

INTRODUCTION

Welcome to our community of graduate students, faculty, and staff. We hope that this guide – known in its paper version as the “*Redbook*” – will answer many, if not all, of your questions about procedures and programs. It is intended to provide a helpful summary of and supplement to the *Dedman College Graduate Catalog*. In the event of a discrepancy between these two documents, the *Dedman College Graduate Catalog* takes precedence.

This 2012-2013 edition of the *Redbook* provides guidelines for this academic year and – for entering graduate students – will continue to serve as your guide until you complete your degree

through e-mail: smugrad@smu.edu. In addition, applications can be made online at <http://smu.edu/graduate/forms.asp> or by contacting the Dept. of Anthropology, SMU, Dallas, TX 75275. Admission requirements and other information are contained in the current *Dedman College Graduate Catalog*. Only a limited number of students are accepted. Three letters of recommendation (using a form supplied by the Office of Research and Graduate Studies) are required of all applicants.

To be admitted to the Department, you should have:

1. A bachelor's degree (or its equivalent from a foreign university), with either a major in Anthropology or at least 12 semester hours of junior & senior level anthropology courses;
2. At least a 3.00 (on a 4.00 scale) overall grade point average (GPA);
3. Strong letters of recommendation from three professors familiar with your work and able to comment on your potential for becoming a professional anthropologist;
4. A Graduate Record Examination (GRE) combined score (verbal and quantitative) of at least 1200 or 310 on the revised scale; and,
5. A well-written "Statement of Purpose" outlining your reasons for wanting to join our Department as a learning place along your journey toward becoming a professional anthropologist.

NOTE: To be considered for financial support, an application must be complete and submitted by February 1st of the calendar year in which the applicant is seeking Fall semester admission.

After your application is complete, the Departmental Admissions Committee reviews your record, and a consensus on admittance is reached. Our recommendation is forwarded to the Dean of Research and Graduate Studies, who will write to you soon thereafter with the official letter of admittance – which you will need to sign and return promptly.

FOR ARRIVING GRADUATE STUDENTS

Advisors

Upon entering the program (and no later than the end of the first semester), you will select an Advisor who will guide you in your graduate program (helping you, for example, in selecting

Financial Support

Nearly all private Universities are expensive; SMU is no exception. Everyone, student and faculty alike, is concerned about securing and distributing financial support. The Department of Anthropology has a limited amount of financial support available for new and continuing graduate students. Decisions to award financial aid are based on the faculty's collective evaluation of overall student performance, made at special faculty meetings at the end of the Fall and Spring semesters. A notice of deadlines for student requests for support is posted well in advance of these meetings. If you are to receive support for the coming semester, the Departmental Chair will send you a letter following those meetings (generally in late December or late May) with details of your assignment and compensation.

NOTICE: If you request any kind of financial aid (departmental or otherwise), you must fill out the free application for federal student aid. For current forms, consult the SMU Office of Financial Aid, at http://smu.edu/financial_aid/Grad.asp

Types of Financial Support:

Department/University-based Assistantships

Teaching Assistantships (TAs) typically pay a stipend plus remission of tuition/fees. Basic health insurance coverage will be provided for students who maintain full-time status and have support through a stipend/assistantship of at least \$16,000/AY. Assignments are made by the Department Chair after consultation with faculty members. This insurance is only available to students for the first five years of your enrollment.

Note: Before you can participate in classroom instruction as a Teaching Assistant (or Adjunct Lecturer), you must attend a teaching assistant symposium sponsored by the Center for Teaching Excellence. In addition to the symposium, you will be required to take, at the earliest opportunity, a one-hour non-credit teacher-training seminar (ANTH 6034). This seminar normally is offered every other semester.

Department Assistantships (DAs) typically pay a stipend plus remission of tuition/fees. Basic health insurance coverage will be provided for students who maintain full-time status and have support through a stipend/assistantship of at least \$16,000/Academic Year (AY). Assignments are made by the Department Chair.

