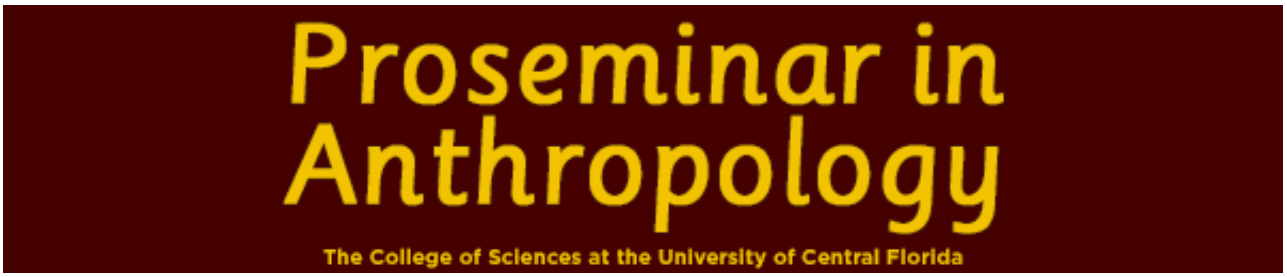
Course Syllabus

Jump to Today Edit



Course Information

Course Name: Proseminar in Anthropology

Course ID: ANG 6002 (0001) / Fall 2020

Credit Hours: 3.0 hours

Location/time: Howard Phillips Hall 409M /Zoom/ Mondays 6:00-8:50pm

Professor Contact

Professor: Dr. Beatriz Reyes-Foster

Main office: UCF Main Campus - Phillips Hall 409I

Phone: 407-823-2206

Online Hours: Wednesday 12-2PM (via zoom: https://ucf.zoom.us/j/97069584950?pwd=TUo0aHdiM1hSNU44YIdSZHVPVTBBQT09 (https://ucf.zoom.us/j/97069584950?pwd=TUo0aHdiM1hSNU44YIdSZHVPVTBBQT09))

In Office Hours: By appointment only, depending on COVID19 numbers and safety

E-mail: beatriz.reyes-foster@ucf.edu (or via WebCourses Inbox messaging)

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 and debates within and outside the discipline, academic and applied resources, and research design, all of which are necessary for a successful career as an anthropologist practitioner. Using research design, professional writings, and career 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 academic and non-academic anthropology employment market.

What skills will I develop in this course?

Considering the multidisciplinary nature of anthropology, emphasis is placed on building general and personal professional career knowledge, a professional portfolio representing your abilities, and proficiency in research design.

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

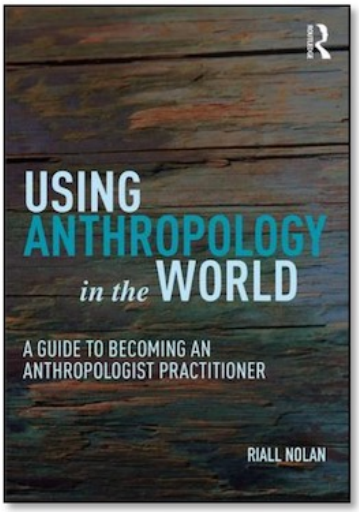
- Define and describe your goals in pursuing anthropology as a career.
- Demonstrate basic skills of research design, method application and formulation of research questions
- Provide a professional portfolio and skill evaluations for employment
- Describe the grant writing and publishing processes
- Discuss academic and non-academic career paths and practitioner opportunities
- Understand the necessity of professional ethics, advocacy and actionable solutions

While emphasis is placed on the learning outcomes listed above, you will also be developing the following intellectual and practical skills needed in higher level graduate study and future employment opportunities:

- Demonstrate advanced skills of inquiry, analysis, and critical and creative thinking.
- Provide clearly expressed opinions and factual information through written and oral communication.
- Apply knowledge, skills, and responsibilities to novel settings and complex problems.
- Participate in discussion and problem solving activities in an effective manner.
- Critically reflect on learning and recognize progress and pathways for further development.

What textbooks will I need?

