

Course title	<b>How to Survive (and Thrive) in Academia</b>
Course number	<b>GEO 6921</b>
Course date	<b>Spring 2020</b>
Location	<b>TUR 3018</b>
Meeting day	<b>Friday, period 3, 09:35-10:25 am</b>

**INSTRUCTOR INFORMATION**

Name	Jane Southworth
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Office location	TUR 3141
Office hours	By appointment

**COURSE DESCRIPTION**

*Objectives:* This course will address different strategies and approaches to surviving and thriving within academia, should this be a potential field you are considering for future employment. We will discuss preparations for a career in academia while still a graduate student (teaching, research, challenges etc.), actually preparing to go on the job market: preparing a packet, letters, selecting which jobs to apply for, the job interview, processes and strategies etc. and basically develop your own approaches to help you to find and get the best possible academic position to match your needs. The course will be practical and fun and is an attempt to better prepare our graduates for the academic world and to make you more competitive and knowledgeable when you get on the job market. As a 1 credit hour class it will have some assignments – developing your own strategy, preparing a packet for the job market etc., but all should hopefully be of immediate use.

*"Being a graduate student is like becoming all of the Seven Dwarves. In the beginning, you are Dopey and Bashful. In the middle, you are usually sick (Sneezy), tired (Sleepy), and irritable (Grumpy). But at the end, they call you Doc, and then you're Happy."*

(Ronald T. Azuma 2003)

**TEXTBOOKS No required books, useful guides though are:**

Useful guides	<ol style="list-style-type: none"> <li>1. <i>The Academic Job Search Handbook</i> Heiberger and Miller, University of Philadelphia, Fourth <b>Edition</b></li> <li>2. <i>What they didn't teach you in graduate school: 299 helpful hints for success in your academic career.</i> Paul Gray &amp; David E. Drew, 2.0. (Published 2011/12)</li> </ol>
Weekly readings:	Any other readings which may assigned or shared by your classmates, e.g., research papers, online pieces, etc. will be shared in Canvas
Useful Websites:	<p>The Journal of Higher Education  <a href="https://muse.jhu.edu/journal/90">https://muse.jhu.edu/journal/90</a>  The Chronicle of Higher Education  <a href="https://www.chronicle.com/">https://www.chronicle.com/</a>  For fun and general hilarity, I recommend...  <a href="http://phdcomics.com/comics.php">http://phdcomics.com/comics.php</a></p>

