ANG6780
FOUNDATIONS FOR A CAREER IN ANTHROPOLOGY

Fall 2025   **Instructor:** Dr. Brenda Chalfin
Friday 10:40-1:40pm   **Office**: 451 Grinter Hall
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Course # 3G70, 3 credits   **Office Hours**: Monday 2-4p & by appt

Course Overview

This course is designed to equip Anthropology students from all four subfields for a successful graduate career and subsequent professional development. The course is recommending for all incoming graduate students on the PhD track. Enrollment during the first semester of study is suggested but students in other phases of the PhD track are also encouraged as the course covers opportunities, expectations and institutional resources available over the full arc of PhD attainment.

Students will be exposed to information and institutional resources that will allow them to navigate graduate study at UF and explore pathways to successfully build their careers utilizing the knowledge and skills gained earning an Anthropology PhD. The course aims to create a level playing field for both entering and established students in order to meet their academic and professional milestones during their initial year of graduate study and beyond to facilitate the successful completion of the degree and subsequent professional attainment. Students will learn how to propose, fund, present, and publish independent research and make the most of the university as an institution and place of work, study and intellectual community. Topics relevant to academic study and a professional career in anthropology will be addressed including professional ethics, work/life balance, mentoring, collaboration, public engagement and career planning.

A key component is work toward development of a preliminary research proposal articulating individual research interests and utilizing university and other resources. For incoming students, the proposal will be geared to the Department of Anthropology's Elizabeth Eddy Summer New Graduate Students Research Awards. A variety of grant formats will be shared as students may pursue other funding opportunities. Students will work on other aspects of career development including individual development plans, CVs, and research presentations.

The course is interactive and highly participatory and will feature guest presentations and discussion and question and answer sessions with department faculty, UF representatives, department alumni and other professionals on and off-campus. The intent is to demystify the PhD process and afford students gain first-hand knowledge of campus resources, policies and support services, meet UF resource providers face-to-face and learn about academic and non-academic career opportunities and trajectories. The information, contacts and exposure gained through these interactions and information exchanges are available for students' to draw on throughout their time on campus and beyond.

Short reading and writing assignments will be required for weekly class-meetings along with brief oral presentations. Course work will culminate in an individual research portfolio and prospectus and a collectively prepared guide to departmental and campus resources.

Course objectives

Students are expected to gain specific knowledge of academic policies and resources to learn how to navigate a graduate career at the University of Florida, how to develop and conduct a research project, how to write grant proposals and prepare research articles, and how to present and disseminate scholarly work. Students will understand professional standards and milestones and become familiar with strategies for work/life balance and professional and personal well-being while pursuing a graduate study in Anthropology. Students will also be exposed to information that will allow them to explore different career opportunities in order to be successful in building a career that utilizes their knowledge and their PhD. Students will prepare preliminary research proposals and to plan and test the feasibility of longer term dissertation research.

Student Learning Outcomes (SLOs)

1. Demonstrate knowledge of institutional policies, procedures, and resources available to support academic success and professional development throughout the Anthropology PhD program.
2. Develop and articulate a preliminary research proposal that aligns with individual scholarly interests and incorporates university and external resources.
3. Create essential components of a graduate student academic portfolio, including an academic bio-sketch, individual development plan (IDP), and sample grant proposal.
4. Effectively present and communicate research ideas and scholarly work in both written and oral formats, tailored to academic and professional audiences.
5. Evaluate and apply strategies for ethical conduct, professional engagement, and work/life balance to support personal well-being and sustainable career development within and beyond academia.

Course materials:

Students are encouraged to purchase these books. Used and e-copies are fine. Other Reading Material will be available on Canvas. Reading Material should be brought to class on the specified date.

Required:

- *Where Research Begins: Choosing a Research Project That Matters to You (and the World)* by Thomas Mullaney and Christopher Rea, 2022, University of Chicago Press
- *How to Write a Lot: A Practical Guide to Productive Academic Writing*, by Paul J Silvia, 2019, APA
- *The Professor is In* by Karen Kelskey, 2015
- *A Field Guide to Grad School*: *Uncovering the Hidden Curriculum*, by Jessica McCrory Calarco, 2020. Princeton University Press

Optional:

- *Getting What You Came For: The Smart Student's Guide to Earning an MA or PhD*, Robert Peters, 1997(the book is good with practical advice, but it's outdated, so the numbers are no longer accurate)

Other resources to investigate:

- Graduate school
    - Graduate Student Success Center – to support your grad school experience
    - Office of Graduate Student Support & Engagement – personal wellness, support networks, community connections
    - Office of Graduate Professional Development – workshops and events to support your professional development

- o [Career Exploration](#) – an online professional development training platform, includes access to Beyond the Professorate, a career training platform to launch an academic or non-academic career with many videos that help PhDs move through four stages during their career transition.
  - o [Self-care and wellness](#)
  - o [International students](#)

