# PROFESSIONALISM IN ANTHROPOLOGY

ANTHRO 196

Summer Session A, May 24-July 1, 2021
Tu, Th 2:10PM—3:29PM (*asynchronous instruction*-- see below for explanation)

Prof. William A. White, III
Email: wawhite@berkeley.edu
Lecture: Tu, Th 2:10PM—3:30PM
Office Hours: Tu and Thurs 1:00—2:00 PM or by appointment

## LIVE SESSION ZOOM LINK

NOTE: All participants and hosts are now required to sign into a Zoom account prior to joining meetings hosted by UC Berkeley. See "How to sign into your UC Berkeley Zoom account" (https://berkeley.service-now.com/kb?id=kb_article_view&sysparm_article=KB0013718) for how to sign in.

Participants who are not eligible for a UC Berkeley-provided Zoom account can use a Zoom account provided by their institution, can create a free, consumer Zoom account (at https://zoom.us/freesignup/), or can dial in via the phone.

Join Zoom Meeting
https://berkeley.zoom.us/j/94357286657?pwd=WDc5NXNOY3NvOG8zMXBMQU5zZllUZz09

Meeting ID: 943 5728 6657
Passcode: 722196

## OFFICE HOURS ZOOM LINK

Join Zoom Meeting
https://berkeley.zoom.us/j/91829329863?pwd=ay9vbWpSTXNKY0gvK2t1cVlQUHNVZz09

Meeting ID: 918 2932 9863
Passcode: 303452

# What is this course about?

Much of the curriculum in anthropology prepares students for continuing on in higher education in research masters or doctoral programs. Yet most archaeologists in the United States work for cultural resource management (CRM) companies or government agencies upon completing their undergraduate degree, while other anthropology undergraduates go on to careers in museums and cultural institutions. ANTHRO 196 will introduce students to the ethical issues and practical skills required in these forms of professional practice. It is hoped that this class will help students understand how to conduct themselves among other professionals, how to present themselves as qualified for these pursuits, and how to develop the practical skills needed to forge a fruitful career.

The primary instructor, Professor William White, has extensive experience in cultural resources management-- the employment sector created by legal requirements for archaeological site identification, assessment, and management. Dr. White also has experience working with government agencies, and in public communication and advocacy. This course draws on his experiences to help anthropology students think about career paths and prospects.

## Why is this course important?

Despite the length of time it takes to earn a college degree, there are few spaces for students to practice professional skills before graduation. This is unfortunate because anthropologists employed in professional practice must know how to present their work to diverse audiences on different platforms, convey the value they can add to a organization's mission (whether that is a government agency, a non-profit or non-governmental organization, or a for-profit company), and how to behave ethically in the workplace.

In addition to an intensive introduction to the two sectors that are specialties of the instructors, other venues for employment (including user interface/user experience, market research, and community ethnographic research) will be discussed.

Assignments in this course all involve practical exercises necessary for the transition to post-graduate employment. *There is no final exam; completion of the assignments and participation are the bases for grading*.

## What should you be able to know and do by the end of this course?

• Understand how anthropological knowledge is produced in engaged scholarship and professional practice.

• Understand ethical obligations and entanglements in archaeological and other cultural heritage work.

• Learn how to craft a resume and a CV.

• Understand how to carry oneself at professional meetings.

• Understand why public advocacy by anthropologists is important and envision ways to be a public advocate.

• Practice different ways of communicating appropriate to talking to publics and talking to other scholars.

**Weekly topics (readings and assignments will be distributed via bCourses)**

| Week 1 | **Career planning**<br><br>*What kinds of careers do anthropology graduates pursue?* | **Introduction to the course**<br><br>**Assignment**: Lifestyle Design |
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| | | **Critically thinking about your career**<br><br>**Assignment:** KSA Assessment |
| Week 2 | **Job seeking**<br><br>*How do you find jobs? What do you need to apply?* | **Job Requirements**<br><br>**Assignment:** 1-page resume |
| | | **Applying for work**<br><br>**Assignment:** Cover Letter |
| Week 3 | **Working for public and private organizations**<br><br>*How does professional research in archaeology get created?* | **Functional Research design**<br><br>**Assignment:** Research Design outline & Bibliography |
| | | **Scope of work and budgeting**<br><br>**Assignment:** Budget |
| Week 4 | **Communicating your knowledge professionally**<br><br>*How can you use your writing and oral communication skills to address other professionals?* | **Preparing for a Professional conference**<br><br>**Assignment**: Conference Paper Abstract |
| | | **Building a presentation**<br><br>**Assignment:** 5-slide PowerPoint presentation |
| Week 5 | **Communicating your knowledge to publics** | **Blogging as public advocacy**<br><br>Assignment: Blog post |

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| | *How can you use your writing and oral communication skills as an advocate?* | |
| | | **Advocating public policy** <br><br> **Assignment**: Policy memo |
| Week 6 | **Risk management and ethical conduct** <br><br> *Staying safe in the field and staying ethical* | |
| | **Applying to graduate school** | **Assignment**: Grad program list |

**Readings:** required readings will be posted on bCourses and detailed on the full version of the syllabus.

**Basis for assessment:** There are twelve required assignments that must be submitted on time, which will be assessed for completeness and fulfillment of required features. A portfolio of these items is the main basis for your final grade. Participation in course sessions via Zoom and/or discussions on the bCourses website is also required.