**WEEKLY TOPICS At a Quick Glance, dates and topics**

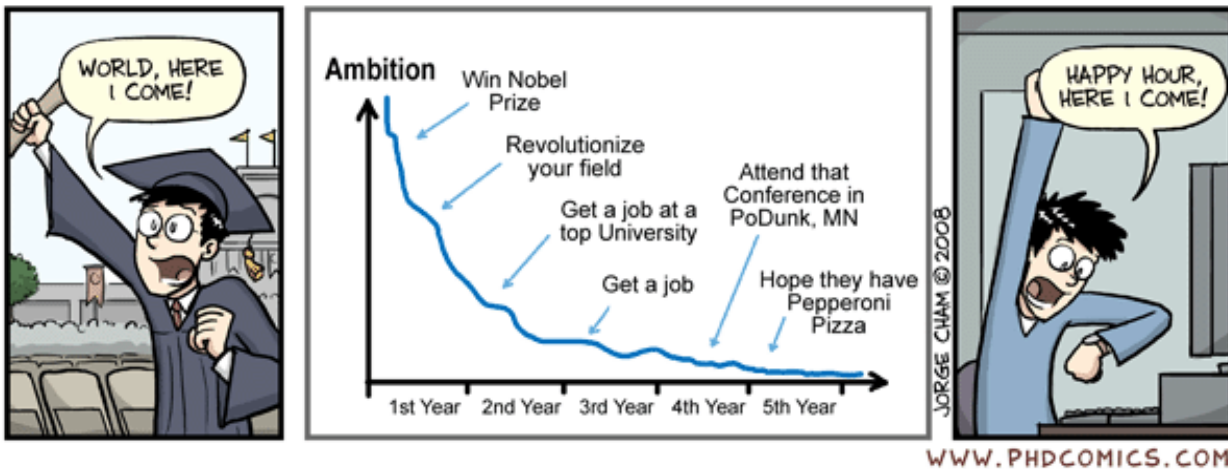
<b>Date</b>	<b>Topic</b>
Jan 10 <sup>th</sup>	Topic 1: Hi & Introductions
Jan 17 <sup>th</sup>	Topic 2: The IDP and Getting Done
Jan 24 <sup>th</sup>	Topic 3: Different Options - Is Academia Right For You?
Jan 31 <sup>st</sup>	Topic 4: Deciding on the type of job
Feb 7 <sup>th</sup>	Topic 5: The Job Market
Feb 14 <sup>th</sup>	Topic 6: Status of the Job Market in your field?
Feb 21 <sup>st</sup>	Topic 7: The Academic CV -options, styles, content and categories
Feb 28 <sup>th</sup>	Topic 8: Selling yourself on paper - The Statements!
Mar 6 <sup>th</sup>	SPRING BREAK
Mar 13 <sup>th</sup>	Topic 9: Make the long, long short list - the skype interview
Mar 20 <sup>th</sup>	Topic 10: AAAAAAAHHHHH - The Interview!
Mar 27 <sup>th</sup>	Topic 11: How to Negotiate.....
Apr 3 <sup>rd</sup>	Topic 12: Surviving as a Professor
Apr 10 <sup>th</sup>	AAG National Conference - No Class
Apr 17 <sup>th</sup>	Topic 13: Publish, Publish, Publish....and Getting Tenure

Weekly, brief assignments and weekly readings will be assigned, and pieces of work due each week. Each piece of work handed in (see schedule for assignment, each assignment is to be submitted on canvas before class starts) will represent 10 points. Grading scheme is presented below.

**GRADING SCHEME:**

[A= 90 and above] [B+=85-89.9] [B=80-84.9] [C+=75-79.9] [C = 70-74.9] [D+ = 65-65.9] [D = 60-64.9] [E = <60]

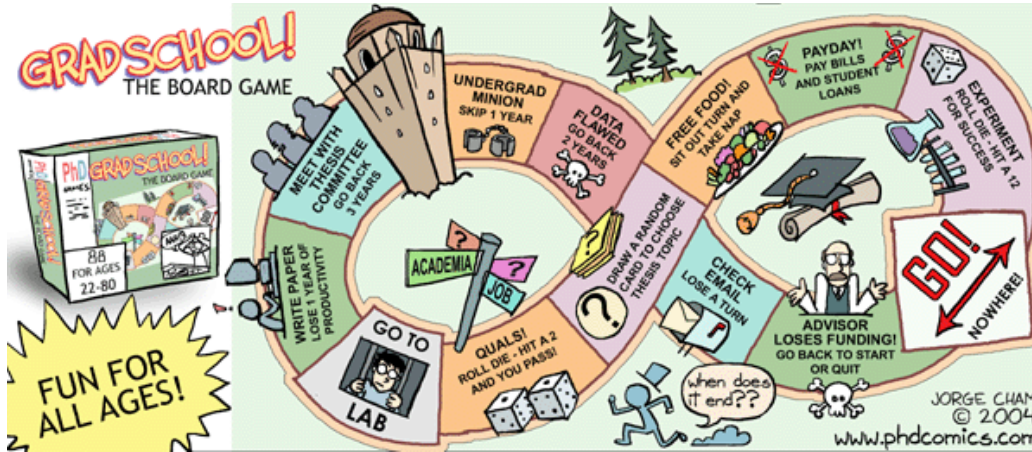
**YOUR LIFE AMBITION - What Happened??**



Friday Jan 10<sup>th</sup>

Topic 1: Hi and Introductions.

IDP discussed, handed out and sent digitally for bringing to class next week!



