

ANTHROPOLOGY GRADUATE STUDENT GUIDEBOOK

(Effective for incoming students entering the program in Fall, 2015)

I. INTRODUCTION

This document provides information about the Graduate Program in Anthropology at The University of Iowa. It specifies requirements and policies related to graduate study in this department.

A. Graduate Training in Anthropology

The Department of Anthropology offers a Master of Arts and a Doctor of Philosophy in Anthropology. In addition to the standard M.A. program (which leads into the Ph.D. program), the Department also offers an independent M.A. with a focus in Cultural Resource Management-Archaeology (CRM), which provides academic preparation for a professional career in CRM-Archaeology. The Ph.D. represents a balance between a general competence in the four major subfields of anthropology (obtained at the M.A. level), and a professional level of specialization in one particular subfield. In addition to their required course work for the Ph.D., students may choose to complete a focus in feminist anthropology or paleoanthropology.

The remaining sections of the Guide specify the requirements of the department for advanced degrees, course work, examinations, etc., affecting all graduate students enrolled in the Department of Anthropology at The University of Iowa.

B. Graduate Student Regulations

In addition to the information contained in this document, students should also be familiar with the information found in the Graduate College website under Policies and Deadlines: <http://www.grad.uiowa.edu/>. Note that the Department of Anthropology has established higher minimum requirements in certain areas than those specified by the Graduate College. Important deadlines for Anthropology are to be found on the Anthropology website under [Graduate Program](#).

C. Financial Aid

The Department offers financial assistance to the great majority of its graduate students, usually in the form of teaching and research assistantships, for periods of three to four years, provided that they remain in good standing. Students making satisfactory and timely progress through the graduate program are considered to be in good standing. Priority for financial aid will be reduced after two years in the Master's portion of the graduate program, after one year in the doctoral portion of the graduate program, or after one year of postdoctoral fieldwork/research enrollment. The amount and types of aid depend on departmental needs. The Department will award financial aid to most entering graduate students every year.

Notification in writing of a provisional financial award will be given to the student in the semester prior to the academic year or summer session for which the award has been granted. Each award is contingent upon maintaining satisfactory progress in the program. Financial aid is normally given only to full-time students.

Special note on secondary training: Graduate students may choose to combine a Ph.D. in Anthropology with a secondary degree or graduate certificate in a complementary field. Students are not eligible for financial aid from the Anthropology Department during semesters in which their coursework is primarily devoted to training outside of anthropology. However, if a student's doctoral committee has approved his/her plans for secondary training, then time devoted to such training will not reduce the student's years of eligibility for Departmental financial aid. For example, a student who receives Departmental financial aid for two years (while completing the Master's portion) and a third year (while beginning the doctoral portion) arranges with their doctoral committee to take one year to complete a Master's in Public Health (M.P.H.). This student would not be eligible for Departmental financial aid during the year of M.P.H. study, but would remain eligible for a fourth year of Departmental support when they return to their doctoral study in Anthropology. This student's subsequent eligibility would continue in the same patterns and with the same provisions that apply to all Anthropology graduate students. Students who are interested in secondary training should work closely with their doctoral committee chair and members to plan their course of study, and to ensure that they receive the approval necessary to maintain their eligibility for Departmental financial aid. This approval needs to be documented in writing by the student's doctoral committee chair.

II. GENERAL REGULATIONS

A. Admission

Students applying for admission to the graduate program in anthropology will be considered regardless of the field of their previous training. Students without previous training in anthropology will be expected to perform additional work as necessary to achieve the levels of competence expected for the degree desired.

Students are normally admitted under the assumption that they intend to pursue the Ph.D. degree, although the department does admit students seeking a terminal M.A. Students without an M.A. in Anthropology devote the first two years to fulfilling the M.A. requirements. After those requirements are completed, the student's committee may award the M.A. with admittance to the Ph.D. program (see section III.C.3.b).

Students with an M.A. degree in anthropology from institutions other than The University of Iowa may proceed directly into a Ph.D. program organized around their special research interests. If they are lacking any of the requirements of the graduate program in anthropology at Iowa, they will be informed of those requirements in their letter of admission. Acceptance of credit hours from other institutions will follow University of Iowa regulations.

The University of Iowa graduate application process has two steps:

- You must first submit the online application to the Graduate College and pay the \$60 application fee by credit card (\$100 for international applicants).
- Once you have submitted your application, you will receive an email instructing you on how to upload your supporting documents and submit letters of recommendation. All supplemental material can and should be uploaded from your Admissions Profile on [Iowa Student Information System](#), our online service center for applicants and students. You can only access this AFTER you have submitted your application.

Anthropology graduate program applicants are required to upload the following documentation on the University of Iowa Graduate Admissions online application:

1. Your official academic records/transcripts
2. A brief statement of interest or intent regarding why graduate study in our program is desired
3. Three (3) Letters of Recommendation
4. A writing sample (preferably a research paper)
5. A copy of your master's thesis (if applying to the Ph.D. program directly)
6. An [Application for Graduate Awards](#)
7. Your official GRE General Test scores from the [Educational Testing Service](#) (the University's institutional code is 6681)
8. International students must send their official TOEFL scores from [Educational Testing Service](#) (the University's institutional code is 6681). Once recommended for admission, international students must send a [Financial Statement](#).