- UF Library
  - o Dr. Ginessa Mahar, gjmahar@ufl.edu , Anthro PhD alum, is the liaison for the Dept of Anthropology and can answer all your questions about resources at the library
  - o https://guides.uflib.ufl.edu/anthroUF/Foundations - guide to library resources for Foundations for a Career in Anthropology
  - o https://guides.uflib.ufl.edu/anthroUF/grad - guide to library resources for UF Anthro grad students
  - o https://guides.uflib.ufl.edu/anthropology - guide to library resources for anthropological research
- [Anthropology Career Readiness Network](#) – preparing Anthropology students for careers in industry, non-profits, and government (not just PhDs)
- [UF Academic resources](#)
  - o [E-learning technical support](#) - 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu
  - o [Career Connections Center](#) - Reitz Union, Ste 1300, 392-1601, career development assistance and counseling
  - o [Tutoring](#) – Turlington Hall and Little Hall. General study skills and tutoring
  - o [Writing Studio](#) - 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers

Course format

This course meets once a week for three hours and consists of class discussions, student presentations, Q&A with guest speakers and panelists, and visit to various offices and resource centers on campus.

Assignments & Grading

Evaluation of student performance is based on class participation, development of a research project over the course of the semester, and other topical assignments throughout the semester (detailed below).
All assignments are due no later than 9a of the specified course date.
- Late assignments without an excuse will be reduced 5% per day late.
- All unexcused late work will not be accepted a week after the due date without agreement with the instructor.

REQUIRED ASSIGNMENTS:
- Class attendance and participation (10%)
- Development of a research proposal for the Elizabeth Eddy Summer Student Research Grant or similar research feasibility study
  - o Research abstract [250 words] (Draft and Final) (10%)
  - o Preliminary research proposal [2 single-spaced pages] (10%)
  - o Research proposal [5 single-spaced pages] (20%)
  - o Research bibliography [2 pages] (5%)
  - o Peer reviews of other students' proposals (5%)
- Additional assignments:
  - o Academic Bio-Sketch (Draft and Final) (5%)
  - o Program Timeline and IDP draft (5%)
  - o UF Graduate Student Resource Write-up (10%)
  - o Interview a UF Anthropology PhD alum whose career interests you (5%)

        o   Research a non-tenure-track position of interest to you and write a short description, and possibly interview someone in that position (5%)

        o   Conference Presentation Precis (10%)

Grading scale:

93 - 100%	A	80 - <83%	B-	67 - <70%	D+
90 - <93%	A-	77 - <80%	C+	63 - <67%	D
87 - <90%	B+	73 - <77%	C	60 - <63%	D-
83 - <87%	B	70 - <73%	C-	< 60%	E

The university grading policy can be found at https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx.

Class Expectations and Course Policies

This course complies with all UF academic policies. For information on those polices and for resources for students, please see https://syllabus.ufl.edu/syllabus-policy/uf-syllabus-policy-links/.)

Attendance and punctuality

This course is primarily discussion-based, and since attendance is fundamental to the learning goals, attendance is required. Of course, life may sometimes intervene, in which case you are expected to notify the instructor ahead of time. More than two absences will already constitute >10% of the course and you should consult with the instructor about appropriate make-up activity. Excused absences must be consistent with university policies in the Graduate Catalog and require appropriate documentation. Additional information can be found in Attendance Policies.

Assignments

Assignments in this course comprise a research proposal and associated milestone assignments as well as a series of thematic assignments related to particular topics. Readings and thematic assignments are designed to facilitate discussion in class, and as such must be completed on time.

Procedure for conflict resolution

Any issues, disagreements or grade disputes should be discussed first between the instructor and the student. If the problem cannot be resolved, please contact Prof. John Krigbaum (krigbaum@ufl.edu, (352) 294-7540), Chair of Anthropology. Be prepared to provide documentation of the problem, as well as all graded materials for the semester. Issues that cannot be resolved departmentally will be referred to the University Ombuds Office (http://www.ombuds.ufl.eduLinks to an external site.; 352-392-1308) or the Dean of Students Office (http://www.dso.ufl.eduLinks to an external site.; 352-392-1261).

Communication practices for the course

- You are responsible for materials posted on E-Learning (Canvas) at https://elearning.ufl.edu/, including required readings, announcements, details on assignments, and other supplementary material. Canvas technical support available at https://elearning.ufl.edu/student-help-faqs/.

- The instructor may use email to make general class announcements or to contact you directly about your work. You are responsible for checking your official UF email regularly to be aware of communication from your instructors. There are no allowances for students who fail to read their email announcements or whose inboxes are full at the time an announcement is sent.
- Canvas Notifications: In your Canvas "Account," click on "Notifications." Set the notification for "Submission Comment" to either "Notify Immediately" or "Daily Summary." The instructors communicate with you regarding your assignments through Submission Comments more so than e-mail. We expect every student to read their submission comments within 24 hours. Many of them may require immediate action on your part.