Friday January 17<sup>th</sup>

HW to be handed in this week - Completed IDP for yourself

Topic 2: The IDP and Getting done

Discussion topic: Finishing Graduate School and the Dissertation!

### YOUR THESIS COMMITTEE

Also known as: an impossibly difficult group to get together in one room but who nevertheless hold your future in their hands depending on their ability to reach a civilized consensus.

JORGE CHAM © 2012



**Your Professor**  
Simultaneously your biggest ally and your worst enemy. Will be the first to suggest you do more work.



**The Guru**  
Only here for the free cookies. Don't forget to bring cookies.



**The Adversary**  
Has bitter rivalry with your Professor and will argue the exact opposite view. Work this to your advantage.



**The Strawman/woman**  
Nice guy. No opinions.



**The Assistant Professor**  
Still doesn't believe just a few months ago they were on the other side just like you. Pretends to be an adult.

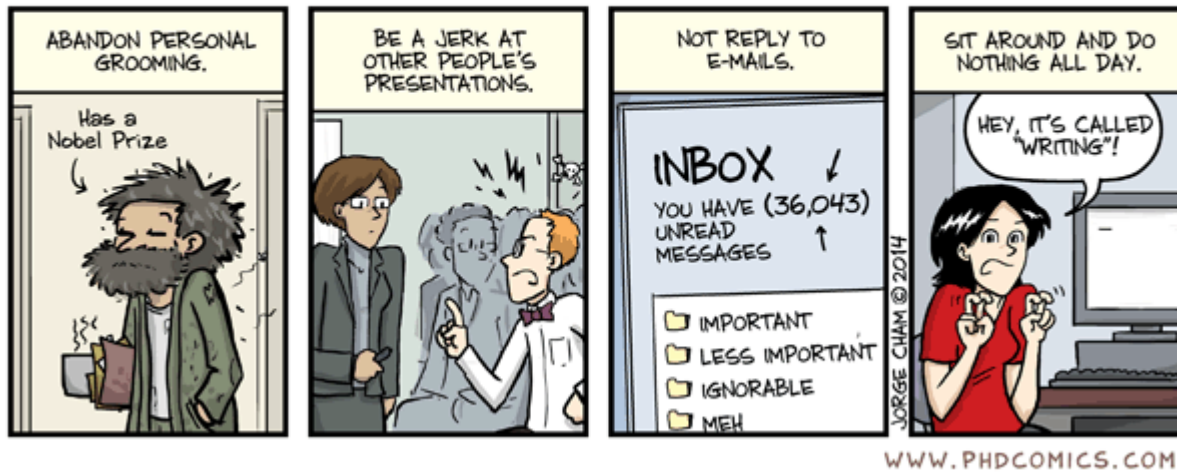
NONE OF THEM WILL ACTUALLY READ YOUR ENTIRE THESIS.

Friday January 24th

HW to be handed in this week: Options? Name 5-7 different options and job strategies you may follow and rank them, eg. Top may be a Research I tenure track assistant prof job, 2nd might be postdoc as Research I, next might be Industry? Etc. Be as detailed as you can and for each list an advantage and a disadvantage of this type of job.

