

LING 640G Sec 1: Professional Issues in Linguistics

Fall 2005, MWF 1:30 – 2:20, Moore 203

Instructor and contact information

Instructor: Amy Schafer

Email: aschafer@hawaii.edu

Office: Moore 562

Office phone: 956-3226

Office hours: Please sign up for office hours on the clipboard outside my office door.

Mailbox: When turning in papers or leaving messages for me, please either leave the item in the wooden box outside my office door, or place it in an envelope with my name on it and hand it to the Linguistics office staff.

Course description

This course will provide an overview of many professional issues in linguistics, including responsible conduct in research, presenting work at conferences, writing and publishing, and conducting an academic job search. As part of the course, participants will be expected to prepare materials such as a conference abstract, a conference handout, and a CV, and to present their work to the class.

Course website

<http://www2.hawaii.edu/~aschafer/ling640G.htm>

Course objectives

- Develop skills in presenting and attending presentations.
- Learn the general procedures for academic conferences and publishing.
- Learn how to conduct an academic job search (and a bit about non-academic job searches).
- Prepare materials for an academic job search.
- Learn professional conduct for use of human subjects and other areas of professional ethics.
- Reflect on steps needed for professional success.

Prerequisites

Completion of a seminar paper based on independent research, a thesis in linguistics, or some other linguistics research project of similar size, and consent of the instructor. You must have completed enough research to complete the presentation assignments listed at the end of this document.

Readings

We will read selected chapters of the following books, available at the UH bookstore. The APA Publication Manual is listed as "optional" at the UH bookstore because the assigned readings from it are limited and it is also available in the reference section of Hamilton library.

- *Publication Manual of the American Psychological Association*, 5th ed. (2001). (APA PM)
- Heiberger, M.M. & Vick, J.M. (2001). *The Academic Job Search Handbook*, 3rd ed. (AJSH)
- Goldsmith, J.A., Komlos, J. & Gold, P.S. (2001). *The Chicago Guide to Your Academic Career*. (CGAC)

Grades

- Grades will be based on the assignments listed at the end of this syllabus. The number before each assignment indicates its weight toward the final grade.
- Some assignments will involve a "workshop" stage, during which students will share work in progress with each other and exchange comments. Grades will reflect both the final form of the assignment and the degree of participation and collegiality in the workshop stage.
- See also the *Course policies* section below.

Course policies

Late assignments

Late assignments will not be accepted. This follows common practice for many conferences and job searches and encourages the organization and planning expected of a professional. Due dates for all assignments are listed at the end of this syllabus. Students are encouraged to complete assignments well before the due date when possible.

English spelling and grammar

Because this course is concerned with materials normally intended for professional circulation, final drafts of all written assignments must conform to standard written American English. Final drafts will be marked down for errors in spelling, punctuation, or grammar. You are free to check your assignments for these elements in any way you choose: yourself, by making arrangements with a friend or classmate, by paying a professional, by using computer programs, and so forth. All students are encouraged to read chapters 2 and 3 in the *APA Publication Manual*. Non-native speakers of English may wish to investigate ESL resources on campus, such as the academic writing course offered through the Outreach program.

Schedule (subject to change as needed)

All dates are subject to change and are based on estimated enrollment and the estimated needs of students. If you would like more (or less) coverage of a topic, or if you'd like us to cover topics not listed here, let me know.

Introduction (8/22)

- Overview of syllabus and course objectives
- No readings
- Assignment 1: NIH Human subjects

Topic 1: Professional ethics (8/24, 8/26, 8/29)

- Use of human subjects in linguistics research
- General research and professional ethics (professional conduct, coauthorship, storing and sharing data, etc.)
- Readings: APA PM chapter 8; handouts
- Assignment 2: UH Human subjects

Topic 2: Overview of career paths (8/31, 9/2, 9/7, 9/9, 9/12, 9/14)

- Academic careers at different stages (grad student, postdoc, junior faculty, etc.) and in different institutions & departments (research university, liberal arts college, etc.)
- Careers outside the academy
- Making/updating a CV
- Creating websites
- Readings: AJSH chapters 1, 3, 10, 12, 19, 20, 22; CGAC chapters 1 - 3
- Assignments 3 & 4: Make a CV, Make a webpage