Use of generative AI tools

Generative AI is one of the most disruptive technologies we've experienced over the past couple years. Students should become experienced in the use of such tools and know when, and when not, to use them. In this course, AI tools, such as ChatGPT 4o or UF's NaviGator AI, may be used to help students understand the reading material, e.g. to explain a concept or clarify a paragraph. Students can also use AI tools to help generate ideas and brainstorm. However, be aware that AI tools tend to "hallucinate", "get things wrong" and "make stuff up", e.g. made-up references, so students should always verify information provided by AI. Also, over-reliance on AI tools can stifle students' creativity and independent thinking and can short-circuit the process of developing analytical and critical thinking skills. Presentation of any ideas generated by AI tools must be properly cited, e.g. "ChatGPT 4o was used to generate this idea". AI tools may not be used to write text, or generate content, that is handed in for an assignment – this is considered plagiarism because you're handing in writing that's not yours, but your name is on the assignment and will be treated as such.

UF Counseling Services

On-campus services are available for students having personal problems or wanting career development assistance. They include:

- Counseling and Wellness Center: Visit the Counseling and Wellness Center website or call 352-392-1575 for information on crisis services as well as non-crisis services.
- Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need.
- Sexual Assault Recovery Services (SARS), Student Health Care Center, 392-1161, sexual assault counseling
- Additionally, student web-based resources on sexual harassment are available at http://www.ufsa.ufl.edu/students/sh/sexualharassment.shtml
- University Police Department: Visit UF Police Department website or call 352-392-1111 (or 9-1-1 for emergencies).
- UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608.
- GatorWell Health Promotion Services: For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the GatorWell website or call 352-273-4450

U Matter We Care

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. Nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

Course schedule:

DATE	TOPIC	ACTIVITIES	REQUIRED READING	ASSIGNMENT DUE
1.8/22	Introduction & Overview			
2.8/29	Academic and Professional Goals, Planning and Mentoring	UF Graduate School Resource Fair – Grinter Hall	Rackham, "How to Get the Mentoring You Want" https://rackham.umich.edu/discover-rackham/mentorshipmatters/ Kelsky, Ch. 55-56 Mentoring Mullaney & Rea, Introduction-Self-centered research	Draft Academic Bio-Sketch/ & Preliminary Research Abstract Due
3. 9/5	UF Anthropology Department Programs and Policies	Guest Speakers	Programs and Policies for Graduate Studies, Department of Anthropology, UF https://anthro.ufl.edu/wp-content/uploads/sites/55/ Graduate_Program_Policies_Rev_April_2023.pdf Calarco, Ch. 5 Staying on track	Draft Graduate Program Timeline
4. 9/12	UF Graduate School Resources	Meet with Judy Traveis & tour UF Grad Sch.	Calarco, Ch.2-3 Building your team Review UF Graduate School Website Silvia, Ch. 1-3	Draft Individual Development Plan
4. 9/19	Work life Balance & UF Wellness Resources	Meet with Shinley Revera, UF Counseling and Wellness Expert.	"What to do to improve postgraduate mental health" *Nature*, May 9, 2018 Calarco, Ch. 12	Share a wellness strategy.
5. 9/26	UF Library & Special Collections & AI in the Academy	Meet with Ginessa Mahar & Dan Reboussin/UF Library Resource Specialists in Anthropology & Area Studies	Calarco, Ch. 4 "AI and the transformation of social science research," Grossman et al. 2023, *Science.*	Preliminary Bibliography for Summer Research Grant Application
6. 10/3	UF Research Office, IRB & Grant Resources	Meet with Gail Fish, Research Development Strategist, UF Research	Mullaney & Rea, Ch.1 & 2 Read Review of Babb, "Regulating Human Research: IRBs to Compliance Bureaucracy." Calarco, Ch. 6	Research Proposal Precis Due & Academic Bio-Sketch
7.10/10	Grant Writing Workshop	In-class workshop	Mullaney & Rea, Ch.3 & 5 Silvia, Ch. 8	Workshop Preliminary 2-page

				proposal – Due in class.
8. NO CLASS 10/17	*NO CLASS MEETING*	*UF HOMECOMING*		Meet with advisor for feedback
9.10/24	Academic Career Forum	Alumni Panel	Kelsky, Ch.4-12	Alum Profile or Interview
10. 10/31	Non-Academic Career Forum (Mustapha, Netty, Therese, Allison)	Alumni Panel	Kelsky, Ch. 60	Non-Academic Profile or Interview
11. 11/7	Peer Feedback Session	In-class proposal sharing	Mullaney & Rea, Ch. 4	Draft Research Proposal Due
12. 11/14	Conference Forum	In-class proposal sharing	Kelsky, Ch. 19, 20 Calarco, Ch. 8-10 Silvia, Ch. 6	Conference Presentation Precis Draft Due (Final version Due 11/28)
13. 11/21	Wrap-up & Last class **FINAL RESEARCH PROPOSAL DUE 5p, DECEMBER 5, 2025**	Class Discussion		UF Graduate Student Resource Write-Up Due.