Graduate Research Assistantships (GRAs) are provided to graduate students who work on sponsored research projects led by individual faculty members. The compensation paid to GRAs may vary, according to the guidelines of the funding agency, and may cover summers as well as the fall/spring semesters. Under most circumstances, GRAs will receive remission of tuition/fees and will be provided with health insurance coverage. Assignments are made by the Principal Investigator of the research project and confirmed by the Department Chair.

Readers/Graders. From time to time, there are opportunities to work as a reader (or grader) for departmental or extra-departmental courses on an “as needed” short-term basis. Compensation and responsibilities will vary. Please see the Department Chair if you are interested in working in such a role.

Campus Jobs. Over the years, graduate students in anthropology have been creative in finding employment on campus beyond the Department of Anthropology. They have worked ”

first or second year of graduate study in the department. Awards are made after an evaluation of proposals submitted each spring semester. See the Department Chair for more information.

The Robert Van Kemper Endowment Fund for Research in Social and Cultural Anthropology (funded through a bequest from the estate of Professor Kemper's mentor, George M. Foster, Professor *emeritus* at the University of California Berkeley). The fund will provide support for training and field research for graduate students in anthropology, primarily for preliminary field experience for doctoral candidates. Proposals should include a description of the project and its relationship to the student's anticipated dissertation project, a brief discussion of methods and data analysis, a time frame for the research activities, and an estimated budget. Project budgets should not exceed \$3,000. The level of funding will be based on actual reimbursable expenses during the research project. Students who receive support will be expected to deliver a final written report (limited to 10 pages) and a public presentation (e.g., a Brown Bag Luncheon talk) no later than the end of the semester following their return from field research. Except in unusual circumstances, proposals will be received once a year, usually no later than mid-April, for proposals for summer field research projects.

Garry A. Weber Archaeology Dissertation Pilot Project Award is designed to assist archaeology graduate students in conducting preliminary reconnaissance, survey, or testing in their field area in advance of writing their Dissertation Improvement Grant proposals to the National Science Foundation. Funding will be competitive, and will normally be provided to students after their second year of graduate study (after successfully passing their MA exams), and in advance of enrolling in ANTH 7317 (Archaeological Research Strategies). As this is a new award, details are pending regarding award criteria, application requirements, and deadlines.

Paul Steed Travel Awards (funded through The Paul Steed Endowment Fund) are designed to assist in defraying travel costs for graduate students delivering papers at professional meetings. Each applicant will be judged based upon the quality of a single paper submitted to the Award Committee. Applications for this award can be submitted twice a year. See the Director of Graduate Studies for further information. The application form is available online at: <http://smu.edu/Anthro>.

Departmental Travel Awards. In addition to the Steed Travel Awards, departmental funds may be available to help you with expenses related to delivering papers at professional meetings. The procedures for evaluating papers and making awards are similar to that for the Steed Awards. See the Department Chair for further information.

Graduate Dean Awards. Grants up to \$400 are available from the Dean of Research and Graduate Studies (one per student/year); requests with matching funds from another source are given higher priority. These grants can be used to attend conferences (lower priority if not making a presentation), training workshops, research travel, or other research-related expenditures for which you are responsible but lack other funding sources. Deadlines are Sept

your project, and a one-

holding RA, TA or adjunct appointments. Space may also be allocated to graduate students not

- 1) If you are required to print material for your job as TA or RA on behalf of a faculty member, the department will provide these copies or print jobs. These items are to be sent to Tiffany Powell, or Pamela Hogan for copying/printing.
- 2) TAs, please take special note: It is the responsibility of the undergraduate students in your classes to submit their coursework either electronically or as hard copy as specified by you or the instructor. If you or the instructor specifies that electronic copies are acceptable, they will not be printed by the department.
- 3) The copier is not to be used by graduate students for printing required readings from your courses; the printer is not to be used for your research papers or exams. If, however, your course instructor requires that you bring to class copies of an assignment for distribution to all members of the class, these items are to be sent to Tiffany Powell, or Pamela Hogan for copying/printing.