**Topic 3: Different Options - Is Academia Right for you?**

**THINGS YOU CAN DO IN ACADEMIA THAT WOULD GET YOU FIRED IN THE REAL WORLD:**



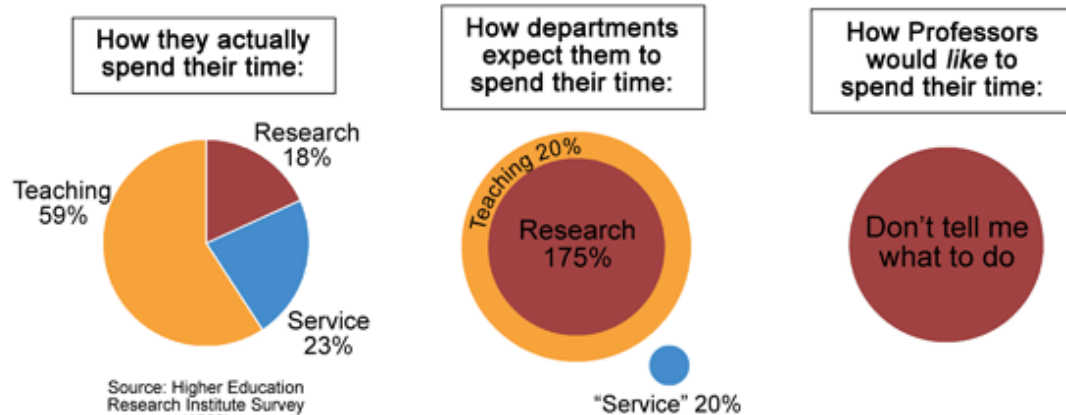
Friday January 31st

HW to be handed in this week: Find 5 job listings in academia that you find interesting. Bring to class to discuss. Be sure you know what kind of graduate institutions these are for.

**Topic 4: Deciding on the type of Job**

Discussion topic: Becoming a Job candidate, Different types of Institutions, Where do you want to be?

**HOW PROFESSORS SPEND THEIR TIME**



WWW.PHDCOMICS.COM

Friday February 7th

HW to be handed in this week: Write a draft cover letter for a specific academic job ad you find. Include the job ad with your response.

**Topic 5: The Job Market**

Discussion topic: The Cover Letter

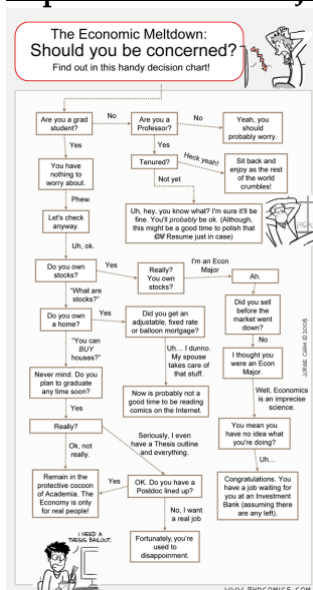


Friday February 14th

HW to be handed in this week:

1. Research available positions in your field across the different job types and categories you came up with in week 2. How healthy are the different types of job markets for you?
2. Create a 'back up plan'. If you should end up somewhere you do not enjoy OR decide academia is not for you then come up with a plan for what other job avenues are available to you. Look and bring to class at least 3 other job opportunities you could apply for. This may also be useful for you to see what areas outside of academia you could get jobs in.

**Topic 6: Status of the Job Market in your field?**



Friday February 21<sup>st</sup>

HW to be handed in this week: A complete copy of your Academic CV

**Topic 7: The Academic CV - options, styles, content and categories**

Discussion topic: Your CV

**How to turn your CV into a "Resume":**

A useful skill in these economic times

**STEP 1:** MOVE THE "REAL-WORLD WORK EXPERIENCE" SECTION FROM THE BOTTOM TO THE VERY TOP.

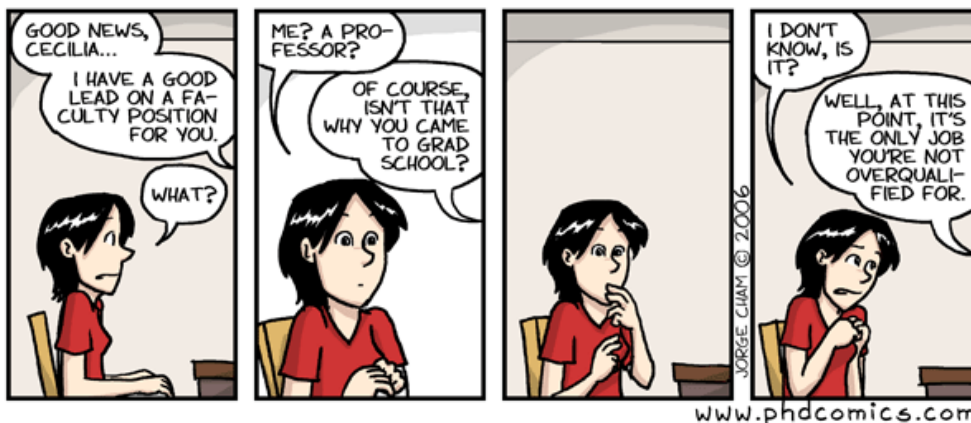


Friday February 28<sup>th</sup>

HW to be handed in this week: Create a one-page research statement, a one page statement of Teaching interests and Philosophy and a one page diversity statement. Given these statements are usually personalized for each job you apply to be sure to include the job ad you are drafting these for with your documents, or state that this is your 'generic draft' you will personalize for different situations.