Topic 3: Going to conferences (9/16, 9/19, 9/21, 9/23, 9/26)

- Conference review procedures
- Writing abstracts
- At the conference and after the conference
- Readings: APA PM pp. 12 – 15; AJSH chapters 5, 6
- Assignments 5, 6 & 7: Write an abstract, Referee abstracts, Re-write an abstract

Topic 4: Presentation skills (9/28, 9/30, 10/3, 10/5, 10/7, 10/10, 10/12, 10/14, 10/17, 10/19, 10/21, 10/24, 10/26)

- Making and using traditional linguistics handouts
 - Making and using PowerPoint presentations
 - Backup plans for technical difficulties
 - Giving presentations and fielding questions
 - Making and giving posters
- No readings
- Assignments 8 – 11: Presentations, Comments

Topic 5: Academic publishing (10/28, 10/31, 11/2, 11/4, 11/7)

- Writing and submitting journal articles
 - The article review process
 - Making short and long-term research plans
 - The scope of a paper: minimal publishable units
 - The scope of a dissertation
- Readings: APA PM chapters 1, 2, 6, 7, 8; CGAC chapters 4, 7
- No assignments

Topic 6: Planning and following your career path (11/9, 11/14, 11/16)

- Developing a teaching philosophy and a teaching portfolio
 - Research statements
 - Developing strategies to manage time, avoid problems, complete tasks, and get writing done
 - Finding grants for research, teaching, conferences, etc.
- Readings: AJSH chapters 3, 11, 22
- Assignment 12: Timeline

Topic 7: Job searches, part one: the search (11/18, 11/21, 11/23)

- Job opportunities in linguistics
 - Conducting an academic job search
 - Writing cover letters
- Readings: AJSH chapters 2, 4, 7, 8, 9, 11, 13; CGAC chapter 5
- Assignments 13 & 14: Find job ads, Write a cover letter

Topic 8: Job searches, part two: interview through hire (11/28, 11/30, 12/2, 12/5, 12/7)

- Job interviews: the preparation stage
 - Job interviews: during the interview
 - Job talks
 - Job offers
 - Knowing what you want and getting what you need
- Readings: AJSH chapters 14, 15, 16, 17, 18
- Assignment 15: Mock job interview

Assignments

1. 5% Get NIH human subjects certification (an on-line test). **Due 8/26.**
2. 5% Fill out UH human subjects forms for your research (real or potential). **Due 12/7.**
3. 10% Create a CV. **Due 12/2.**
4. 5% Create a webpage. **Due 12/7.**
5. 10% Write an abstract for your talk. **Due 9/21.**
6. 10% Referee a set of abstracts. **Due 9/23.**
7. 5% Re-write the abstract for your talk. **Due: 12/7.**
8. 10% Give a presentation targeted for a general audience (graduate students and faculty in linguistics from all sub-areas) that is approximately 30 min + 15 min for discussion.
9. 5% Give a presentation targeted for a specific audience (e.g., Austronesianists, sociolinguists, phonologists), on the same topic as your previous presentation, that is approximately 15 min + 10 min for discussion. Your second talk must use a different mode of presentation than the first. Possible modes of presentation include: handout, overheads, PowerPoint projection, poster, and slides.
10. 5% Ask a non-clarificational question during the discussion period of at least two general presentations.
11. 5% Ask a non-clarificational question during the discussion period of at least two specific presentations.
12. 5% Make a timeline for the completion of your Ph.D. **Due 12/7.**
13. 5% Find ads for at least 5 jobs that you would be qualified for after the completion of your Ph.D. **Due 12/2.**
14. 10% Pick one of those ads and write a cover letter for it. Turn in the ad, your cover letter, and your CV. **Due 12/2.**
15. 5% Mock interview for a job (with the class posing as the hiring department). **12/5 or 12/7 (or during the regularly scheduled finals period if we need the time).**