*This class is being offered in entirely remote, asynchronous mode, you can complete this course without being present live for each class session; however, you would then need to show higher levels of participation in the asynchronous format.*

# University of California, Berkeley Course Policies

**Safe Spaces**

Lecture and in-class discussion are open spaces for a dialogue on topics that some may find controversial or sensitive. Active participation is both encouraged and expected. Please contribute to the discussion, ask questions, and feel free to disagree with your instructor, fellow students, and any of the course content in a respectful manner. The university takes threatening and/or disruptive behavior very seriously. Please see the appropriate sections of the Berkeley Campus Student Code of Student Conduct for discussions of threatening and disruptive behavior

(http://sa.berkeley.edu/sites/default/files/UCB-Code-of-Conduct-new%20Jan2012_0.pdf)

If you are concerned about the behavior of those in this class, you can view the many Safe Spaces for Students options offered by Cal Berkeley (http://diversity.berkeley.edu/community-support-spaces-and-resources/services-and-safe-spaces-students) or those offered by the Berkeley Office for the Prevention of Harassment and Discrimination (https://ophd.berkeley.edu/)

**Academic Integrity**
(http://teaching.berkeley.edu/statements-course-policies#academic)

Any test, paper or report submitted by you and that bears your name is presumed to be your own original work that has not previously been

submitted for credit in another course unless you obtain prior written approval to do so from your instructor. In all your assignments, including your homework or drafts of papers, you may use words or ideas written by other individuals in publications, web sites, or other sources, but only with proper attribution. If you are not clear about the expectations for completing an assignment or taking a test or examination, be sure to seek clarification from your instructor beforehand. Finally, you should keep in mind that as a member of the campus community, you are expected to demonstrate integrity in all your academic endeavors. The consequences of cheating and academic dishonesty—including a formal discipline file, possible loss of future internship, scholarship, or employment opportunities, and denial of admission to graduate school—are simply not worth it.

**Cheating**: Anyone caught cheating on a quiz or exam will receive a failing grade for that assignment and will also be reported to the University Office of Student Conduct. Except for the final project in this class, please do your own work on writing assignments, quizzes, and exams to guarantee that you are not suspected of cheating. Make sure the documents you upload to bCourses were created by you on your own computer with an IP address associated with you.

**Plagiarism/Self-plagiarism:** I encourage collaboration, but you must be original in composing the writing assignments in this class. To copy text or ideas from another source (including your own previously, or concurrently, submitted course work) without appropriate reference is plagiarism and will result in a failing grade for your assignment and usually further disciplinary action. For additional information on plagiarism, self-plagiarism, and how to avoid it, see, for example: http://www.lib.berkeley.edu/instruct/guides/cit

ations.html#Plagiarism Here's what I have to do if you're caught plagiarizing http://gsi.berkeley.edu/teachingguide/misconduct/prevent-plag.html

**Turnitin**: UC Berkeley's honor code states "As a member of the UC Berkeley community, I act with honesty, integrity, and respect for others." As a tool to promote academic integrity in this course, written work submitted via bCourses may be checked for originality using Turnitin. Turnitin compares student work to a database of books, journal articles, websites, and other student papers. This creates an opportunity for students to improve their academic writing skills, by ensuring that other sources have been properly cited and attributed. For more information about Turnitin at UC Berkeley, visit: http://ets.berkeley.edu/academic-integrity

**Letters of Accommodation:** I am dedicated to making this course available and passible to any student, regardless of disability. If you need accommodation to help with any of my assignments, please request a Letter of Accommodation from the university (http://dsp.berkeley.edu/students/returning-students/letters-accomodation).

**Accommodation of Religious Creed:** I respect all religious beliefs. If any of my assignments conflict with a religious event, please tell me in advance so we can make arrangements (http://sa.berkeley.edu/uga/religion).

**Scheduling Conflicts:** Life happens. I know. If you have a conflict with any of the assignments in class, please notify me BEFORE you need to miss class or an assignment. We can work something out.

**Technology Disclaimer:** This is an online class and you will not be able to easily access course materials without: internet access (Wi-Fi, Ethernet, 4G or 5G service) and a computer (PC or Mac), a tablet (Microsoft Surface, iPad, Samsung Galaxy Tab), and/or a smartphone.

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Many of the in-class activities will require you to bring a digital device to class. *Please make sure you come to class with a digital device that can access the internet, Microsoft Word, and Adobe PDF reader*. Contact me immediately if you don't already have access to one of these devices and internet/4G or 5G reception so we can work something out.

Likewise, this course heavily uses its bCourses site. There, you will find course readings, submit your written assignments, access quizzes, and access your grades. I will do my best to make sure the website is working, but please tell me if anything on the website does not work. Also, glitches with the website are not excuses for you to not complete course assignments. Back up any problems with an email with your assignment attached. I will help walk you through any problems, but you still need to do the work.

## The Department of Anthropology at the University of California, Berkeley

The anthropology department at Berkeley is [one of the top anthropology programs in the world](one).

Your school is at the cutting edge when it comes to archaeology, sociocultural anthropology, and biological anthropology. See what's going on in anthro: [http://anthropology.berkeley.edu/news](http://anthropology.berkeley.edu/news).    Or, beat the rush and change your major or minor to anthropology: [http://anthropology.berkeley.edu/undergraduate/anthropology-majors](http://anthropology.berkeley.edu/undergraduate/anthropology-majors)