**Topic 8: Selling yourself on paper - the Statements!**

Discussion topic: Teaching, Diversity and Research Statements



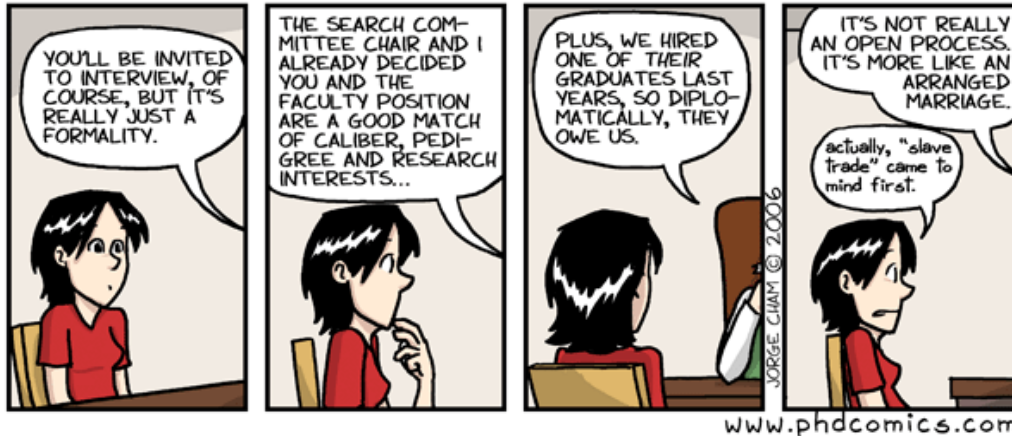
**NO CLASS MARCH 6<sup>TH</sup> - SPRING BREAK**

**Friday March 13<sup>th</sup>**

HW to be handed in this week: Create a list of 20 questions you think are likely phone interview questions. Look online for help and ideas for this. Think about how you would answer them – we will run through them in class!

**Topic 9: Make the long, long short list – the phone call or skype interview!**

Discussion topic: The Phone Interview



**Friday March 20<sup>th</sup>**

HW to be handed in this week: Write 4 different question lists [10-20 questions on each list] for questions you think are likely from graduate and undergraduate students, fellow faculty members, from the department chair, and from the Dean/Provost. Again use online resources for help.