Students can pay for personal printing at any of the on-campus libraries using their SMU id card.

Leaves of Absence for Medical, Familial, and Personal Purposes

We have procedures in place for ensuring that you can maintain your status in our graduate program even if you encounter a medical, familial, or personal situation that prevents you from attending classes or otherwise participating in the program for an extended period. Please consult with your Advisor, and if needed with the Department Chair, for the best path to follow for your particular case. It is important to have written documentation of your need for medical, familial, or personal leave of absence from the program.

If you have taken a leave of absence for any reason and wish to reinstate yourself in the program, you must contact the Chair of the Department before the end of the first month of the semester preceding the semester in which you plan to re-enroll.

Academic Appeals

You are entering a large and complicated organization. We try to be fair to all our members and to uphold high standards of academic training. Your performance in all coursework, and as a Graduate Assistant/Teaching Assistant, is regularly monitored by the faculty. In addition, you are expected to maintain the highest standards of professional responsibility during your graduate student career. Your grades and any written evaluations by those involved in your training will be kept in your file. These are available for your inspection, since we want you to know just where you stand.

Should you wish to appeal a decision concerning your progress, your faculty Advisor will help you find appropriate channels. Remember, appeals can be handled within the Department either through your Graduate Representative at the monthly faculty meetings or through the advising system. It has been our experience that most appeals taken first to the Administration are promptly sent back to the Department for consideration.

your petition. No waivers or credits will be given for ANY course for which there is no supporting documentation.

In general, only courses for which you earned an A- or better (or its equivalent) can be waived or

subject to conditions imposed by the instructor. Any grade of “C+” (2.3) or below in a required course is considered a failure, and the course must be re-taken (without formal registration) the next time it is offered.

3. If the course in which the “C+” or lower is earned is an *elective*, the course need not be repeated. A grade of “C+” or lower in an elective may be changed to a passing grade during the following semester at the instructor’s discretion, and subject to conditions imposed by the instructor.
4. Two grades of “C+” or below are cause for serious concern, and will be reviewed by the faculty for further action. A total of three grades of “C+” or below, whether replaced or balanced, will result in dismissal from the program.
5. A grade of “I” (Incomplete) can be given only if you have completed a majority of the course requirements with passing grades, but for some justifiable reason, acceptable to the instructor, are not able to complete the full requirement of the course). A maximum of two (2) concurrently held incompletes is allowed. If this maximum is reached, a student will be allowed to take only three credit hours per semester until the incomplete total is reduced. If the maximum is surpassed, one or more incompletes must be removed *before* additional course registration is permitted. Changes of grades of “I” should be processed within a calendar year of the original grade assignment. No grade will be changed after 12 months. If the incomplete is not cleared, the “I” is changed to the grade provided by the instructor at the time the incomplete was assigned, or to an “F” if no alternate grade was provided.

Evaluating Student Performance

Your grades are an important but not uniquely decisive factor in our evaluation of your performance. In addition, there are a number of more general evaluative criteria that guide the

language as a tool in preparing for your PhD Qualifying Examination. The Department will not pay for you to take language courses.

Important note: the language requirement must be satisfied before you take your PhD Qualifying exams.

Archaeology students must demonstrate an ability to read research literature published in a modern foreign language such as French, German, Spanish, or Russian. You may petition the faculty if you wish to substitute another language or languages. Students in Cultural Anthropology must demonstrate knowledge of the language most relevant to their field research.

MA Degree En Route

The Master of Arts Degree in Anthropology may be conferred *en route* to the PhD, after successful completion of 36 hours of coursework and a passing grade on the MA general examination. Except in extraordinary circumstances, students who previously completed a MA (or MS) degree in Anthropology at another university will complete a minimum of 12-18 hours of coursework at SMU before attempting the MA general examination.