Applicants should have at least a 3.0 or B grade point average. Applicants with lower grade point averages may be admitted with approval of the Graduate College on conditional status if other criteria show them to have the potential for graduate work. If admitted on conditional status, the applicant will receive a letter stating what courses must be taken and what grades achieved in order to remove the conditional status. Graduate College regulations require that to continue in the program the student must meet the conditions set forth in the letter of admission by the end of the second semester of enrollment.

An application for “change in graduate status” from conditional to regular may be initiated by the student, faculty advisor, or Departmental Executive Officer (DEO). However, such applications must always be signed by the DEO before the form is distributed. The “change in status” form will be sent to the Office of Admissions after approval by the DEO.

The Departmental Admissions Committee makes final decisions on admission. For students who have been admitted, have completed their M.A. work at The University of Iowa, and are ready to continue with Ph.D. work in the Department, the final decision for continuation rests with the faculty.

An applicant with an M.A. degree in another discipline must seek admission as a first-year graduate student. He or she may be permitted to proceed to the Ph.D. without completing the portfolio requirement for the M.A. (see section III.B.3), but all other coursework requirements

must be met. The student's committee will recommend to the faculty whether or not the student should be required to compile an M.A. portfolio.

Admission is normally based in part on the ability of the faculty to direct work on the student's research interests. If a student's research interest's change after admission to the program or the research interests and composition of the faculty change, every effort will be made to accommodate the student's research interests within the department and through inter-institutional programs such as the Committee on Institutional Cooperation (CIC).

B. Number of Degrees at The University of Iowa

The Department of Anthropology ordinarily encourages students who have received the B.A. or B.S. degree in Anthropology from The University of Iowa to continue their studies at another institution. If, however, they enroll in the graduate program in Anthropology at The University of Iowa, there is no restriction on the number of degrees that may be earned.

C. Advisory and Review System

To ensure that graduate students progress toward their degree goals in an effective manner, the Department of Anthropology has established the following advisory procedures.

Students admitted into the Graduate Program will initially be assigned a Temporary Advisor. Ordinarily the Director of Graduate Studies will serve as the Temporary Advisor.

Students must choose a long-term faculty advisor whose research interests complement their own. Students should communicate with potential advisors about research interests, prior experiences, and coursework immediately after acceptance into the graduate program, and must formally identify an advisor by the end of their first semester. The advisor also serves as chair of a student's graduate committee. In consultation with the advisor/committee chair, the student will then choose other faculty members to form a full committee.

If students' needs or research interests change, they may change advisors or replace committee members accordingly.

1. Composition of Graduate Student Committees

Committees are of two types, M.A. and Ph.D.

A faculty member must be a member of the graduate faculty (a UI tenure-track faculty member with a Ph.D.) in order to serve as chair or as a member of a graduate student committee. Departmental faculty members who are not members of the graduate faculty may serve as ex officio members of a committee with approval of the Graduate College Dean; however, each committee must have the required minimum number of official members (see the following sections).

Membership on a student's committee is by mutual agreement of the student and faculty

member. A memo attesting to this agreement is signed by the student and each committee member and placed in the student's file. The chair of the committee acts as the student's faculty advisor, approving semester programs of study, changes in registration, and such other matters as require consultation and the signature of a faculty advisor. The graduate student committee as a whole acts in matters related to forming a plan of study leading to a degree, overseeing the student's progress toward attaining that degree, and making recommendations to the departmental faculty regarding the student's future graduate career. It is the responsibility of the student's advisor to place a written record of all decisions reached at these committee meetings in the student's permanent file in the department office. Such written records must be initialed by the student and all committee members.

The committee chair, with input of committee members, is responsible to the departmental faculty, and must report regularly once a semester on the student's progress in the preceding semester toward the student's immediate goal. The committee's review is augmented by the input of faculty who serve as Course Supervisors when graduate students serve as TAs or course instructors. Committees that do not function effectively may be dissolved by the Departmental Executive Officer (DEO).

The committee will have different responsibilities as the student proceeds through different levels of the program. It is to be expected that the membership and/or the composition of the committee will change in relation to the student's needs. To ensure an effective transition, the M.A. committee will be dissolved upon completion of the M.A. When this point is reached it will be the student's responsibility to initiate the formation of a new committee with a membership appropriate to the student's interests.

Changes in committee membership may be initiated by either a faculty member or by the student. The person initiating the change informs the other party and then provides a memo detailing the changes and signed by everyone affected by the changes. The memo is placed in the student's file. The DEO may also write the memo detailing changes, in lieu of the student or committee member themselves.

2. M.A. Committee

The student forms the M.A. committee by the end of the first semester of registration. This committee guides the student in setting up a program leading to the M.A. degree, in preparing the paper or thesis proposal if that is part of the M.A. program, and in writing the paper or thesis. (For an explanation of the paper and thesis options, see section III.B.3.)

The M.A. committee is composed of three members of the Anthropology graduate faculty, one of whom serves as the committee chair and the student's faculty advisor. One of these three faculty members may be an adjunct faculty member in the Department of Anthropology. This adjunct faculty member cannot serve as a sole chair; an Anthropology graduate faculty member is required to serve as co-chair in this case.

For an adjunct faculty member to serve on a M.A. committee, a request for approval must be initiated by the committee chair, endorsed by the Director of Graduate Studies, and submitted to the Graduate College Dean. Students may elect an additional member from within or outside the department.

The M.A. committee operates until the student has achieved the degree objective or the student's program is terminated by the department.

