?

Time management, problem solving, responsibility and personal accountability are among the most important habits that you can refine in a graduate program. **You are expected to attend every class meeting and participate in all class activities.** However, we must all still carry on with life outside of coursework - some of you may have employment of family obligations that, upon unforeseen circumstances, may require you to miss a class. You are responsible for consulting the department Graduate Coordinator in cases of illness, family emergency or other personal difficulties that constitute extended absence (e.g., two or more consecutive weeks).

With this in mind, the following circumstances require academic responsibility on your part:

- If you are **participating in an official UCF event** (e.g., sports, ROTC or academic events), please provide the proper documentation **in advance** of a quiz, assignment or exam opening online to receive any extension on due dates.

- Students **observing a holy or remembrance day** of their religious faith are expected to notify their professor **in advance** of an assignment opening online to receive any extension on due dates.
- If you are a **an active emergency first response** student, please **contact your professor** to discuss your circumstances and set any special accommodations that may be necessary due to extended responsibilities during emergency management situations.
- If you find yourself in a situation where you are **going to miss a class**, you must notify your professor as soon as possible by telephone, e-mail, in person, or by leaving a message with the department secretary (407-823-2227) **in advance** of the class start time. You must also provide valid, verifiable documentation explaining your absence to make up any coursework. If you are provided the opportunity to make up coursework, it must be completed **within five days of the missed due date** (if medically possible).

Unexcused late assignments are not accepted after their due date unless the problem originates with the online submission process and the professor has been notified. In these instances, the problem can be easily verified within the WebCourses system.

What academic resources are available to me?

UCF provides many offices and services to support your academic success. There are several Online Resources to Support Academic Success available to all UCF students regardless of your location or the type of course in which you are enrolled. These include:

- **Writing help** from the University Writing Center, such as downloadable writing and style guides, online writing consultations, and online scheduling for peer tutor review.
- **Study help** from the Student Academic Resource Center (SARC), such as 24/7 tools for study, online peer assisted learning, and online academic success workshops.
- **Access to software** through UCF apps, for programs you need for your courses, such as SPSS, Office 365, and others.
- **Concrete study actions** to better your performance through the Successful You Video Series, so you can avoid undesirable academic outcomes.

How is respect for diversity maintained?

This seminar will be conducted in a way that respects **all aspects of diversity**. The very nature of this course requires us to delve into topics that may make some students uncomfortable and/or discuss topics with which some students may strongly disagree. I expect everyone to show respect for one another and the diverse issues presented and discussed. While various opinions and emotions are tied to some of the topics covered, **the greater purpose is to educate, not judge**. Everyone must be given a chance to express their thoughts in discussion without interruption or ridicule.

Any student who acts inappropriately, makes crude, suggestive, culturally insensitive, or otherwise juvenile comments, or becomes disruptive **will be blocked from participating in seminar discussions**. If you do encounter materials in the course that you find offensive or disconcerting, take a moment to explore why you are offended or unsettled and then rationally explain your concerns so we can address the issue further through class discussion or privately during office hours.

How is academic integrity maintained?

Plagiarism, cheating, or academic dishonesty of any kind on an exam or any other course work **will not be tolerated** and will result at least in an 'F' grade for that assignment (and may, depending on the severity of the case, lead to an 'F' or 'Z' grade for the entire course) and will be subject to appropriate referral to the Office of Student Conduct, which may take further action (e.g., assignment of 'Z' grade, conduct review and possible expulsion). See the UCF Golden Rule for further information. **All written work for this course is automatically reviewed for plagiarism and cheating during the grading process.**

I will assume your enrollment in this course means that you will adhere to the academic creed of this University and you will maintain the highest standards of academic integrity. In other words, **do not share your work with anyone else, do not use the work of someone else as yours, and above all, do not plagiarize any written work from past UCF submissions, journals, academic texts, or Internet resources**. If you do this, the plagiarism check system will detect it and **provide a traceable report** listing the sources that you used.

I will also adhere to the highest standards of academic integrity, so please **do not ask us to change (or expect me to change) your grade illegitimately** by bending rules that would benefit your grade, or asking for a grade-related opportunity that will not be equally applied the entire class (i.e., individualized extra assignments). I will not respond to requests to 'round up' final grades – you will be assigned the grade that you have earned.

Why should I use WebCourse Inbox?

In this course, our **official mode of communication outside of class is the secure WebCourses Inbox system**. It is your responsibility to check the WebCourses Inbox and Announcements at least twice per week. You may also use your UCF Knight's Email account for communication. **If you use the UCF Knights Mail system**, please use the course number in your email reference so it is easily recognized, and please do not forget to add your name at the end of the email.

When using the proper channels of communication, you can generally **expect a response to your message through WebCourses Inbox within 24 hours**. Please keep in mind that I may only check my UCF email once, if at all, during the weekend hours. If you send an email on a Friday afternoon or over the weekend, you may not receive a response until the following Monday.

All communication between student and professor and between student and student should be respectful and professional. Please be aware that any **correspondence regarding assignments, grades, or class materials must utilize the WebCourses Inbox or UCF Knight's Mail system.** I will not respond to messages sent by other means, such as your Smartphone or iPad. For example, I will not respond to:

> FM: partaymnstr18@gmail.com
> "Hey! When are exam grades posted? Did I do ok? ATM AFC!"
>
> Sent from iPhone.

What are the technology and software requirements?