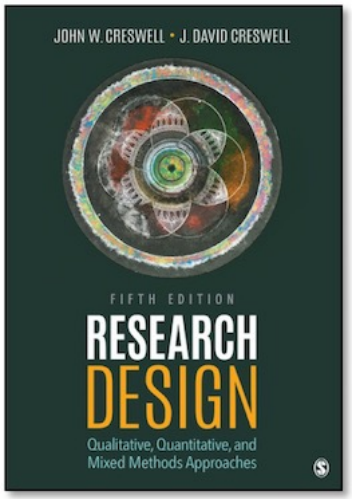
The following **textbooks are required** for successful completion of this course. The texts, new and used, are available for purchase in the UCF Bookstore and through various local and online vendors. There is **no specific format required**, but you must be able to access each required textbook for 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 (https://ucf.catalog.fcla.edu/cf.jsp?t1=using+anthropology+in+the+world&k1=ti&avli=&ADV=S) and rental formats

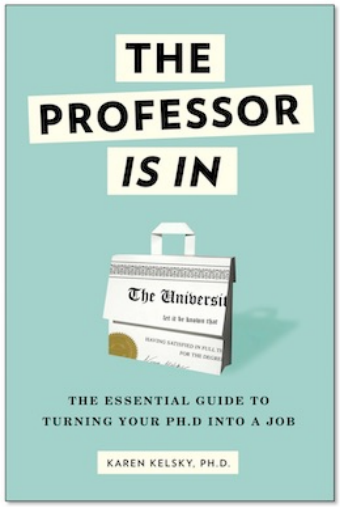


Research Design

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

The Professor Is In: The Essential guide to Turning Your PhD Into a Job



Author: K. Kelsky
Edition: 1st edition
Year: 2015
Publisher: Three Rivers Press
ISBN: 9780553419429

Available in paperback and eBook formats

How should I plan my course time?

While I can provide general guidelines based on past students experiences, everyone learns and works at a different pace, and you will need to decide how much time to set aside to be successful. Your study skills, prior knowledge of the subject, study environment, personal obligations and responsibilities play a huge role in learning and success in any course, Generally, the more time you spend on a course, the better you will do, but the **quality of the time spent is even more important.**

COVID 19 Safety and Our Collective Health

We meet face-to-face once each week during our scheduled class time. **However, under the current conditions I will not force anyone to meet face to face who does not feel safe. Therefore, we will always have a synchronous Zoom meeting going during class time for anyone who prefers to join class that way**. Also, if you are under the weather --if you have a fever, cough, body pain, or any other sign of illness-- I ask that you DO NOT ATTEND CLASS IN PERSON. If you are feeling sick, but well enough to participate in class, please join us via Zoom. This is also the case if you have a documented exposure to COVID19. Please quarantine for two weeks and join the class via Zoom. Likewise, if I have any reason to believe I am coming down with something, or if I have reason to believe I have been exposed to COVID19, I will lead the class via Zoom. All classes will also be recorded and posted on web courses for anyone who is unable to join class live. However, I do STRONGLY encourage you to attend class (remotely or F2F) during our scheduled class time.

Please note that when we meet face to face, face coverings (a mask or shield) and social distancing of 6 feet apart or more are REQUIRED.

University-Wide Face Covering Policy for Common Spaces and Face-to-Face Classes

To protect members of our community, everyone is required to wear a facial covering inside all common spaces including classrooms (**https://policies.ucf.edu/documents/PolicyEmergencyCOVIDReturnPolicy.pdf (https://policies.ucf.edu/documents/PolicyEmergencyCOVIDReturnPolicy.pdf)**. Students who choose not to wear facial coverings will be asked to leave the classroom by the instructor. If they refuse to leave the classroom or put on a facial covering, they may be considered disruptive (please see the **Golden Rule (https://goldenrule.sdes.ucf.edu/)** for student behavior expectations). Faculty have the right to cancel class if the safety and well-being of class members are in jeopardy. Students will be responsible for the material that would have been covered in class as provided by the instructor.

Notifications in Case of Changes to Course Modality

Depending on the course of the pandemic during the semester, the university may make changes to the way classes are offered. If that happens, please look for announcements or messages in Webcourses@UCF or Knights email about changes specific to this course.

COVID-19 and Illness Notification

Students who believe they may have a COVID-19 diagnosis should contact UCF Student Health Services (407-823-2509) so proper contact tracing procedures can take place.