3. Ph.D. Committee

The doctoral comprehensive examination and the dissertation final examination are conducted by committees of no fewer than five members. At least three of these five members must be Anthropology UI tenure-track faculty, one of whom serves as both the committee chair and the student's faculty advisor. At least four faculty members must be members of the UI tenure-track faculty. A committee chair may request permission (endorsed by the Director of Graduate Studies) from the Graduate College Dean to include a recognized scholar of professorial rank from another academic institution.

This committee advises the student in forming a program of study leading to the Ph.D. It is the committee's responsibility to schedule, conduct, and participate in the evaluation of the comprehensive examination required for awarding the Ph.D. The committee advises the student in preparing a research prospectus and in arranging for the defense of the prospectus before the faculty. It also guides the student in conducting research for and writing the Ph.D. dissertation.

The Graduate College requires that the doctoral comprehensive examination committee and the dissertation final examination committee must participate in a convened meeting to deliberate these matters.

D. Probation

If, in the judgment of the faculty, a student's work is unsatisfactory, departmental probation may be advised. In such a case the student is informed in writing by the DEO of the probationary status, the reasons for such probation, and the specific steps that must be taken and the time allowed to return to good standing. Failure to meet probation requirements in the time allowed will result in dismissal from the graduate program in anthropology. Students should be aware that, as stated in the Manual of Rules and Regulations of the Graduate College, when a doctoral student's GPA falls "below" a 3.0 the individual is automatically placed on academic probation by the College. The Graduate College places students working toward the Master's degree on academic probation when the GPA falls below 2.75. An "Incomplete" automatically changes to an "F" if the grade "I" is not changed to a letter-grade by the end of the semester following the one in which an "I" was given.

E. Leave of Absence

Students in good standing who must withdraw from academic work temporarily must seek

departmental approval for a leave of absence. A student contemplating such a leave should consult with his/her advisor and committee as well as with the Director of Graduate Studies. A student requesting a leave must prepare a written request and have it endorsed by the faculty advisor and committee (a copy of which is to be placed in the student's file). The student's request and the committee's endorsement must then be brought to the departmental faculty (by the advisor) for approval. The faculty's decision will then be communicated to the student by the advisor.

If the leave of absence is for one academic year or less the student will likely be readmitted to the program at the level achieved before leaving. Should more than one academic year elapse before the student returns to the program, the Admissions Committee and the student's advisor and committee will review the record and recommend the level at which the program may be resumed.

Students on a leave of absence must keep in contact with the Director of Graduate Studies and their advisor and committee during their leave. When applying for readmission to the program, the student will inform the Director of Graduate Studies and his/her advisor and committee in writing of intention to return. Such written notice should be sent no later than three months before the beginning of the semester/session in which the student intends to resume graduate studies. If the student on leave wishes financial aid, it is the student's responsibility to respond in a timely fashion to the call sent by the DGS for TA/RA Funding, which usually occurs early in the spring semester. Two weeks is given between this call and the deadline for a response.

The Manual of Rules and Regulations of the Graduate College mandates the following:

“If a student's enrollment is interrupted for any reason so that s/he is not enrolled for three consecutive academic sessions (including the spring, summer, and fall sessions but excluding the winter session) the student must apply for readmission. The readmission application form must be used. The Graduate College will not require new letters of recommendation, a new Personal Statement section, a written explanation of the reasons for the absence, or a plan for degree completion. However, departments and programs may choose to require any or all of the foregoing.” (Graduate College Manual, 2009. Part I, Section 1, I.)

<http://www.grad.uiowa.edu/manual-part-1-section-1-admission-to-the-graduate-college>

F. Petitions and Appeals

1. Petitions

A petition is a written request to the departmental faculty for approval of a course of action which either fulfills or departs from the regulations set forth in this Guide. For example, a student may petition for permission to substitute previous academic work in fulfillment of departmental requirements.

To submit a petition, the student should consult his/her committee chair who will help prepare a written request for consideration, together with additional documentation that the committee deems necessary. The committee chair (or, in the case of newly admitted

students, the Temporary Advisor) has the responsibility to inform the DEO that a petition has been submitted. The DEO will place the matter on the agenda of the next faculty meeting. The faculty will vote on the petition, and the decision reached will be reported to the student and by the student's committee chair. A written summary of the disposition of the petition will be placed in the student's file by the committee chair.

2. Appeals

An appeal is a written request from the student asking the faculty to reconsider or review a decision that affects the student's status in the graduate program. The student prepares a written appeal together with such documentation as is deemed necessary. The appeal should be submitted to the DEO who will circulate it to the faculty and appoint a committee to investigate the merits of the appeal. This report should contain a recommendation for disposition of the case, to be voted on by the departmental faculty.

A student who intends to submit an appeal should consult first with the committee chair, and when necessary, with the DEO. The student should also be acquainted with the procedures involved in appealing to extra-departmental authority outlined in the Manual of Rules and Regulations of the Graduate College. The student who feels it is necessary to seek redress from a decision is strongly urged to exhaust departmental procedures before turning to extra-departmental collegiate or university procedures.

G. Independent Study

No more than 9 hours of Independent Study courses may be applied toward the M.A. degree requirements in Anthropology. Beyond the M.A. degree, no more than 9 additional hours of Independent Study courses may count toward the Ph.D. degree.

H. Archaeology Field Courses

Excessive reliance on archaeology field method courses to fulfill class hour requirements is discouraged.

I. Non-Anthropology Courses

No more than 9 hours of non-anthropology courses may be applied toward the M.A. degree requirements in anthropology.

