

Anthropology as a Major and Career

<https://cashdan.github.io/tig/>

Course Aims and Description

This 1-credit course is designed to help you transition from student to career. The best way to do that is to start now to identify career opportunities of interest, so that you have time to obtain the skills and experience that will help you achieve your goals. This course will (1) teach you about career opportunities for anthropology majors, (2) introduce you to University and Departmental opportunities and resources that can help you succeed in those careers, (3) help you to identify your own goals and how to reach them, and (4) teach you to be a more competitive applicant for internships, jobs, and graduate school. You will learn about Departmental programs and University resources, explore career options with a group project, and develop a personal plan, resume, and cover letter appropriate to a career of your choice.

Prerequisites: This course is solely for Anthropology majors and minors.

Course mechanics

We normally do this course in a classroom, but for safety we will hold it over zoom this term. A couple of lectures will be on youtube instead.

Many of the classes will consist of guest lectures, and regular attendance is expected, because most of the learning cannot be replicated from material in books. However, class lectures will be recorded, so that you may view them later.

Course website

There is a separate (non-canvas) website for this course that contains most of the background information you will need: <https://cashdan.github.io/tig/>.

Submit assignments to Canvas, but use the url above, which is a public site, for other information.

The public course website includes many links about career resources, field schools, and other opportunities. Because it is a public site, you can refer back to it for these career-related links after the course is over. You might find it convenient to bookmark the course website for the duration of the course.

Course Requirements

Reading. Most of the reading will be initiated by your own interests. However you will also read a few chapters from the book *The Anthropology Graduate's Guide: From Student to a Career*, by Ellick and Watkins, which is available online from Marriott Library.

To find it, go to the Marriott website (lib.utah.edu) and click on “advanced catalogue search.” Find the book by title & author, click on it, and then on “online access”. click on the link “ProQuest Ebook Central” for access to the book.

Assignments. Students will complete 3 written assignments (personal plan, resume, and cover letter) to be submitted through Canvas, and a group presentation on career options. Late assignments will be accepted, but with a grade penalty. If you follow directions for the written assignments, you will do fine.

Group Presentations. The group presentations are designed to facilitate information sharing among students with similar interests, and to introduce the rest of the class to new career options. Students will join groups based on similar areas of interest, and each group will produce a slideshow on career options in their area, with information on the pros and cons of the careers, and the training required to succeed in them. We will present these in the last weeks of the class.

There are no exams in this course, and we will not meet during finals week.

Grading

Personal Plan	38 points
Resume	20 points
Cover letter	20 points
Group presentation	20 points
Peer review (for group presentation)	2 points

Contact Information

I will not be in my office due to COVID, but am happy to meet with you via zoom, by appointment. The quickest way to reach me is by email (cashdan@anthro.utah.edu). You may also send me a query via canvas, but an email query will usually get a faster response (usually within the day).

Class Schedule

The topics for the first half of the course are confirmed, as are the assignments and due dates. I have not yet confirmed topics and speakers for the second half of the course, but will let you know when that is finalized, and I will upload a revised syllabus if necessary.

The “personal plan” assignments are described more fully on the Personal Plan guidelines, which follows the class schedule on this syllabus. There is also a link you can download from the website.

Aug 26

Class: Introduction to the course

Homework for next week:

- Read chapter 3 (chapters 1 and 2 are optional), and look at the video “Anthropology: Real People, Real Careers,” streamable through Marriott.
- Enter any careers of interest to you in section 1.1-A of your personal plan, following the personal plan guidelines.

Sept 2

Class: Archaeology (Jack Broughton)

Homework for next two weeks:

- Read chapters 4 and 5, and check out some of the websites referred to in the chapters and in appendix 3 (Resources). Browse through the career stories in Appendix 2.
- Enter any careers of interest to you in section 1.1-A of your personal plan, following the personal plan guidelines.

Sept 9

Class: Cultural Anthropology (Shane Macfarlane)

Homework for next week Complete section 1.1-A, using the resources you've explored over the past two weeks.

Sept 16

Class: Biological Anthropology (Tim Webster)

Homework for next week

- Check out some of the career websites on the course homepage, under "Career Resources" section 2 ("Career advice and opportunities...") and 3 ("News articles..."). Send me an email if you have trouble finding these, or if you find any dead links!
- Complete section 1.1-B on the personal plan guidelines.

Sept 23

Class: Undergraduate Research (Christina Trepanier)

Homework for next week:

- Using what you learned from the speakers, your responses in section 1.1 of your personal plan, and anything else you know about, complete section 1.2 of your personal plan.
- Next week you will hear from guest speakers about learning abroad and internship opportunities. Give some thought to questions you might have on those topics.