Students should not come to campus if they are ill, are experiencing any symptoms of COVID-19, have tested positive for COVID, or if anyone living in their residence has tested positive or is sick with COVID-19 symptoms. CDC guidance for COVID-19 symptoms is located here: (**https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)**)

Students should contact their instructor(s) as soon as possible if they miss class for any illness reason to discuss reasonable adjustments that might need to be made. When possible, students should contact their instructor(s) before missing class.

In Case of Faculty Illness

If the instructor falls ill during the semester, there may be changes to this course, including having a backup instructor take over the course. Please look for announcements or mail in Webcourses@UCF or Knights email for any alterations to this course.

Course Accessibility and Disability COVID-19 Supplemental Statement

Accommodations may need to be added or adjusted should this course shift from an on-campus to a

remote format. Students with disabilities should speak with their instructor and should contact **sas@ucf.edu** (mailto:sas@ucf.edu) to discuss specific accommodations for this or other courses.

Should this course shift to remote-only instruction, the university has provided several resources to assist students with learning: **https://digitallearning.ucf.edu/newsroom/keeplearning/** (https://digitallearning.ucf.edu/newsroom/keeplearning/)

Live and Recorded Lectures: This course will include synchronous ("real time") sessions that will also be available as a recorded session for later review in Webcourses@UCF. Students who are unable to attend on-campus sessions, are expected to review these available sessions. Students who are unable to actively participate in on-campus or remote learning, should contact their instructor to explore options. Any synchronous meeting times will be announced via Webcourses@UCF and should appear on the Webcourses@UCF calendar should remote instruction be activated.

Such recordings/streaming will only be available to students registered for this class. These recordings are the intellectual property of the faculty and they may not be shared or reproduced without the explicit, written consent of the faculty member. Further, students may not share these sessions with those not in the class or upload them to any other online environment. Doing so would be a breach of the Code of Student Conduct, and, in some cases, a violation of the Federal Education Rights and Privacy Act (FERPA).

Technology Access: Depending upon modality, this course might need to shift to remote or fully online instruction based on medical guidance. This course also could be fully online and thus This could require access to additional technology. If students do not have proper access to technology, including a computer and reliable Wi-Fi, please let the instructor know as soon as possible. Information about technology lending can be found at **https://it.ucf.edu/techcommons** (https://it.ucf.edu/techcommons) and **https://library.ucf.edu/libtech** (https://library.ucf.edu/libtech).

Resources:

https://www.ucf.edu/coronavirus/ (https://www.ucf.edu/coronavirus/)

Webcourses

This class uses WebCourses, an online course management system (accessed through **my.ucf.edu** (http://my.ucf.edu) and then the "Online Course Tools" tab). WebCourses is used in this course as a forum for class communication (e.g., announcements and messaging), weekly learning objectives and study plans, assignment instructions, and learning material management. **Knight's Online** (https://cdl.ucf.edu/support/student/knights-online/) has excellent resources to assist you in

being successful when working in a combined face-to-face and online learning environment. Key components to success in this course are planning your time and maintaining academic self-discipline in class attendance and course work throughout the term.

During the next 15 weeks of the Fall 2020 term, you should expect to spend the **three hours of class time each week discussing assigned reading, taking notes, and participating in class activities.** You should also plan on setting aside at least **three-to-four hours each week to complete your assigned reading and work through required activity assignments**. This will greatly assist you in keeping up with the materials and course due dates each week, but keep in mind, these are 'estimates' of time that you should devote to this 6000-level graduate course. All due dates for assignments, including your final project and presentation, are located in the table at the end of this syllabus.

It is **your responsibility to familiarize yourself with WebCourses** online learning platform. I have provided you with the necessary tools and tutorial links in the **COURSE INTRO: Things You Should Know**, which can be accessed using the embedded link or the 'Modules' button in the course menu on the left. If this is your first time working in WebCourses or if you haven't worked in WebCourses for a term or two, I highly **recommend reviewing the current tutorial links** provided in the COURSE INTRO module. It's amazing how many changes take place in just one term!

What are the course requirements?