A total of 18 hours of non-anthropology courses may count toward the 72 hours required for the Ph.D. The 18 hours include the 9 hours permitted at the M.A. level and are not in addition to them.

Students who under special circumstances find it necessary to exceed the 18 hours may petition to have the additional hours accepted.

J. Grading

It is the policy of the department that only grades of B- (2.67) or better are considered passing for courses taken to satisfy either specific graduate requirements or general credit hour requirements. All grading for independent study, thesis, dissertation and research credits will be done on a satisfactory (S) or unsatisfactory (U) basis rather than by the standard letter grades.

K. Committee Meetings

It is the responsibility of the student to call committee meetings when necessary and to meet deadlines described in this Guide.

L. Courses Taught by Graduate Students

No anthropology graduate student may enroll for graduate credit in any anthropology course at The University of Iowa taught by another Anthropology graduate student.

M. Submission of Ph.D. Dissertation

In submitting a Ph.D. Dissertation to the student's committee, the procedure to be followed needs to be agreed upon by the committee. Some committees may decide to have chapters first submitted and approved by the committee chair before being sent to other members of the committee, while others may wish to have the full committee receive chapters at the same time. Whichever procedure is followed, it should be clearly communicated to the student and the entire committee.

Once revisions have been made to the satisfaction of the committee a clean copy must be placed in the department office for circulation to the faculty at least one week prior to the defense.

III. THE MASTERS DEGREE IN ANTHROPOLOGY

A. Program of Study

Students are admitted to the program at either the M.A. or Ph.D. level. For students admitted to the program without an M.A. degree in Anthropology, the first two years of the program are devoted to fulfilling the requirements of the M.A. After those requirements are completed, the student's committee may award the M.A. with admittance to the Ph.D. program.

The M.A. in Anthropology requires 30 to 36 s.h., depending on the student's previous anthropological training. No more than 9 s.h. earned in courses outside Anthropology may be applied toward the M.A. in Anthropology. The focus on Cultural Resource Management is normally a terminal M.A. in Anthropology for professional CRM archaeologists who will not pursue the Ph.D.

1. Required Core Seminars (12 s.h.)

Students will normally be required to complete the core seminar in each of the four subfields for a total of 12 semester hours (s.h.). Committees may allow individual students to take three rather than four core seminars in cases in which (1) faculty workloads do not allow regular offering of all four courses or (2) students are taking gross anatomy or a similarly labor-intensive course in place of a fourth seminar.

The four core seminars are:

ANTH 5101 Seminar: Sociocultural Anthropology	3 s.h.
ANTH 5201 Seminar: Archaeological Theory and Method	3 s.h.
ANTH 5301 Seminar: Biological Anthropology	3 s.h.
ANTH 5401 Seminar: Linguistic Anthropology	3 s.h.

2. Elective Courses (18 s.h. minimum)

In consultation with their advisor and committee members, students select additional graduate-level course work to complete the remaining semester hours required for the M.A. degree in Anthropology. Elective hours may include courses in other disciplines, directed study, and up to 6 s.h. of thesis credit.

B. General Requirements

1. Hours Required

The number of credit hours for the M.A. may vary from 30-36 semester hours depending upon the student's previous anthropological training. A student with no prior experience in anthropology probably will be required to complete 36 hours. Those with some training in anthropology will likely fall somewhere in between. The decision on the minimum number of hours required for the Master's degree for each individual will be made by the student's advisory committee.

2. Program of Study

The program of study for the first-year graduate student in anthropology at The University of Iowa entering with a B.A. degree is based upon the extent of previous exposure to anthropology courses. Those pursuing a focus in Feminist Anthropology will be expected to have a broad undergraduate background in anthropology (although not necessarily a major in the field), and also an undergraduate background in feminist studies. Those students who lack exposure to one or more of anthropology's four major subfields (sociocultural anthropology, linguistic anthropology, archaeology, biological anthropology) at the undergraduate level will be asked to enroll in coursework to gain background in these subfields.

3. Committees

Students must formally constitute an MA committee, consisting of their advisor and

two additional professors, by the end of their first semester. (If students' research interests change, they may change the constitution of their committees accordingly.)

4. M.A. Portfolio

Each year, students should compile four kinds of items:

- a. their three strongest papers written for anthropology courses, conferences or journals that year. (Students can petition their committee to include other written work or papers from non-anthropology courses/conferences/journals if anthropological theory or methods are used).
- b. an annotated bibliography, which will include each reading from every course taken as well as readings done in preparation for preliminary summer and/or dissertation research, organized thematically, using the bibliographic format appropriate to their subfield (often but not always AAA format). Bibliographies will be cumulative, meaning that new entries will be appended to them each semester.
- c. their current CV.
- d. a three-page double-spaced narrative in which the student presents their intellectual trajectory in the MA program to date. This document should address what the student (1) has accomplished;(2) is doing currently and plans for the near future; (3) will have left to do in future semesters, focusing on specific theoretical and technical competencies (*e.g.* mastering a specific literature or topic, learning a language, becoming proficient in GIS or statistical analysis) that are necessary in order to be prepared for comps and dissertation research.

Students will work closely with advisors when selecting portfolio papers, writing narratives, and writing CVs.

5. Option to Petition

Any requirement of the M.A. program may be appealed by petition.

6. Responsibilities

The student is responsible for becoming informed on all Graduate College deadlines and degree requirements. Appropriate materials are available from the Office of the Dean of the Graduate College in Gilmore Hall, and the Graduate College Manual.