If you fail the general examination, you will not be awarded the MA degree.

If you receive a low pass on the general examination, and are not admitted to doctoral candidacy, you will be awarded the MA degree as a terminal degree.

If you pass the MA general examination you will be awarded the MA degree and advance to doctoral candidacy (ABD – “all but dissertation”). You will then prepare and defend your Dissertation Proposal as described below.

Admission to Candidacy for the Doctoral Degree

To be admitted to candidacy, you must:

- satisfy the language requirement,
- remove all Incomplete grades,
- complete the required minimum of 54 hours of course work (including any credits/waivers for courses taken elsewhere), and
- pass the PhD qualifying examination.

Upon completion of these requirements, the department will recommend to the Dean that you be admitted to candidacy. Supporting documents will include a copy of your degree plan and the qualifying examination report (ORGS Form 1).

Your Dissertation

As a candidate for the doctoral degree, you are required to present the proposal for the dissertation to a faculty committee. When this committee accepts your dissertation plan (in the context of the doctoral qualifying examination), the Dissertation Advisor will transmit a Dissertation Topic Report (ORGS Form 2) to the Office of Research and Graduate Studies for inclusion in your file.

After completing your field research and data analysis, you will prepare and present an acceptable dissertation within the major field of study. It must demonstrate that you have technical competence in the field and have done research of an independent character. It must add to and modify what was previously known, or present a significant interpretation of the subject based on original investigation.

The guidelines for preparing your dissertation are outlined in the *Thesis/Dissertation Guide*, copies of which are available in the Office of Research and Graduate Studies. You can also consult this information at <http://smu.edu/graduate/thesis.asp>

STATEMENT OF NONDISCRIMINATION

Southern Methodist University will not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. SMU's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation. The Office of Institutional Access and Equity (<http://www.smu.edu/aao/>) has been designated to handle inquiries regarding the nondiscrimination policies and may be contacted at Southern Methodist University, Dallas TX

DEGREE PROGRAMS IN THE DEPARTMENT OF ANTHROPOLOGY

THE MA DEGREE IN MEDICAL ANTHROPOLOGY

Introduction/Overview

The Master of Arts in Medical Anthropology is designed to prepare graduate students for professional employment and to meet the growing community need for personnel with a cross-cultural perspective in health fields. You may come to this program from an undergraduate major in the social and behavioral sciences (including, but not limited to, anthropology), or from some health field such as nursing, public health, counseling, or medicine.

The goal of the two-year progrye(g)4()-43

Electives (21 hours, of which 6 hours need to be on medical topics). Any department course in cultural anthropology at the 5000 level or higher, including up to two semesters of Independent Study (ANTH 6351, 6352), and approved by your Advisor may be taken as Electives. These independent studies are in addition to the independent study normally taken to fulfill the statistics requirement. These may include but are not limited to:

ANTH 5359 - Linguistics

ANTH 6303 - Political Economy of Health

ANTH 6305 - Applied Anthropology

ANTH 6307 - International Health

ANTH 6316 or 6317- Advanced Seminar in Ethnology: Any Health/Medical Topic

ANTH 6327 - Gendered Lives and Global Change

ANTH 6344 - Global Population Issues: An Anthropological Approach

ANTH 6346 - Environmental Anthropology and Development

ANTH 6351, 6352 - Independent Studies

ANTH 6384 - Global Issues and Development: An Overview

ANTH 6390/6391 - Current Issues in Anthropology

WS 6300 - Advanced Feminist Theory

Courses in Specialization – GLOBALIZATION AND INTERNATIONAL DEVELOPMENT

Core Courses (6 hours)

ANTH 6384 - Global Issues and Development: An Overview

Then either:

ANTH 6304 - Migration, Ethnicity and Nationalism

OR

ANTH 6305 - Applied Anthropology

Electives (21 hours).