The Fall 2020 semester begins on **August 24, 2019** and ends on **December 12, 2020**. Barring illness or exposure to COVID19, we will be meeting in person until November 23rd and subsequent meetings will take place online (please see note above about always having the option to log into class remotely). Over this period, you will be expected to:

- submit a required academic activity to initiate participation in the course;
- attend class and participate in class discussion and activities on Mondays from 6:00-8:50pm
- review online learning materials and assigned readings;
- submit 10 career activity assignments;
- submit 8 research design assignments;
- submit 4 professional portfolio assignments;
- Co-organize and present in the annual anthropology graduate student conference.

In each online learning module, you will find an **INTRODUCTION page** outlining the expectations, readings, activities and assignments for that week of class. The modules contain required readings,

media content, graded assignment instructions, and links to information websites. All work submitted online for grading **will be evaluated for academic integrity** during the grading process.

All graded work is due on an assigned schedule. A missed or late assignment will not be accepted for grading unless there is an approved and valid, verifiable excuse (see section below on missed assignments). You are notified of this policy from the start, and you should recognize that it is **your responsibility to be aware of all due dates** for this course.

Please do not be tempted to skip a week of class content and reading and expect to catch up easily. You will need to study and participate in the course on a regular basis to meet the firm deadlines for all required assignments. If you need any assistance with course materials or assignments, please visit my **online office hours on Wednesdays from 12-2 pm.** I am available to meet face to face if you have a pressing concern that cannot be discussed over Zoom. However, please note this availability will greatly depend on the COVID19 pandemic and my own sense of safety. If we do meet in person, please note it will most likely be at an outdoor location to minimize our risk of contracting the virus. If you have a scheduling conflict with my office hours, please contact me through and we can arrange a meeting at a different time.

How do I get started in the course?

After reading this 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, computer set-up and/or use of mobile devices, details about the academic integrity policy, and who to contact for technical assistance.

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 start on the **REQUIRED ACTIVITY: Expectations and Takeaways** assignment in the COURSE INTRO: Things You Should Know by **11:59pm EST** on **AUG 31, 2020**, 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 will be based on your performance on the following:

Assessment:	**Points Possible**	**% Final Grade**
Required & Career Activities (10)	100	30%

Research Design Activities (8)	160	30%
Professional Portfolio (5)	100	20%
Graduate Student Conference	100	20%
Total Possible	*460*	*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 that reflect your experiences, goals and abilities as a researcher, teacher, prospective employee, and professional writer. Because a public presence has become increasingly necessary to professionally succeed in our field, you will create a personal website from which these documents will be readily accessible.
- **Research Design Activities:** These assignments are structured around designing a research project, applying theory, and interpreting and reporting results. You will be working on these assignments with the outcomes directed toward producing your MA/PhD research proposal.
- **Graduate Student Conference:** You will assist with the organization of the annual Graduate Student Conference and submit a presentation.

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%		

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

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.

How do I view my grades?

You can access your grades for assignments and exams 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 most professional portfolio assignments, grades will be available within seven-to-ten days after the final due date. When an assignment score is posted, you will receive an announcement that grades are available (unmuted).

You should receive constructive feedback on your work periodically throughout the term. This may take the form of an Inbox message, assignment review comments, rubric criteria or announcement that discussed overall key criteria that were met or need improvement. If you have any questions about your score **after a grade has been posted**, please notify me using WebCourses Inbox, and I will address the concern as soon as possible. Questions regarding individual scores must be addressed **within one week of the grade being posted**.

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). **Three or more absences from this course constitutes a failing grade, unless those absences are properly documented and discussed with Dr. Reyes-Foster.**

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

- If you are **representing UCF in an authorized event or activity** (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 a quiz, assignment or exam opening online to receive any extension on due dates.
- If you are a **deployed active duty military or National Guard** student, please **contact your professor** to discuss your circumstances and set any special accommodations that may be necessary due to your unique status.
- If you are **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.
- Unforeseen events or circumstances may occur that cause a student to miss class time or fall behind in their assignments. These could include **illness, bereavement, accident, or a catastrophic event** such as fire. If such issues arise, students are encouraged to notify their professors as soon as possible in order to apprise them of the circumstances and to develop a plan, with a timetable, to make up missed coursework. Family members and/or students also need to contact **Student Care Services** **(https://scs.sdes.ucf.edu/services/)** with appropriate documentation to obtain a courtesy class absence notification for online, mixed-mode and face-to-face courses.
- If you find yourself in a situation where you are **going to miss a class meeting**, 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 meeting end time. If you are provided the opportunity to complete make-up work, it must be scheduled and completed **within five days of the missed class meeting date** (if medically possible).