**Topic 10: AAAHHHHHHHHHHHHHHHHHHHH - The Interview!**

Discussion topic: The On-Campus Interview



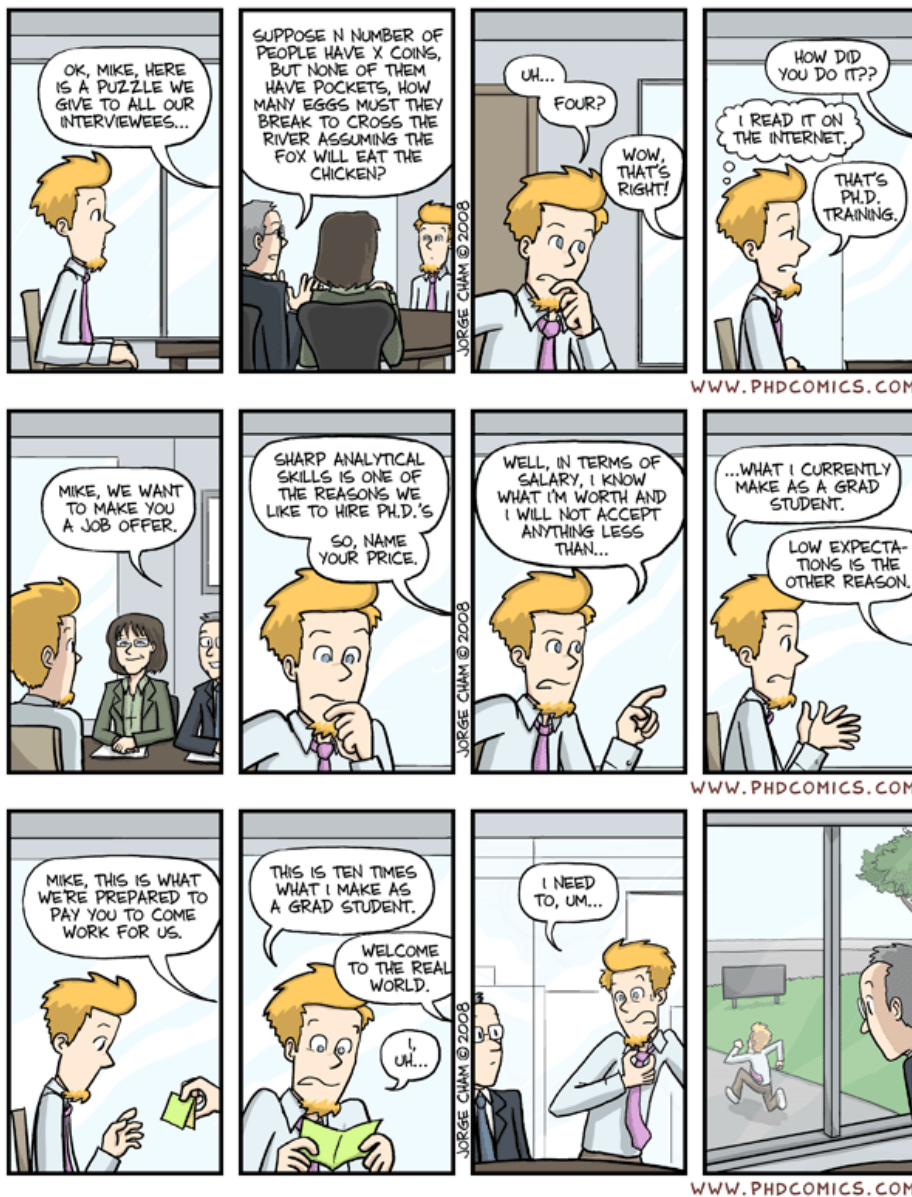
**Friday March 27<sup>th</sup>**

HW to be handed in this week: Create 3 wishlists for yourself for your job search, in terms of what kind of offer you would accept and what your job requirements are. The three lists should be 1. the ideal job - pay, teaching load, facilities and research \$, lab etc. etc. i.e. if you could write your

- own offer and conditions what would it include
  - 2. the 'ideal' - it might not have everything you can think of but what are the likely things you need - pay, teaching, facilities, etc.
  - 3. the bare minimum - what do you have to be offered to cover what you consider your base level
- Be sure to do an online search of pay, start-up offers etc. etc. so you have an idea of what is realistic versus idealistic in your field and at your goal type of institution.