Additional Note on Electives for Both Specializations

With the advice and consent of your Advisor, up to six (6) hours of 3000-level courses may be taken as 6000-level courses (e.g., 6351, 6352) by graduate students who do extra readings and extra written assignments.

MA General Examination en route to PhD

To continue in the PhD program, you must demonstrate a high level of proficiency in the MA general examination taken at the end of your second year of coursework. On the departmental website (<http://smu.edu/Anthro>), you will find a bibliography of key works in cultural anthropology, a list of 24 MA General Examination questions for you to consider in preparation for the MA exam, and a set of guiding statements to structure your reading. The bibliography, together with

PhD Qualifying Examination

Admission to Candidacy

To be admitted to candidacy, you must satisfy the language requirement, remove all Incomplete grades, complete the required minimum of 54 hours of coursework (including any credits/waivers for courses taken elsewhere), and pass the PhD qualifying examination. Upon completion of these requirements, the department will recommend to the Dean that you be admitted to candidacy. Supporting documents will include a copy of your degree plan and the qualifying examination report (ORGS Form 1).

Qualifying Exam Committee

Upon successful completion of the MA general examination, you should meet with your Advisor for the purpose of naming the chair and other members of your PhD Qualifying Exam committee. This committee must be set up in accordance with University guidelines and approved by the committee chair. The list of members then should be filed with the Department, and will be placed in your file and forwarded to the Dean of Graduate Studies.

Before the first day of class of the fifth semester (or after completion of 36 hours of coursework), students should meet with the departmental members of their PhD qualifying exam committee to establish the regional and theoretical foci for the PhD qualifying exams. Once this has been determined, the appropriate form should be signed by the student and the three internal members of the committee. This form should be placed in the student's file and the student should retain a copy. Following this meeting, the student should begin to develop bibliographies for the regional and theoretical areas. The faculty has approved the following list of regions:

North America (the United States and Canada, including anthropological literature on Native Americans)

Middle America and the Caribbean (includes Mexico, the countries of Central America and the islands of the Caribbean)

South America

Europe (north, south, and eastern)

Russia (includes all the former Soviet Socialist Republics) and Central Asia

Sub-Saharan Africa

Middle East (includes the countries of North Africa and the Middle East
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North Asia (includes China, North and South Korea, Japan, Taiwan, and Tibet)

South Asia (includes Pakistan, India, Nepal, Bangladesh, and Sri Lanka)

Southeast Asia (mainland and islands – Myanmar (Burma), Thailand, Laos, Cambodia, Vietnam, Malaysia, Indonesia, the Philippines, and aboriginal Taiwan)

Australia and Oceania

Students should spend the summer and early fall semester of their third year developing these bibliographies in consultation with their committee chair. Each bibliography (one for the regional area and one for the theoretical area) should have a **minimum** of 75 citations (combinations of key monographs and edited volumes as well as key journal articles). Each bibliography should include some of the classical works in the region or theoretical area as well as more contemporary materials. This will allow students to track changes in the questions that have been addressed over time. It is helpful to divide these bibliographies into major sections reflecting the breadth of inquiry in a region, or critical issues within a broader theoretical area as well as those areas of special inquiry that are most pertinent to the student's dissertation project.

By the middle of October they should circulate the bibliographies to other members of their Qualifying Exam Committee for suggestions and approval. The Chair of the committee will confer with the outside member of the PhD qualifying exam committee to secure that individual's approval of the bibliographies. Once approved, the form for approval of the bibliographies should be signed and filed together with the two bibliographies. Following the approval of the bibliography by committee members, students may propose to add new items to the list but committee members may not. The student should be provided with a copy of the filed form.