Unexcused late assignments are not accepted after their due date unless the problem originates with the online submission process, and I have been properly notified at the time of the occurrence. In these instances, the problem can be easily verified within the WebCourses system.

Is the course accessible for students with disabilities?

UCF is committed to providing access and inclusion for all persons with disabilities. Students with disabilities who need access to course content due to course design limitations should contact the professor as soon as possible. Students should also connect with **Student Accessibility Services** **(http://sas.sdes.ucf.edu/)** (Ferrell Commons, 7F, Room 185, **sas@ucf.edu** **(mailto:sas@ucf.edu)**, phone

(407) 823-2371, TTY/TDD only phone (407) 823-2116).

For students connected with SAS, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential course access and accommodations that might be necessary and reasonable. Determining reasonable access and accommodations requires consideration of the course design, course learning objectives and the individual academic and course barriers experienced by the student. Further conversation with SAS, faculty and the student may be warranted to ensure an accessible course experience.

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 or other assigned work, it is your responsibility to make the necessary arrangements to write your exams or complete the work** within the SAS facilities.

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** **(http://uwc.cah.ucf.edu/)**, such as downloadable writing and style guides, online writing consultations, and online scheduling for peer tutor review.
- **Tutoring and study help** from the **Student Academic Resource Center** **(http://sarconline.sdes.ucf.edu/)** (SARC), such as 24/7 tools for study, online peer assisted learning, and online academic success workshops.
- **Access to software** through **UCF apps** **(https://apps.ucf.edu/)**, 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** **(https://vimeopro.com/cdlvideo/successful-you)**, so you can avoid undesirable academic outcomes.

My Classroom is an Inclusive Space

I am committed to fostering a climate of inclusion and acceptance in this course. It is my intent that

students from all backgrounds and perspectives be well served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength and benefit. It is my intent to foster a learning environment respectful of gender identity, sexuality, disability, age, socioeconomic status, immigration status, ethnicity, race, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups. In addition, if any of our class activities conflict with your religious events, please let me know so that I can make arrangements for you. Please let me know if you would like me to use specific personal gender pronouns (PGPs) when communicating with you.

In this class, Black Lives Matter. Love is Love. Women's Rights are Human Rights. No Human is Illegal. Climate Change is Real. Water is Life.

How is academic integrity maintained?

Your enrollment in this course means that you will adhere to the **UCF Creed (http://catalog.ucf.edu/content.php?catoid=2&navoid=4)** and you will maintain the highest standards of academic integrity. According to UCF's Rules of Conduct, **Section 1 Academic Misconduct (http://osc.sdes.ucf.edu/process/roc)**, students are prohibited from engaging in:

- **Unauthorized assistance:** Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record. The unauthorized possession of examination or course-related material also constitutes cheating.
- **Communication to another through written, visual, electronic, or oral means:** The presentation of material which has not been studied or learned, but rather was obtained through someone else's efforts and used as part of an examination, course assignment, or project.
- **Commercial Use of Academic Material:** Selling of course material to another person, student, and/or uploading course material to a third-party vendor without authorization or without the express written permission of the university and the instructor. Course materials include but are not limited to class notes, Instructor's PowerPoints, course syllabi, tests, quizzes, labs, instruction sheets, homework, study guides, handouts, etc.
- **Falsifying or misrepresenting** the student's own academic work.
- **Plagiarism:** Using or appropriating another's work without any indication of the source, thereby attempting to convey the impression that such work is the student's own.
- **Multiple Submissions:** Submitting the same academic work for credit more than once without the express written permission of the instructor.

- **Helping another violate** academic behavior standards.

UCF faculty members have a responsibility for students' education and the value of a UCF degree, and so seek to prevent unethical behavior and when necessary respond to academic misconduct. Academic misconduct of any kind on an exam or any other assignmentin this course 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** (http://goldenrule.sdes.ucf.edu/zgrade) for the entire course). All academic integrity issues will be subject to appropriate referral to the **Office of Student Conduct** (http://osc.sdes.ucf.edu/faq#students) , which may take further action (e.g., assignment of 'Z' grade, conduct review and possible expulsion). See the **UCF Golden Rule** (http://goldenrule.sdes.ucf.edu/) for further information.