C. Evaluation Procedures and Mechanisms

1. First Year Evaluations

- a. Formative assessment of portfolios:

At the end of the first year, students and committees will meet during finals week to discuss portfolio content.

This discussion will be a formative assessment of the portfolio in which committees can offer feedback on the contents, including advice for future writing, coursework, research and attainment of key competencies.

Students should take notes during this meeting and afterward send their committee members a brief document outlining any key changes or additions to their future plans (as described in their narrative) that developed from this meeting.

- b. The student may be dismissed from the program at the end of the first year.

Performance resulting in this recommendation consists of a grade of C+ or lower in two or more courses during the first year or other evidence of demonstrably unsatisfactory graduate performance.

- c. The student may progress toward an M.A. degree.

The basic but not exclusive criterion for this recommendation is a grade point average of at least 3.0 over all courses taken.

2. Faculty Expectations

The faculty assumes that the great majority of candidates admitted to the graduate program will perform well. It is the faculty's expectation that only a very few students will fail to measure up to the department's standards once they have been admitted.

When this occurs, however, the faculty will not hesitate to recommend that the student be dismissed from the Program.

3. Second Year

a. Deadlines

It is expected that full-time students will complete the M.A. requirements by the end of the fourth semester. If the degree requirements have not been completed by the end of the sixth semester of full-time registration the student will be put on probation during the annual review. No full time student may continue in the graduate program if the M.A. degree requirements are not completed by the end of the seventh semester of full time registration. Adherence to the timetable is important in funding considerations.

b. M.A. Final Examination—Summative Assessment of Portfolios:

At the end of the second year, students and committees will meet again during Spring finals week to discuss portfolio content.

Students will designate one paper from their portfolio that most closely reflects their future research interests for comprehensive review and written feedback from all committee members. This paper should demonstrate clear evidence of the student's ability to craft productive questions that engage in ongoing scholarly conversations about the topic at hand.

The committee will evaluate the students' work, in terms of whether it demonstrates successful acquisition of MA-level anthropological training relevant for the student's subfield, how well it has prepared him/her for the comprehensive examination and dissertation research, and whether the student has followed the plan from the prior meeting.

Based on this evaluation, committees may

- award the M.A. with admittance to the Ph.D. program.
- award a terminal M.A. without admittance to the Ph.D. program.
- decline to award the M.A. and dismiss the student from the program.

D. Cultural Resource Management Focus

In North America and throughout much of the rest of the world, modern land use continually threatens evidence of past land use. Most archaeological excavations and surveys are conducted as cultural resource management (CRM), so it is essential that all researchers who work with archaeological data and individuals committed to site preservation have a basic understanding of CRM. Students who choose this emphasis learn about the field and about how to address related ethical issues as well as technical and theoretical challenges.

As a terminal M.A. program, the requirements for the CRM M.A. differ from those of the M.A. prerequisite to the Ph.D. program in two fundamental ways. First, rather than including all four subfield core seminars in socio-cultural, linguistic, biological and archaeological anthropology, the cultural resource management focus requires only the archaeological core graduate seminar. Second, rather than a portfolio of papers from graduate classes, the student must produce a thesis or equivalent paper, which shall be an archaeological study showing a substantive data analysis directed toward an explicit archaeological research problem, suitable to meet the Section 3 requirement for Registry of Professional Archaeologist application form.

The CRM M.A. requires a total of 30 semester hours, the equivalent of eight courses (24 s.h.) plus 6 s.h. of Thesis. This includes the graduate core seminar in archaeology, a fundamental CRM overview course, two area electives, four technical/practical elective, and a thesis.

Required Courses – both of these courses:

ANTH 3240 CRM Archaeology: Practice/Practicalities	3 s.h.
ANTH 5201 Seminar: Archaeological Theory and Method	3 s.h.

Area Electives – two of these courses:

ANTH 2165 Native Peoples of North America	3 s.h.
ANTH 3243 Midwestern Archaeology	3 s.h.
ANTH 3257 North American Archaeology	3 s.h.
ANTH 3258 Southwestern Archaeology	3 s.h.
ANTH 3260 Pleistocene Peopling of the Americas	3 s.h.
ANTH 3265 Archaeology of the Great Plains	3 s.h.

Technical Electives – four of these courses:

ANTH 2205 Archaeological Methods	3 s.h.
ANTH 3207 Animal Bones in Archaeology	3 s.h.
ANTH 3237 Politics of the Archaeological Past	3 s.h.
ANTH 3241 Lithic Analysis in Archaeology	3 s.h.
ANTH 3255 Introduction to Archaeological Ceramics	3 s.h.
ANTH 3256 Household Archaeology and Anthropology	3 s.h.
ANTH 3295 Field Research in Archaeology (or equivalent experience)	3 s.h.
ANTH 3305 Human Osteology	3 s.h.
ANTH 4620 Approaches to Geoarchaeology	3 s.h.

IV. THE PH.D. PROGRAM IN ANTHROPOLOGY

A. Objectives

The Ph.D. program represents a balance between general competence in the four subfields of anthropology obtained at the M.A. level and professional specialization and competence for independent research and teaching one of the four subfields.

To ensure focus on the student's research interests, the program includes an integrated process of preparing reading lists, research proposals for submission to granting agencies, a dissertation prospectus, and two essays (see section IV.B.7.c). Successful completion of the comprehensive examination (the two position essays) and the dissertation prospectus will be reported to the Graduate College, and the student will then be advanced to candidacy for the Ph.D. All doctoral candidates are required to conduct original anthropological research, write a dissertation, and defend it to complete the Ph.D.

