

Professional Strategies & Tools

Fall 2016

F804 (31111)

Classroom Office Building (800 E. 3rd Street) 102



Professor: Ruth M. Stone
Office phone: 855-0398; Email: stone@indiana.edu
Office: 800 East Third Street, Room 233
Office hours: MW 1:30-3:30 and by appointment

Course

Class: W 9-11:30, Classroom Office Building 102

This course will provide class members with the opportunity to hone knowledge and practice skills in critical professional areas for the M.A. and Ph.D. student: the curriculum vitae, conference paper proposal, research grant proposal, teaching portfolio, job application letter, and job talk, among others.

Students will critique the work of others in the process of becoming skilled and confident in their own abilities. The class will utilize video conferencing with alumni and faculty members of the Department of Folklore and Ethnomusicology during the semester.



Grading:

- Discussion and Class Participation—200 points
- Five-Year Plan—50 points; [due September 7](#)
- Curriculum Vitae—50 points; [due September 14](#)
- Grant Application—100; [due September 28](#)
- Teaching Philosophy Statement—50 points; [due October 5](#)
- Research Trajectory Statement—50 points; [due October 12](#)
- Job Cover Letter—50 points; [due November 2](#)
- Research Article—100 points; [due November 30](#)
- Portfolio—250 points; [due December 7](#)
- Total-- 900 points.

Scale: Scale: A (94-100), A- (90-93), B+ (87-89), B (84-86), B- (80-83), C+ (77-79), C (74-76), C- (70-73), D+ (67-69), D (64-66), D- (61-63), F (below 60).

See the “Code of Student Ethics” for university policies on plagiarism.

<http://www.indiana.edu/~code/code/responsibilities/academic/index.shtml>

Required Reading: The following texts are available at the IU Bookstore or from other providers.
Books:

The Professor Is In. Karen Kelsky, 2015. New York: Three Rivers Press.

The Only Grant Writing Book You’ll Ever Need. Ellen Karsh and Arlen Sue Fox. 2014. Fourth Edition. New York: Basic Books.

The Academic Job Search Handbook. Julia Miller Vick, Jennifer S. Furlong, Rosanne Lurie. 2016. Fifth Edition. Philadelphia: University of Pennsylvania Press.

Attendance: Students are expected to attend and participate in each scheduled class session. Two absences will be allowed for any reason. Any further absences will affect the student’s grade. If you know in advance that you are going to be absent, please send me an e-mail to that effect.



Schedule

Week 1

Wednesday, August 24

Introduction to Professional Strategies and Tools

Week 2

Wednesday, August 31

Building a Five-Year Plan

Reading:

The Professor Is In, “Dark Times in the Academy,” and
“Getting Your Head in the Game,” pp. 3-90

Week 3
Wednesday, September 7

Constructing a Curriculum Vitae

Reading:

The Professor Is In, “Take Control of Your CV”, pp. 93-98;
“Rules of the Academic CV, pp. 156-63.

The Academic Job Search Handbook, pp. 64-130.

Five-Year Plan due

Week 4
Wednesday, September 14

Home Runs with Grant Applications I

Reading:

The Only Grant Writing Book You’ll Ever Need, Lessons 1-10, pp. 1-188.

The Professor Is In, “The Foolproof Grant Template,” and “Proving Your Project is Worthy,” pp. 337-348.

Curriculum Vitae due

Week 5
Wednesday, September 21

Home Runs with Grant Applications II

Reading:

The Only Grant Writing Book You’ll Ever Need,
Lessons 11-17, pp. 189-288.

Week 6
Wednesday, September 28

Developing a Teaching Philosophy Statement

Reading:

The Professor Is In, “Just Say No to the Weepy Teaching Statement,” and “Evidence of Teaching Effectiveness,” pp. 156-172.

The Academic Job Search Handbook, “Additional Application Materials, pp. 131-179.

Grant Application due

Week 7
Wednesday, October 5

Crafting a Research Trajectory Statement

Reading:

The Professor Is In, “The Research Statement,” pp. 179-184.

The Academic Job Search Handbook, “Additional Application Materials, pp. 131-179.

Teaching Philosophy Statement due

Week 8
Wednesday, October 12

Research Conferences

Reading:

The Professor Is In, “Applying to Conferences,” and “How to Work the Conference,” pp. 103-113.