All written work for this course is **automatically reviewed for academic integrity** during the grading process.

- **Do not share your work with anyone else, do not use the work of someone else as yours, and do not share answers in study groups.** If you do this, it is easily detectable through online links and WebCourses action logs including student answer and submission matches.
- **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.

As reflected in the UCF Creed, integrity and scholarship are core values that should guide our conduct and decisions as members of the UCF community. I will also adhere to these standards, so please **do not ask me 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 (e.g., individual extra-credit 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 WebCourses email inbox?

Our **official mode of communication is the secure WebCourses Inbox messaging system**. This ensures the safety of your personal information. It is your responsibility to check the WebCourses Inbox and course announcements at least two-or-three times per week. You may also use your UCF Knight's Email account to communicate with me. However, **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 generally do not check Webcourses or my email on weekends. 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 **online correspondence regarding assignments, grades, or course materials must utilize the WebCourses Inbox or UCF Knight's Mail systems**. I will not respond to messages sent by other means, such as a non-UCF email address.

What are the technology and software requirements?

Students will be expected to have access to a computer frequently, as all assignments will be submitted and/or graded through WebCourses. At a minimum, you will need:

- 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** **(http://guides.ucf.edu/c.php?g=78577&p=517810) . (http://guides.ucf.edu/content.php?pid=137016&sid=1173345)**
- Reliable broadband internet access
- A **compatible web browser** **(https://cdl.ucf.edu/support/webcourses/browser/)**
- Audio input, built-in, or external computer speakers

You are expected to have access to Adobe Reader and PowerPoint for the Web/PowerPoint app, or the equivalent (through **Office 365** **(https://extranet.cst.ucf.edu/office365selfsvc)**) on the computer or device commonly accessed so that you may properly view multimedia materials in the course content. If you are not using Office 365, please contact **WebCourses@UCF Support** **(https://cdl.ucf.edu/support/webcourses/)** for technical support assistance with the most current versions of these products.

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 for assistance 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** **(https://cdl.ucf.edu/support/webcourses/)**
- A built-in 'Help' button for WebCourses@UCFSupport and WebCourses system is located in the WebCourses@UCF permanent toolbar. You will find links to Canvas Support Guides, reporting problems to WebCourses@UCF Support, Knights Online Learning, and Computer Setup.

WebCourses allows tracking of a student's progress and activities while logged into the course to assist 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 an assignment**, it will show up in your individual WebCourses action log. Therefore, the "Bill Gates ate my homework" or "I took the quiz, but . . ." excuses can be traced and verified.

Can I use external study groups and course websites?

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.

GroupMe study groups (and other study platforms) are encouraged as long as copyright for course materials is respected and academic integrity is maintained. **If one member of a study group account is found in violation of copyright or UCF Rules of Conduct, all members are subject to review for academic misconduct.**

There are many fraudulent websites (e.g., OneNote, Study Blue, Koofers, CourseHero, etc.) claiming to offer study aids to students but are actually cheat sites. They encourage students to upload course materials, such as exams, study and lecture notes, and examples of graded material from current or past sections of this course. Such materials are the intellectual property of instructors, the university, or publishers and may not be distributed without prior authorization. Students who engage in such activity are in **violation of copyright and UCF Rules of Conduct and may face serious penalties**. Materials on these sites almost always contain extensive errors, outdated information, and a misleading sense of being 'in-the-know' about exams or assignments, all of which will 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 blogs or wikis. While some of these might be related to required assignments or course materials, **you need not make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates.** Where appropriate you may use a pseudonym or nickname. If you have any concerns about this, please contact your professor.

What do I do if there is a campus emergency?

Emergencies on campus are rare, but if one should arise during class, everyone needs to work together. Students should be aware of their surroundings and familiar with some basic safety and security concepts.