Sept 30

Class: Learning abroad (Kathryn Timm) and internships (Dominique Blanc and Miranda Best).

Homework for next week:

- Complete Section 2.1 of your personal plan. (ch. 6 may be helpful).

Oct 7

Class: Networking & informational interviews

Homework for next week:

- Read or skim ch. 10 (internships and volunteering)
- Do some research on possible internships in your area of interest, and make a note of one or more that interest you (for your personal plan)
- Check out some of the links to fieldschools and international opportunities in section 1 ("fieldschools...") under Career Resources on the homepage and make a note of any that interest you, for your personal plan.

Oct 14

Class: Grad school: choosing a school, writing an effective statement of purpose, letters of recommendation

Homework for next week: Complete section 2.2-A of your Personal Plan.

Oct 21

Class: Interest group meeting; Discuss careers within your area, allocate tasks for your group presentation.

Homework for next week: Complete section 2.2-B of your Personal Plan. Submit the Personal Plan to Canvas by Oct 28.

Oct 28

Class: How to write an effective resume

Homework for next week:

- Read or skim ch. 7 (The resume, CV, and biographical statement).

- Prepare a resume, one you could submit now, **following the guidance and template given in lecture**. It should be targeted to a job or internship that will give you relevant experience for your longer-term goals. Submit to Canvas by Nov 11. If you want feedback, send to me this week, by email, and I will give comments and suggestions.

Nov 4

Class: How to write an effective cover letter

Homework for next week:

- Write a cover letter for a job or an internship in a career you want to pursue (it needs to be an actual internship or a position in a real organization, but it doesn't need to be an open position). Submit to Canvas by Nov 18. If you want feedback, send to me this week by email, and I will give comments and suggestions.
- NOTE: You may read ch. 8 on cover letters for advice, but do not copy sample cover letters, either from the book or website. Most are too generic, some are unprofessional, some just boring. You can do better. Personalize it.

Nov 11

Class: Interviewing

Homework for next week:

- read or skim ch 9 (Applying for the job)
- watch the recommended videos on interviewing tips (see website for links)
- imagine you are interviewing for a position (internship, research, job) in an area you have identified in your personal plan. Practice a one-minute response to the classic interview question "tell me about yourself," appropriate for that position.

Class: "tell me about yourself"; open discussion

Nov 18

Class: Career presentations, group 1

Nov 25

Class: Career presentations, group 2

Dec 2 - last class

Class: Career presentations, group 3

Homework for next week: submit your peer review to Canvas no later than Dec 6

1 Finding a career

1.1 Exploring Careers

- A. **List one or more careers from the video “Real People, Real Careers” (streamable from Marriott - see syllabus for the url) and one or more from the text (chs. 3–5 and appendices) that are of interest to you, describing each with a sentence or two.** Feel free to search the web and add others, with brief summary and the url where you found it.
- B. Check out some of the career links on the course webpage, in section 2 (Career Advice and Opportunities from Professional Associations) and section 3 (News Articles about Anthropologists in the Workplace). **List the names and urls of the most interesting ones you found** (two or three is enough, more is fine) and **describe each in a sentence or two.**

1.2 Narrowing it down

Using what you learned from the speakers, your responses in section 1.1, and anything else you know about, respond to the following prompts:

- A. **Describe your general area of interest** in a sentence or two (if you have more than one, that’s ok, you can indicate both)
- B. What careers have you found within that area of interest that you might want to pursue? **List three possible careers** within that area, and **the entry requirements for each**. You will need to do some research online to see what qualifications are required.

2 Preparing for your career

2.1 What have you done thus far?

Describe classes, projects and other training or experiences you have already had, if any, that would be useful in your proposed career area(s). Appropriate things to include would be career-relevant classes, lab or research experience, internships, career-relevant work, experience overseas, etc. If your answer is “nothing yet” that’s ok (and understandable, especially if you’re a freshman or sophomore). But it’s time to start thinking about adding some in future, which is what the next section is about.

2.2 What do you plan to do in future (before you graduate?)

- A. Read chapter 10 and also check out some of the links in section 1 (“Fieldschools and International Opportunities”) under Career Resources on the course homepage. Feel free to browse further online. **List two or three fieldschools, internships, or overseas experiences that seem useful, and describe them in a sentence, with the url.**
- B. Using this information and what you learned from the speakers, and any additional information, make a plan to prepare for the career opportunities that interest you. Make a list of at least three opportunities. These might include skills classes (technical, language, research-related, etc), and/or research opportunities, and/or an internship, and/or a fieldschool, and/or learning abroad. **For each one, provide a brief description, indicate the pros and cons, and note what you will need to do (if anything) to prepare for it.**