Research Trajectory Statement due

Week 9

Planning a Job Search

Wednesday, October 19

Reading:

The Professor Is In, “Getting Teaching Experience,” “Publish This, Not That,” and “Cultivating Your References,” “The Academic Skepticism Principle,” pp. 99-109, 114-117, 133-150.

Week 10

Wednesday, October 26

Sleuthing a Job Application Cover Letter

Reading:

The Professor Is In, “What’s Wrong with Your Cover Letter,” and “Tailoring with Dignity,” pp. 140-155.

Week 11

Wednesday, November 2

The Art of Creating a “Job” Talk

Reading:

The Professor Is In, “Techniques of the Academic Interview,” pp. 199-260; “Navigating the Job Market Minefield,” pp. 261-314.

The Academic Job Search Handbook, “What You Should Know Before You Start,” Planning and Timing Your Search,” “Conducting the Search,” 7-56, 227-274.

Job Cover Letter due

Week 12

Wednesday, November 9

No Class—Professional Meeting Society for Ethnomusicology

Week 13

Wednesday, November 16

Successful Research Articles

Week 14

Wednesday, November 23

Thanksgiving Recess

Week 15

Wednesday, November 30

Class Presentations

Research Article due

Week 16

Wednesday, December 7

Class Presentations

Portfolio due



Discussion and Class Participation—200 points

1. It's important that you have read the assignments *prior* to the class meeting and come prepared with notes to discuss it critically. By critically, I mean that you have some view on the strengths and weaknesses of the author's argument. You can also comment on how this work fits with other works in the class. These notes can also fit into your readings journal (see below). Class participation includes both discussion as well as careful listening to what others in the class say and being able to respond to their discussion. If you are very shy and find it hard to discuss, I will be providing some prompts to help you throughout the semester to enter the discussion, including small group breakout groups.
2. Attendance—the class will depend on everyone being there and being a part of the community that view the films and engages about them. Therefore, be sure to consult the attendance policy (see above) and let me know in advance if there is a reason you cannot be there. If you are in university group that is traveling, please see me in advance with a letter regarding the proposed absence.

Five-Year Plan—50 points; [due September 7](#)

1. Prepare a succinct 5-year plan for your life to outline what major activities you anticipate for each year. While some of these activities may be aspirational, that is not a problem. What do you envision for your life?
2. Include a paragraph at the beginning summarizing your overall goal(s) for that period.
3. Submit via CANVAS

Curriculum Vitae—50 points; [due September 14](#)

1. Prepare a CV for yourself that you could submit for a job application.
2. If you have a specific job or type of job in mind, include that description as an addendum since that would guide how you prepared the CV.
3. Submit via CANVAS

Grant Application—100; [due September 28](#)

1. Find a grant that you might want to apply for within the next five years. This might be an application for an internal or external grant competition.
2. Write a grant application following the guidelines indicated.
3. Submit a PDF of the application via CANVAS.

Teaching Philosophy Statement—50 points; **due October 5**

1. Draft a 2-4 page (double-spaced) statement of your teaching philosophy.
2. Submit via CANVAS.

Research Trajectory Statement—50 points; **due October 12**

1. Draft a 2-4 page (double-spaced) statement of your teaching philosophy.
2. Submit via CANVAS.

Job Cover Letter—50 points; **due November 2**

1. Find a job for which you would like to apply.
2. Write an appropriate cover letter for the application.
3. Submit via CANVAS. Include the job description details.

Research Article—100 points; **due November 30**

1. Find a class paper that you've already completed, but which you think could be publishable upon revision and possible expansion.
2. Discuss the changes you envision with Ruth Stone and plan the necessary steps.
3. Complete the revisions and submit the revised paper via CANVAS. Include the journal to which you intend to submit this along with their guidelines to authors.

Portfolio—250 points; **due December 7**

1. Drawing upon peer review that you received upon each of the class assignments, create a final assemblage of your professional materials in a single portfolio and submit it via CANVAS.
2. Elements to be included—
 - Five-year Plan
 - Curriculum Vitae
 - Grant Application
 - Teaching Philosophy
 - Research Trajectory Statement
 - Job Cover Letter
 - Research Article