- In case of emergency, dial 911 for assistance.
- Every UCF classroom contains an **emergency procedure guide** posted on a wall near the door. Students should make a note of the guide's physical location and review the **online version (http://emergency.ucf.edu/emergency_guide.html)**.
- Students should know the **evacuation routes** from each of their classrooms and have a plan for finding safety in case of an emergency.
- If there is a **medical emergency during class**, students may need to **locate (http://www.ehs.ucf.edu/AEDlocations-UCF)** and access a first-aid kit or AED (Automated External Defibrillator).
- To **stay informed about emergency situations**, students can **sign up (https://my.ucf.edu)** through "Student Self Service/Personal Information" to receive UCF text alerts.
- Students with special needs related to emergency situations should speak with their instructors outside of class.
- To learn about how to manage an **active-shooter situation** on campus or elsewhere, consider viewing this **UCF video (https://youtu.be/NlKYajEx4pk)**.

What is my course 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. A Course summary with deadlines is listed below.

Your discussion 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 and described in each learning module.

Course Summary:

Date	Details	
Mon Aug 24, 2020	Prosem in Anthropology: Regular Class Meeting (https://webcourses.ucf.edu/calendar?event_id=1909580&include_contexts=course_1359209)	6pm to 9pm
Fri Aug 28, 2020	REQUIRED ACTIVITY: Expectations and Takeaways (https://webcourses.ucf.edu/courses/1359209/assignments/6659613)	due by 11:59pm
Sun Aug 30, 2020	CAREER 1: Relevancy Transcript (https://webcourses.ucf.edu/courses/1359209/assignments/6659597)	due by 11:59pm
Mon Aug 31, 2020	Prosem in Anthropology: Regular Class Meeting (https://webcourses.ucf.edu/calendar?event_id=1909581&include_contexts=course_1359209)	6pm to 9pm
Sun Sep 6, 2020	RESEARCH 1: Selecting a Research Worldview (https://webcourses.ucf.edu/courses/1359209/assignments/6659614)	due by 11:59pm
Mon Sep 7, 2020	Prosem in Anthropology: Regular Class Meeting (https://webcourses.ucf.edu/calendar?event_id=1909582&include_contexts=course_1359209)	6pm to 9pm
Sun Sep 13, 2020	CAREER 2: Practitioner Interview (https://webcourses.ucf.edu/courses/1359209/assignments/6659598)	due by 11:59pm

	RESEARCH 2: Mapping Literature Reviews (https://webcourses.ucf.edu/courses/1359209/assignments/6659615)	due by 11:59pm
Mon Sep 14, 2020	Prosem in Anthropology: Regular Class Meeting (https://webcourses.ucf.edu/calendar?event_id=1909583&include_contexts=course_1359209)	6pm to 9pm
Sun Sep 20, 2020	CAREER 3: Academic Job Postings and Descriptions (https://webcourses.ucf.edu/courses/1359209/assignments/6659600)	due by 11:59pm
Mon Sep 21, 2020	Prosem in Anthropology: Regular Class Meeting (https://webcourses.ucf.edu/calendar?event_id=1909584&include_contexts=course_1359209)	6pm to 9pm
Sun Sep 27, 2020	RESEARCH 3: The Theoretical Lens (https://webcourses.ucf.edu/courses/1359209/assignments/6659616)	due by 11:59pm
Mon Sep 28, 2020	Prosem in Anthropology: Regular Class Meeting (https://webcourses.ucf.edu/calendar?event_id=1909585&include_contexts=course_1359209)	6pm to 9pm
Sun Oct 4, 2020	RESEARCH 4: Good Writing = Good Science? (https://webcourses.ucf.edu/courses/1359209/assignments/6659617)	due by 11:59pm
Mon Oct 5, 2020	Prosem in Anthropology: Regular Class Meeting (https://webcourses.ucf.edu/calendar?event_id=1909586&include_contexts=course_1359209)	6pm to 9pm
Sun Oct 11, 2020	CAREER 5: CV / Resume Review (https://webcourses.ucf.edu/courses/1359209/assignments/6659601)	due by 11:59pm
	RESEARCH 5: Having a Hook (https://webcourses.ucf.edu/courses/1359209/assignments/6659618)	due by 11:59pm