Note: No faculty member is obligated to serve 171.761(c)4(omm)-3(it)6(tee)6()-59(me)20(ofkdy31.3 3

Each answer should be no more than 15 typed double-spaced pages (Times-Roman 12 point font, 1 inch margins). Your papers should be thoroughly documented with appropriate citations, demonstrating your scholarly command of the anthropological literature and of the issues. These essays should, in other words, offer a concise survey of important literature and, where appropriate, a critical assessment that suggests to us what your own position is with regard to significant debates. Please employ a formal and professional language and tone. Each answer should include a bibliography of sources referenced (not counted in the page limit). You are expected to comply with the University's Honor Code when taking these exams.

Your Qualifying Examination will receive a written evaluation from your committee.

Option 1 -- If the committee decides that you have passed the written component of the qualifying exam, then the committee chair will meet with you to convey the committee's views regarding the strengths and weaknesses of the papers. Copies of the committee member's written comments will be provided to you and also will be placed in your departmental file.

Option 2 -- If the committee decides that you need to rewrite one or both of the papers, then the committee chair will convey this decision to you. The committee chair will provide a written summary of the committee's views and will discuss with you the written comments of all committee members. The discussion will focus on the strengths and weaknesses of the papers and the issues to be considered for rewriting the paper(s). Taking into account the additional work that may be necessary before the rewriting should begin, you and the committee chair will agree on a date for re-starting the exam clock for the paper(s). Regardless of the number of papers to be rewritten, you will have seven days to rewrite and submit the paper(s) to the Administrative Assistant to the Department Chair.

Note: Failure to take these exams at the specified time can result in dismissal from the program. Only serious extenuating circumstances will be considered as a reason for postponement, and these must be presented in the form of a well-documented petition for approval by a majority of the anthropology faculty. No examinations will be offered in the summer.

Schedule

At the beginning of the sixth semester (or semester in which you are completing coursework) – notify the Director of Graduate Studies about your committee's membership (minimum: Advisor and two cultural/medical faculty); *also*, meet with your committee to determine the region and method/theory of your chosen dissertation topic.

Within the first six weeks of classes – begin your exam by obtaining two [take-home] questions from your Advisor. This can happen sooner if all committee members agreed on an alternative date.

Within 7 days of beginning your exam – submit finished answers to your committee. Whenever you start, you have one week to hand in the answers.

Dissertation Proposal and Defense

No later than during the sixth semester, you are expected to complete the proposal for your planned research project. To allow time for revisions, you must submit a complete version of this proposal to members of your committee at least one month in advance of the scheduled date of your proposal defense. All faculty members on your committee must receive a final version of the proposal two weeks in advance of the proposal defense date. Late submissions will not be accepted.

The PhD Proposal Defense can occur no later than the final day of classes of the final semester of coursework (normally, the sixth semester in residence or the fourth semester in residence for students who entered the program with MA backgrounds). You will defend the proposal orally before your committee. Suggestions for changes or improvements made by the committee during the defense should be included in the version submitted for funding.

It is your responsibility to adhere to this schedule, to ensure adequate time for resubmitting revised drafts, and to coordinate the availability of committee members for the exam and defense. It is your Advisor's responsibility to schedule the exam/defense with the Departmental Administrative Assistant.

IRB (Human Subjects Research) Application

Nearly all research proposals in cultural anthropology will need to be approved by the campus IRB committee. The proposal will be submitted in the name of your dissertation committee chair since, as a student, you are not an agent of the University for IRB purposes. For additional information and guidelines for submitting an application, please go to the following URL: <http://smu.edu/humansubjects>. All federal funding agencies, and many private foundations, require IRB approval of your research proposal before funding will be released to the University for your project.

PhD Candidacy (ABD and Field Work)

PhD Candidacy is conferred upon the completion of 54 hours of coursework, completion of the language requirement, successful completion of the written qualifying exam, and successful defense of a dissertation proposal.