**Topic 11: How to Negotiate.....**

Discussion topic: Getting an Offer and the Negotiation



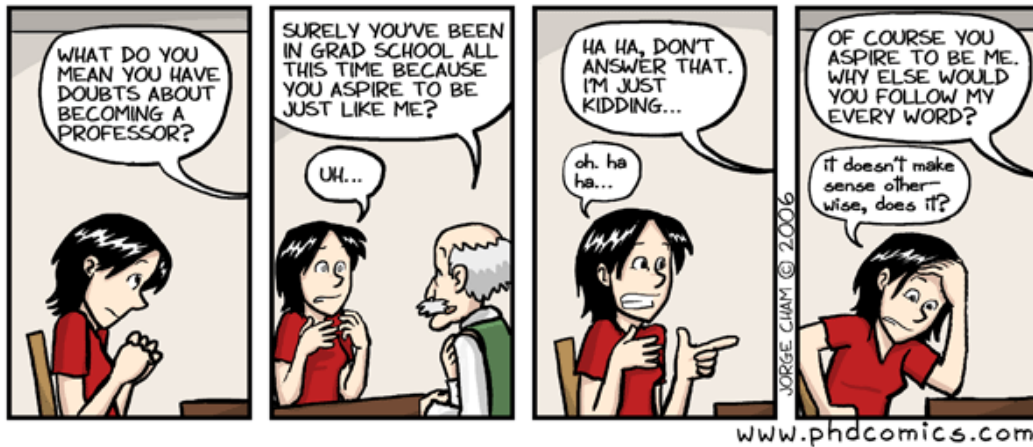
**Friday April 3rd**

HW to be handed in this week: Time management - you think it's bad now....just wait :-)! Select one day from your work week and keep a time schedule of everything you do from getting up to going to bed in 30-minute intervals. Then group them and review how you spend your time each day. Try and pick a normal day.



## Topic 12: Surviving as a Professor

Discussion topic: Starting the Job, becoming an Academic



[NO CLASS APRIL 10<sup>TH</sup> - AAG NATIONAL CONFERENCE IN DENVER](#)

**Friday April 17<sup>th</sup>**

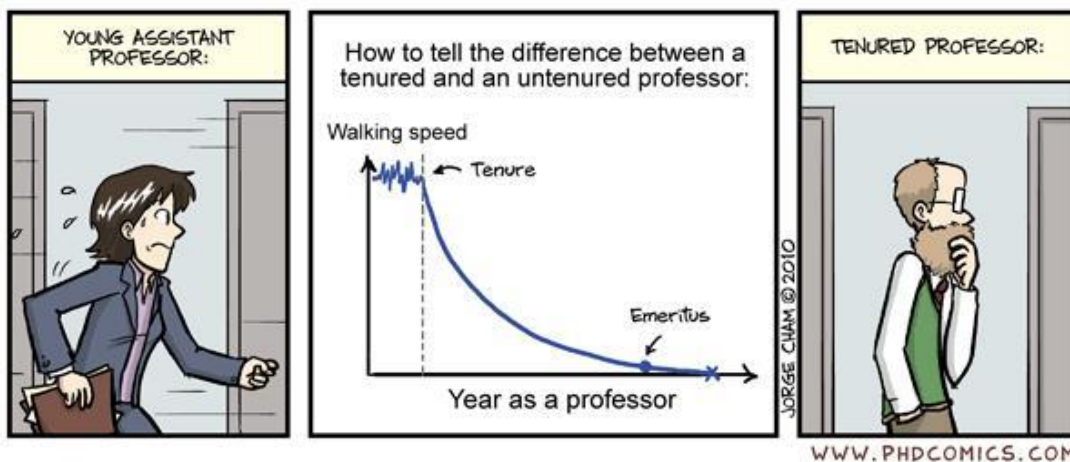
HW to be handed in this week:

1. Write and develop a 5 year research plan. How do you plan to develop beyond your research. Include research proposals and publications etc. in here and think of this as a trajectory. Some institutions make you create this and update each year.
2. Develop your own 'Top Ten List' for how you plan to get tenure in your own field, in the type of program you hope to attend. Remember it is more than just publishing - though that is an essential component. Think about networking, teaching, etc. You might want to go ahead and use this assignment as a good time to chat about these issues with your adviser or committee members (who have tenure).

## Topic 13: PUBLISH, PUBLISH, PUBLISH and Getting Tenure

Discussion topic: Publish or Perish, Developing a Research Trajectory

Discussion topic: Knowing about and getting Tenure



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## **ACADEMIC HONESTY**

You are all bound by the student academic honor code.

*"We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."*

*"On my honor, I have neither given nor received unauthorized aid in doing this assignment."*

Any material obtained from other sources must be cited correctly. Do not plagiarize material.

## **AMERICANS WITH DISABILITIES ACT**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Student Services