Mon Oct 12, 2020	Prosem in Anthropology: Regular Class Meeting (https://webcourses.ucf.edu/calendar?event_id=1909587&include_contexts=course_1359209)	6pm to 9pm
Sun Oct 18, 2020	CAREER 6: Applied Job Postings and Descriptions (https://webcourses.ucf.edu/courses/1359209/assignments/6659602)	due by 11:59pm
	RESEARCH 6: Stating Your Purpose (https://webcourses.ucf.edu/courses/1359209/assignments/6659619)	due by 11:59pm
Mon Oct 19, 2020	Prosem in Anthropology: Regular Class Meeting (https://webcourses.ucf.edu/calendar?event_id=1909588&include_contexts=course_1359209)	6pm to 9pm
Wed Oct 21, 2020	PORTFOLIO 1: CVs and Resumes (https://webcourses.ucf.edu/courses/1359209/assignments/6659606)	due by 11:59pm
Mon Oct 26, 2020	Prosem in Anthropology: Regular Class Meeting (https://webcourses.ucf.edu/calendar?event_id=1909589&include_contexts=course_1359209)	6pm to 9pm
Sun Nov 1, 2020	RESEARCH 7: Tables, Charts and Graphs, Oh My! (https://webcourses.ucf.edu/courses/1359209/assignments/6659620)	due by 11:59pm
Mon Nov 2, 2020	Prosem in Anthropology: Regular Class Meeting (https://webcourses.ucf.edu/calendar?event_id=1909590&include_contexts=course_1359209)	6pm to 9pm
	PROJECT: MicroTeach Proposal (https://webcourses.ucf.edu/courses/1359209/assignments/6659610)	due by 11:59pm
	PORTFOLIO 2: Teaching	

Wed Nov 4, 2020	Assignment (https://webcourses.ucf.edu/courses/1359209/assignments/6659607)	due by 11:59pm
Mon Nov 9, 2020	Prosem in Anthropology: Regular Class Meeting (https://webcourses.ucf.edu/calendar?event_id=1909591&include_contexts=course_1359209)	6pm to 9pm
Wed Nov 11, 2020	PORTFOLIO 3: Research / Diversity / Personal / Teaching Statement (https://webcourses.ucf.edu/courses/1359209/assignments/6659608)	due by 11:59pm
Sun Nov 15, 2020	CAREER 7: Go SWOT Yourself (https://webcourses.ucf.edu/courses/1359209/assignments/6659603)	due by 11:59pm
Mon Nov 16, 2020	Prosem in Anthropology: Regular Class Meeting (https://webcourses.ucf.edu/calendar?event_id=1909592&include_contexts=course_1359209)	6pm to 9pm
Wed Nov 18, 2020	PORTFOLIO 4: Cover Letter (https://webcourses.ucf.edu/courses/1359209/assignments/6659609)	due by 11:59pm
Sun Nov 22, 2020	CAREER 8: Show Me the Money (https://webcourses.ucf.edu/courses/1359209/assignments/6659604)	due by 11:59pm
	RESEARCH 8: Experiments and Surveys (https://webcourses.ucf.edu/courses/1359209/assignments/6659621)	due by 11:59pm
Mon Nov 23, 2020	Prosem in Anthropology: Regular Class Meeting (https://webcourses.ucf.edu/calendar?event_id=1909593&include_contexts=course_1359209)	6pm to 9pm
Sun Nov 29, 2020	CAREER 10: Professional Work/Life Balance (https://webcourses.ucf.edu/courses/1359209/assignments/6659596)	due by 11:59pm

	CAREER 9: Rules of Engagement (https://webcourses.ucf.edu/courses/1359209/assignments/6659605)	due by 11:59pm
Mon Nov 30, 2020	Prosem in Anthropology: Regular Class Meeting (https://webcourses.ucf.edu/calendar?event_id=1909594&include_contexts=course_1359209)	6pm to 9pm
Wed Dec 2, 2020	PROJECT: Poster of Micro-Teach (https://webcourses.ucf.edu/courses/1359209/assignments/6659611)	due by 11:59pm
Mon Dec 7, 2020	PROJECT: Seminar Presentation (https://webcourses.ucf.edu/courses/1359209/assignments/6659612)	due by 1pm
	CAREER 3: T-Shapes and Objectives (https://webcourses.ucf.edu/courses/1359209/assignments/6659599)	