Preparing for the PhD Dissertation

After successfully defending (and revising, if needed) your research proposal, you should constitute your dissertation committee (which need not be the same in composition or size as your PhD qualifying exam committee). Students must file with the Department the

composition of the dissertation committee, and must include a *curriculum vitae* of the required outside committee member, if that person's c.v. is not already on file.

Conducting Your Dissertation Field Research

Usually, as soon as your funding becomes available, you will conduct your dissertation research, although in exceptional circumstances, you may need to wait for visas from the country(ies) where you plan to do field work. While in the field, you should remain in regular contact with your dissertation committee. We strongly recommend that you use email (if available) to send electronic back-up copies of your field notes and other materials to a "safe" address. Also, be sure to request enrollment in ANTH 8049 in order to maintain your full-time graduate student status (note: this may be important for retaining eligibility for student insurance coverage and for keeping at bay student loans).

Writing Your Dissertation

When you return from the field, you must develop a detailed outline for the dissertation. This outline must be shared with and approved by all members of the dissertation committee. Once approved, this outline will serve as the basis for preparing the dissertation.

Committee members must receive a draft of the dissertation

DEGREE PROGRAMS IN THE DEPARTMENT OF ANTHROPOLOGY

THE PhD PROGRAM IN ARCHAEOLOGY

The Archaeology program at SMU is largely focused on the New World, with faculty research interests ranging from the earliest hunter-gatherers to complex societies across North, Middle, and South America. The program offers broad training in contemporary archaeological theory, method, and scientific application, and is strongly field-oriented, with current projects in various localities in the Americas.

Upon arriving you should select a faculty Advisor (see page 2 of this document). The Archaeology faculty will guide you toward the goal of completing all coursework in three years,

ANTH 6369 – South American Archaeology
ANTH 7312 – Archaeology of Mesoamerica
ANTH 7318 – Late Pleistocene Prehistory of North America
ANTH 7321 – Ceramic Analysis for Archaeologists

Note: With the advice and consent of your Advisor, you may choose other courses offered within the Department or University as electives.

Group C: Field Courses: up to 6 hours maximum

ANTH 5381, 5382, 5681, 5981 – Field Methods in Archaeology

All graduate students must complete an archaeology field school of field experience equivalent prior to or during their time at SMU. A waiver for this requirement can be granted if you have completed a field school or have sufficient field supervisory experience prior to entering the SMU graduate program. Your waiver will be signed by the faculty member currently responsible for teaching the SMU archaeology field school.

Group C includes various workshops in Archaeological Sciences for 2 or 3 hours credit offered occasionally at Fort Burgwin. Register for these courses under a Research in Anthropology number.

MA General Examination

Upon entering the graduate program (i.e., during your first week in the department), you will receive a list of 24 questions. These questions will serve as the pool from which will be drawn some of the specific questions on your MA general examination, taken at stion

prepared on computer, and be anonymous. You will have 3 hours in the morning, and 3 hours in the afternoon, to answer each set of three questions.

All members of the archaeology faculty in residence will grade the exam. Each question will be given either a *Pass with distinction*, *Pass*, *Low pass*, or *Fail* by each faculty member, and the average of these grades will stand as the grade for that question. The average of all of the grades will determine your overall performance on the exam. You will receive your results by the last day of the same exam week.

Your advancement in the PhD program is contingent on achieving a grade of *Pass* or higher on the exam as a whole. Students who receive a grade of *Low pass* on their exam are awarded a Masters of Arts degree in Anthropology, but will not be admitted into the PhD program. Students who fail the exam will not receive any degree and will not be allowed to continue in the program. Students will not be allowed to retake the examination, either in part or in whole.

Failure to take this exam at the specified time can result in dismissal from the program. Only serious extenuating circumstances will be considered as a reason for postponement, and these must be presented in the form of a well-documented petition to your Advisor, and be approved by a majority of the archaeology faculty.

Note: You may not take the PhD

Schedule – the proposal defense can occur no later than the last day of the exam week at the end of your final semester of coursework.

