

Job Market Seminar
Sociology 8200
Fall 2009

Tuesdays 11:00 – 12:00
Baldwin 118

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Office Hours: 11:00 – 12:00 Thurs.
and by appointment

Course Overview

This seminar is designed to provide students with the knowledge and skills necessary to navigate the academic and non-academic job market and, in doing so, to work toward the completion of the Ph.D. Students enroll in the seminar in the year before they are on the market, as well as in their job market year. In the first year, students complete a series of assignments that will allow them to write rough drafts of all of their application materials. In the second year, students revise and perfect these documents, as well as receive specific guidance regarding their job search. Student receive one credit hour for their participation in the seminar.

Required Readings:

Vick, Julia Miller and Jennifer S. Furlong. 2008. *The Academic Job Search Handbook*.
Philadelphia: University of Pennsylvania Press.

Additional readings are posted on E-Learning Commons and assigned on a weekly basis

Topics

Knowing when you're ready to be on the market
Constructing a CV
Knowing where to apply
Where to look for jobs
Preparing the application packet
Keeping yourself organized
Writing a cover letter
Writing a teaching statement
Writing research statement
Writing and collecting your supporting materials (syllabi, etc.)
Letters of recommendation
Getting jobs at Research schools
Getting jobs at Liberal Arts schools
Non-academic jobs

Interviews at academic conferences

Phone interviews

Campus interviews

Giving a job talk

Negotiating job offers

** We will cover the above topics in roughly the order listed. Because the seminar is tailored to needs of the specific students, however, deviation from this order may be necessary.**

Assignments and Grading

Students will be responsible for completing a teaching statement, research statement, curriculum vitae, cover letter, as well as ancillary assignments that lead to these products. Students are also expected to attend regularly and participate in class discussions.