B. Program of Study

Students must constitute a full doctoral committee early in their third year.

During the third year, students will:

1. continue to take relevant graduate-level coursework and/or coursework to develop knowledge or specific research skills (e.g., foreign language, statistics, etc.) necessary to

complete their dissertation research, as determined in consultation with their advisor and committee.

2. complete the Responsible Conduct of Research (RCR) course (ANTH 5005), if they have not already done so.

Also during the third year, students will complete the following tasks (in an order determined in consultation with their advisor and committee):

In one semester:

1. produce two comprehensive essays, written in six weeks each with a break of one week in between
2. devote the rest of their available time to drafting a dissertation proposal and submitting grant applications

In the other semester:

1. Complete and defend their dissertation proposal
2. Continue to complete and submit grant proposals to support their fieldwork
3. Confirm sponsors at proposed fieldsites and finalize other connections needed for research permission (e.g., Internal Review Board) or grant applications

Students will normally advance to candidacy by the end of their third year.

Working in concert with their advisor and committee, students in the doctoral program are encouraged to submit their strongest works (ideally including those based on original research completed in previous summers) for publication.

C. Requirements

1. Hours

A minimum of 72 hours beyond the B.A. This is a Graduate College requirement.

2. Required Courses

Students must take at least one theory course beyond the course they took to fulfill the M.A. requirements in the subfield in which they are specializing. This course may in practice be taken at the M.A. level, before actually advancing to the Ph.D. It should be chosen from one of the following lists:

Sociocultural Anthropology

ANTH 5101 Seminar: Sociocultural Anthropology	3 s.h.
ANTH 6107 Seminar: Ritual and Performance	3 s.h.
ANTH 6410 Seminar: Semiotics	3 s.h.

Most graduate seminars offered in the Feminist Anthropology focus (see below) can also be used to fulfill this requirement.

Linguistic Anthropology

ANTH 5401 Seminar: Linguistic Anthropology	3 s.h.
ANTH 6410 Seminar: Semiotics	3 s.h.
ANTH 6415 Seminar: Language, Gender, and Sexuality	3 s.h.

Archaeology

ANTH 3206 Seminar: Taphonomy	3 s.h.
ANTH 3237 Politics of the Archaeological Past	3 s.h.
ANTH 5201 Seminar: Archaeological Theory and Method	3 s.h.
ANTH 6205 Hunter-Gatherer Ethnoarchaeology	3 s.h.
ANTH 6230 Seminar: Zooarchaeology	3 s.h.

Biological Anthropology

ANTH 3308 Human Variation	3 s.h.
ANTH 3310 Primate Behavior: Sex Lives of Apes and Monkeys	3 s.h.
ANTH 3322 Primate Evolutionary Biology	3 s.h.
ANTH 3325 Human Evolutionary Genetics	3 s.h.
ANTH 3330 Human Evolution in Africa and Eurasia	3 s.h.
ANTH 4315 Human Evolutionary Anatomy	3 s.h.
ANTH 5301 Seminar: Biological Anthropology	3 s.h.
ANTH 6505 Seminar: Paleoanthropology	3 s.h.

3. Feminist Anthropology Focus

The feminist anthropology focus offers broad training in a growing specialization area that enhances and draws from other theoretical approaches in anthropology. Graduate students in anthropology and other disciplines may explore particular aspects of the field by taking feminist anthropology courses.

Course work in the focus emphasizes feminist perspectives, theories, methods, and analytic techniques in anthropology. It improves students' academic job prospects in anthropology and other fields, especially women's studies and gender studies. It also helps students to prepare for careers in applied or public anthropology.

Feminist anthropology students take 15 s.h. of course work in the focus in addition to

their regular core requirements. The 15 s.h. should be divided between graduate seminars and elective courses as noted below.

Focus courses may also fulfill requirements for graduate electives in anthropology.

Feminist anthropology was offered as a track in the Master of Arts in academic year 2006-07 and earlier. Students who took courses as part of the M.A. track may count them toward the Ph.D. focus.

The following list of approved courses is subject to change; contact the Department of Anthropology for updates. Students may petition to count other courses in anthropology or other disciplines toward the focus, if the courses or the students' work in them includes significant relevant content. Petitions are reviewed by the feminist anthropology faculty.

Graduate Seminars

Students complete at least two of these (minimum of 6 s.h.) and may count additional graduate seminar courses as elective credit.

ANTH 5120 Reading Transnational Feminist Theory	3 s.h.
ANTH 6125 Seminar: Feminist Ethnography	3 s.h.
ANTH 6310 Anthropology of Science, Technology, and Gender	3 s.h.
ANTH 6415 Seminar: Language, Gender, and Sexuality	3 s.h.

Electives

Students must earn a minimum of 9 s.h. in electives and may count extra credit earned in graduate seminars toward the elective requirement.

ANTH 3118 Politics of Reproduction	3 s.h.
ANTH 3140 Feminist Anthropology	3 s.h.
ANTH 3141 Women, Health, and Healing	3 s.h.
ANTH 3300 Mothers and Motherhood	3 s.h.
ANTH 4140 Feminist Activism and Global Health	3 s.h.