At a minimum, you will need the following for this course:

- Access to a reliable laptop or desktop computer **at least three times a week**. If you do not own a computer, there are student accessible computers in all of UCF's computer labs. For further information, please see the UCF Libraries FAQ for **lab hours and locations.**
- Reliable broadband internet access
- A **compatible web browser**
- Audio input, built-in, or external computer speakers

You are expected to have access to Adobe Reader and PowerPoint Viewer, or the equivalent (through **Office 365**) on the computer commonly accessed so that you may properly view multimedia materials in the course content. If you are not using Office 365, please visit the following websites to access and install or upgrade to the most current versions of these products:

Get Adobe Reader

Get PowerPoint Viewer

Who do I contact if something online isn't working in the course?

If you are experiencing **problems accessing materials or submitting your work**, please contact your professor so we can assist you as soon as possible.

Technology can have its challenges. If you need **help with computer set-up or online technical assistance**, please use the following links:

- Technical assistance is available through phone, email and live chat through **WebCourses@UCF Support**
- A built-in 'Help' button for Online Support and WebCourses system is located in the upper, right-hand corner of the WebCourses@UCF permanent toolbar. You will find links to Canvas Support Guides, reporting problems to Online@UCF Support, Knights Online Learning, and Computer Setup.

WebCourses allows professors to review a student's progress and activities while logged into the course. This assists students and professors in verifying instances where computer 'glitches' or 'Internet speed bumps' occur when submitting assignments, taking exams, etc. If you experience problems with WebCourses while submitting and assignment or taking an exam, it will show up in your online activity report. Therefore, the "Bill Gates ate my homework" or "I took the quiz, but . . ." **excuses can be traced and verified.**

What should I know about copyright and third-party software?

This course contains copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance your learning environment. Do not copy, duplicate, download or distribute these items. The **use of these materials is strictly reserved for this online course environment and your use only.** All copyright materials are credited to the copyright holder.

In addition, third party sites (e.g., OneClass, StuDoc, Study Blue, Koofers, CourseHero, etc.) may be selling or requiring log-in access to materials from current or past versions of this course **without my authorization**. Please be aware that this is a **violation of copyright**, and these materials and previous student submissions always contain extensive errors and outdated information, which could greatly affect your performance (and therefore your grade) in this course. **Use these materials at your own risk.**

During this course you might also encounter public online services and/or software applications, sometimes called third-party software, such as a blog or wiki. While some of these might be related to required course materials, **you will not need to release any personally identifying information on any public site. Do not post or provide any private information about yourself or your classmates.** If you have any concerns about this, please contact your professor or GTA for assistance.

What is the seminar discussion and assignment schedule?

Changes to the course lecture and assignment schedules are not expected but may occur. Your professor reserves the right to make reasonable adjustments to the lecture and assignment schedule. **You will be notified of any changes through Announcements** in WebCourses.

Your lecture schedule and course materials may be accessed through the 'Modules' button in the course menu on the left.

- **Due dates for graded work** are listed in the table below and in the INTRODUCTION page of each learning module.
- **Assigned readings** are listed in the INTRODUCTION page of each learning module.

Date	Details	
Fri Aug 24, 2018	REQUIRED ACTIVITY: Expectations and Take Aways	due by 11:59pm
Sun Aug 26, 2018	CAREER ACTIVITY 1: Educational Relevancy Transcript	due by 11:59pm
Sun Sep 2, 2018	RESEARCH DESIGN 1: Selecting a Research Worldview	due by 11:59pm
Sun Sep 9, 2018	CAREER ACTIVITY 2: Practitioner Interview	due by 11:59pm
	CAREER ACTIVITY 3: T-Shapes and Objectives	due by 11:59pm
	RESEARCH DESIGN 2: Mapping Literature Reviews	due by 11:59pm
Sun Sep 16, 2018	RESEARCH DESIGN 3: The Theoretical Lens	due by 11:59pm
Wed Sep 19, 2018	PORTFOLIO 1: Research Statement	due by 11:59pm
Sun Sep 23, 2018	RESEARCH DESIGN 4: Good Writing = Good Science?	due by 11:59pm
Sun Sep 30, 2018	CAREER ACTIVITY 4: CV / Resume Review	due by 11:59pm
	RESEARCH DESIGN 5: Having a Hook	due by 11:59pm
Wed Oct 3, 2018	PORTFOLIO 2: CVs and Resumes	due by 11:59pm
Sun Oct 7, 2018	CAREER ACTIVITY 5: Job Postings and Descriptions	due by 11:59pm
	RESEARCH DESIGN 6: Stating Your Purpose	due by 11:59pm
Wed Oct 10, 2018	FINAL PROJECT: Proposal	due by 11:59pm
Sun Oct 14, 2018	RESEARCH DESIGN 7: Constructing Questions	due by 11:59pm
Wed Oct 17, 2018	PORTFOLIO 3: Teaching Assignment	due by 11:59pm
Sun Oct 21, 2018	CAREER ACTIVITY 6: Tables, Charts and Graphs, Oh My!	due by 11:59pm
	RESEARCH DESIGN 8: Experiments and Surveys	due by 11:59pm
Sun Oct 28, 2018	CAREER ACTIVITY 7: Show Me the Money	due by 11:59pm
	RESEARCH DESIGN 9: Reflexivity and Validity	due by 11:59pm
Sun Nov 4, 2018	CAREER ACTIVITY 8: Go SWOT Yourself	due by 11:59pm
	RESEARCH DESIGN 10: Mixing Methods	due by 11:59pm
Wed Nov 7, 2018	PORTFOLIO 4: Cover Letter	due by 11:59pm
Sun Nov 11, 2018	CAREER ACTIVITY 9: Rules of Engagement	due by 11:59pm
Sun Nov 18, 2018	CAREER ACTIVITY 10: Professional Work/Life Balance	due by 11:59pm
Wed Nov 21, 2018	FINAL PROJECT: Poster	due by 11:59pm
Mon Dec 3, 2018	FINAL PROJECT: Seminar Presentation	due by 12pm