You will defend the proposal orally before your committee and introduce the topic in a 10-15 minute presentation. Visual aids are encouraged, but not required. Questions from the committee will follow. Suggestions for changes or improvements made by the committee during the defense should be included in the final draft of your research proposal.

Once approved by the committee, the final draft must be submitted to a funding agency.

Note: It is your responsibility to adhere to the schedules, to ensure adequate time for resubmitting revised drafts, and to ascertain that all committee members will be available for the exam and defense. It is your Advisor's responsibility to schedule the exam and defense times and locations with the Departmental Administrative Assistant.

PhD Candidacy (ABD, "All But Dissertation")

PhD Candidacy is conferred upon the completion of 54 hours of coursework, completion of the language requirement, successful completion of the written qualifying exam, successful defense of a dissertation proposal, and submission of the proposal to a funding agency.

The PhD Dissertation

Committee -- After successfully defending and submitting your research proposal, you should constitute your dissertation committee, if you have not already done so, following the guidelines above.

During Field Work – You should enroll each semester for ANTH 8049 in order to maintain full-time graduate status. You are responsible for contacting the departmental staff to verify your enrollment each semester.

Remain in regular contact with your Advisor and committee. You have five years from the time you attain ABD status in which to complete the PhD dissertation. During those five years you will be required to provide, before the end of the year student evaluation meeting (which takes place the week after exam week), a **written** statement discussing your progress on your dissertation. This letter will become part of your permanent file.

Dissertation Production: All guidelines for dissertation production should be obtained and studied *before* writing begins. Consult appropriate personnel in the Office of Research and Graduate Studies *in person before* final formatting of your graphics.

Scheduling the Defense – Procedures for scheduling a defense are outa fe74MCID 193BDC BT1 02

FULL-TIME FACULTY

For further information and access to individual faculty web pages, please go to:

<http://smu.edu/Anthro>

Caroline B. Brettell (PhD Brown 1978; University Distinguished Prof) Cultural anthropology, gender, anthropology and history, religion, kinship, migration, ethnicity; Europe, US.

Michael Callaghan (PhD Vanderbilt 2008; Vis41.98nEa 178.22 655.780 0 1 429.79 6eligan

APPENDIX 1: PROJECTED SEQUENCE AND TIMETABLE: CULTURAL PROGRAM

A typical schedule for your first several years in the program follows. Do not expect the courses to be offered in the exact order as shown. Also, the research and teaching schedules of each

APPENDIX 3. LANGUAGE EXAMINATION

You may elect any language in which to be examined, but you must demonstrate to the faculty that this language is relevant to your area of anthropological interest.

No student may use English as a “foreign” language. On the other hand, foreign students who are not native speakers of English may use their native language to meet Departmental requirements if that language meets the criteria for relevance set forth above. Neither coursework taken prior to your entry into our programs nor exams other than those listed below will be considered as a waiver for this requirement.

You have five options for passing the language examination requirement:

OPTION 1. You may elect to be examined by an examiner from the Department of Anthropology. Examiners will be faculty members named by the Chair, and will hold office for

OPTION 3. You may elect to be examined by the Foreign Languages Department at SMU. In this case, you should consult both with the Director of Graduate Studies in the Department of Anthropology, as well as with the Department of Foreign Languages, to ascertain their exam fees. The Director of Graduate Studies in Anthropology must approve the material to serve as the basis for the exam submitted to the Foreign Language Department. In case of failure, the Foreign Language Department will not reexamine before 30 days have elapsed.

OPTION 4. If you complete a language evaluation for a Fulbright or SSRC fellowship application, you may submit the results of this evaluation to fulfill the departmental language exam requirement. Examiners must be either language professionals affiliated with the University or native speakers holding professional and/or business positions in the community. You must provide a brief profile of the non-language professionals to either the DGS or Chair to