4. Paleoanthropology Focus

The paleoanthropology focus offers broad training that combines archaeology and biological anthropology, two traditional subfields of anthropology important in understanding the biocultural factors that have been critical in human evolution. The focus combines course work in both biological and archaeological anthropology, complementing the specialized training that students from either subfield receive in their own specialization. Paleoanthropology courses emphasize integration of biological and cultural factors in the evolution of hominin species up to and including modern humans. They encompass primate and human evolutionary anatomy, technology and subsistence

in Paleolithic archaeology, and modern human hunter-gatherers.

Paleoanthropology students take 15 s.h. of course work in the focus in addition to their regular core requirements. The 15 s.h. should be divided between graduate seminars and elective courses as noted below.

Students may choose core seminars to fulfill requirements for both the M.A. general course work and the paleoanthropology focus.

The following list of approved courses is subject to change; contact the Department of Anthropology for updates. Students may petition to count other courses in anthropology or other disciplines toward the focus, if the courses or the students' work in them includes significant relevant content. Petitions are reviewed by the paleoanthropology faculty.

Graduate Seminars

All of these (9 s.h.):

ANTH 5201 Seminar: Archaeological Theory and Method	3 s.h.
ANTH 5301 Seminar: Biological Anthropology	3.s.h.
ANTH 6505 Seminar: Paleoanthropology	3 s.h.

Electives

At least two of these (6 s.h. minimum):

ANTH 3260 Pleistocene Peopling of the Americas	3 s.h.
ANTH 3305 Human Osteology	3 s.h.
ANTH 3322 Primate Evolutionary Biology	3 s.h.
ANTH 3325 Human Evolutionary Genetics	3 s.h.
ANTH 3330 Human Evolution in Africa and Eurasia	3 s.h.
ANTH 4315 Human Evolutionary Anatomy	3 s.h.
ANTH 6205 Hunter/Gatherer Ethnoarchaeology	3 s.h.
ANTH 6230 Seminar: Zooarchaeology	3 s.h.

5. Foreign Language

All doctoral candidates must demonstrate reading and/or speaking knowledge of one foreign language. The manner in which this requirement is to be fulfilled will be determined by the members of the student's committee. Students must meet this requirement before beginning dissertation research.

6. Data Analysis

All doctoral students are required to take ANTH 5110 Anthropological Data Analysis or

another course in statistics within the first three years of graduate study. Students are encouraged to take this course in their Master's Program, i.e., during the first two years of graduate study.

7. Relevant Courses

Students are advised to take all lecture courses and seminars relevant to the areas they will cover in their essays (the comprehensive examination—see section IV.B.7.c).

8. Non-Anthropology courses

A total of 18 hours of non-anthropology courses may count toward the minimum of 72 hours required for the Ph.D. The 18 hours include the 9 hours at the M.A. level and are not in addition to them.

9. Independent Study Courses

Beyond the M.A. degree, no more than 9 additional hours of Independent Study courses may count toward the Ph.D. degree. One suggested use of an Independent Study course is, after the completion of the M.A., to prepare an **Annotated Bibliography** of works relevant to the future research program. The annotated bibliography is not a formal requirement, and does not require committee or faculty review; rather, it is a working document for the student's use in the succeeding phases of the Ph.D. program.

10. The Comprehensive Process

The process of working toward a Ph.D. consists of several phases after the completion of M.A. work. Students should work closely with their committees at all stages. The comprehensive examination consists of two parts: (a) research prospectus defense, and (b) comprehensive essays. The order of the two parts will be at the discretion of the student's chair and committee, to meet variable educational needs of the student. One of these is done normally in the first semester of the first year post-MA, and the other is done in the second semester of that year. The comprehensive process will not be complete until both parts have been successfully passed, regardless of the order in which they are completed. Note: Students who have outstanding incompletes (I) in their courses will not be able to move on to the comprehensive process until these are completed.

Graduate students who plan to begin their doctoral comprehensive process must have a Doctoral Plan of Study form and a Request for Doctoral Comp Examination form filed with the Graduate College. Committee chairs need to consult with Beverly Poduska who will initiate the forms. Before these forms can be completed, the student must have an approved graduate student committee.

a. Prospectus and Defense

During the first (or second) semester post-MA, the student prepares a formal dissertation prospectus (not to exceed 30 pages), and defends it before the student's Ph.D. committee by the end of the final exam period of that semester. The defense is also open to other students and faculty who may wish to attend. A copy of the student's dissertation prospectus should be made available in the department office one week prior to the defense. Following the research prospectus defense, the Committee Chair must provide a summary of the committee's evaluation of the student's prospectus defense for the student's department file.

b. Comprehensive Essays

During the second (or first) semester post-MA, the student will prepare two comprehensive essays: one in the geographical area of specialization and the other in the primary topical area of specialization. In some fields, e.g. biological anthropology, a geographical area may not be relevant, and the student will focus on two topical areas. Each paper will address a question posed by the committee in consultation with the student.

The papers should combine factual knowledge and comprehension with analysis, evaluation and synthesis. In other words, they should: demonstrate control of a body of information (knowledge and comprehension), critique a major problem or debate (application and analysis), develop a position on an issue and provide an explanation or theoretical justification for the position (evaluation and synthesis).

Length: In general, each paper should consist of no more than 30 double-spaced typewritten pages (approximately 250 words/page). The minimum length will be determined by each committee in consultation with the student. Certain questions might be better treated by two or three smaller essays rather than one large one; in such cases the total length should not exceed 35 pages for either of the two areas.

Administration of Exam: Comprehensive essay questions are formulated by the committee and submitted by the Committee Chair to the Anthropology Department office staff at least one week prior to the start date of the first exam. This communication provides the exact wording for each essay question, a schedule specifying distribution and due dates, as well as a list of evaluators for each question, and whether or not the internal Anthropology evaluation form (see below) will be used by individual committee members. It is the committee chair's responsibility to make sure that office staff has the most current contact information for off-campus committee members.

Getting Essay Questions: It is the Committee Chair's responsibility to make sure the student receives a copy of the exam on the date the exam is to be administered. (If this is not feasible, a special arrangement can be made between the Committee Chair and the office staff to distribute the exam.) The student should receive the first question no later than the end of the second week of the semester for the first question, and the end of the eighth week for the second question. If the office staff

is responsible for distributing the exam, the student may pick up the question and instructions during departmental office hours the day the exam begins. Instructions provide the specific date and time by which the student must turn in the completed essay to the Anthropology Department office staff.

Turning in Exam Essays: The student will provide Anthropology Department office staff with one hard copy of the completed essay as well as an electronic document by email no later than the end of the eighth week for the first essay question, and the end of the fourteenth week for the second question. Students may not discuss the exam with members of their committee during the exam period. Due dates are firm and extensions are not possible except in case of severe personal illness or family emergency. After receiving a completed essay from the student in both hard copy and electronic versions, the Anthropology Department office staff will forward an electronic copy of the completed essay to committee members per direction from the Committee Chair. Upon request, evaluators may request a hard copy of the essay.

Reading and Evaluation: The results of a doctoral student's comprehensive examination should be reported, by the Committee Chair, to the Graduate College within 14 days after the exam's completion. (See the GC Manual of Rules & Regulations, XII.K.) Evaluators should, therefore, communicate their evaluation and comments to the Committee Chair in time to allow for the 14-day deadline to be met. The Committee Chair must provide a summary of the committee's evaluation of the student's completed essays for the student's department file.

Remedies for less than satisfactory work: In evaluating each essay, if the committee determines that the work is less than satisfactory, it will then decide upon the nature of the additional work that is required for satisfactory completion. This may involve oral discussion, a formal re-writing of the essay, or some other option.

Successful completion of this process advances the student to candidacy for the Ph.D.

If this process has not been completed by the end of the fourth year of graduate registration (i.e. the second year in the Ph.D. program), the student will be placed on probation.

c. **Report for Doctoral Comprehensive Examination**

These two parts, the prospectus defense and the examination essays, together constitute what the Graduate School defines as the "doctoral comprehensive examination." At the completion of the two-part process, the Report for Doctoral Comprehensive Examination form must be signed by all committee members, the Committee Chair, and the DEO/DGS and submitted to the Graduate College. This Report is the formal evaluation of the student's doctoral comprehensive examination

process. If successfully completed, the student will advance to post-comprehensive ABD status, and will begin work on their dissertation research.

11. Dissertation Writing Seminar

Post-comprehensive doctoral students are encouraged to take ANTH 7501 Dissertation Writing Seminar, to develop productive writing strategies and facilitate the timely completion of the dissertation. Students can enroll in the class more than once.

12. Dissertation

All doctoral candidates are required to conduct original anthropological research. Students typically conduct dissertation research after defending the research prospectus and writing the essays (i.e. passing the comprehensive examination). Dissertations are usually based on ethnographic fieldwork, archaeological excavations, or laboratory analysis. Some are based on archival collections or other source materials. All Ph.D. students should thoroughly familiarize themselves with the professional ethical guidelines for conducting research in their particular subfields, i.e. the “Principles of Professional Responsibility of the AAA” and the “Four Statements for Archaeology” of the SAA. These are available online and in the departmental office.

Students are responsible for obtaining all necessary research permissions and Human Subjects Reviews.

Early in the process of writing the dissertation, the chair of the student’s committee, after receiving a detailed and acceptable outline of the thesis, will arrange for the candidate and his/her entire committee to meet. At that time, committee members will discuss their priorities and expectations for the dissertation and make clear whether they prefer to receive in-progress drafts or to wait to review a complete dissertation draft. No defense should occur until all committee members have indicated their satisfaction with a complete draft and have agreed that only minor revisions need to be undertaken prior to the final deposit.

The Graduate College has established a rule requiring completion of the dissertation within a five-year period after admission to candidacy. If the dissertation is not complete after these five years but the student is making good progress in writing the dissertation, the advisor can make a recommendation to the Graduate College, which needs to be endorsed by the DEO or DGS, for a 1- year extension. Only 1 one-year extension will normally be endorsed by the faculty after the 5-year post comprehensive period. After that point, the student will be terminated from the program. Students in the Ph.D. program who do not carry a full-time load will be treated individually.

If, after being terminated from the program, the student completes a defensible version of the dissertation (in the view of their committee), there are procedures that can be followed to be awarded the Ph.D. Depending upon the length of absence from the program, the student may need to reapply to the program through the Office of

Admissions. If the program accepts the reapplication, the student will then need to pay back tuition. Only after the back tuition has been paid will the Graduate College consider a petition from the Department to reinstate the student's post-comp status. The Graduate College may or may not grant that petition. If all of the foregoing is successful, a defense can be scheduled. If the petition to reinstate post-comp status is denied by the Graduate College or if the Department chooses not to petition the Graduate College to extend the student's post-comp status, the student will need to retake the comprehensive exam in order to progress to the dissertation defense.