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.

This 2005-2006 edition of the $Redbook^1$ will be the procedural manual for this academic year and – for entering graduate students – will continue to serve as your guide until you

ADMISSION

Students holding a Bachelor's degree or Master's degree in Anthropology can apply for admission directly to the Office of Research and Graduate Studies, SMU, Dallas TX 75275 or through e-mail: smugrad@mail.smu.edu. In addition, applications can be made online at http://www.smu.edu/graduate/appl.html 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 and senior level anthropology courses;
- 2. At least a 3.00 (on a 4.00 scale) overall grade point average (gpa) [Note: the average overall gpa of the most recent entering cohort was 3.44.];
- 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 1100. [Note: the average GRE score of the most recent entering cohort was 1328]; 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.

FOR ARRIVING GRADUATE STUDENTS

Advisors

The Director of Graduate Studies, under the general direction of the Departmental Chair, is responsible for student recruitment, oversight of graduate student progress, graduate student advising, scheduling of Ph.D. qualifying and thesis/ dissertation defense examinations, and maintenance of graduate student records. The Director of Graduate Studies will approve, by signature, all individual course programs and class schedules.

Upon entering the program, (and no later than the end of the first semester), and with the guidance of the department's Director of Graduate Studies, you will select (to be assigned) an Advisor, who will guide you in your graduate program. Typically, the Advisor will serve as Chair of the Qualifying Exam and Dissertation Committees. If your interests change, it may be appropriate to change your Advisor as well. In all faculty meetings dealing with student evaluations and financial support, your Advisor will present your case and endeavor to look after your interests. If you have any problems during your time in our program, you should first take them to your Advisor, and if a solution cannot be found then to the Director of Graduate Studies. They will know which channels of formal communication should be used to solve your problem quickly and without fuss.

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. Decisions about support for the coming semester are reached 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 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, write to: Financial Aid, 101 Perkins Administration Building, SMU, Dallas, TX 75275. The forms are available online at:smu.edu/financial aid/forms/05 06 forms/05-06 Graduate bulletin.pdf or at http://www.fafsa.ed.gov.

Types of Financial Support:

Department/University-based Assistantships

Teaching Assistantships (TAs) typically pay \$7,000 per semester 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 \$10,000/ AY. Assignments are made by the Department Chair after consultation with faculty members.

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. An outline of this seminar is included in Appendix 3.

Department Assistantships (DAs) typically pay \$7,000 per semester 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 \$10,000/ 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 in the libraries, in other academic centers (e.g., Women's Studies Program Office), in the residence halls p-1 0 0 1 158.m24>0003[005i 547.66 Tmi2>1 669.7(ill)7()

(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. 30, January 31 and May 31 of each academic year. You must fill out a cover sheet (available from the Departmental Administrative Assistant), a one-page proposal describing your project, and a one-page vita. Applications should be approved by your Advisor, affirmed by the Department Chair or the Director of Graduate Studies, and then submitted to the Office of Research and Graduate Studies, Room 342 Dallas Hall, SMU Box 240. The sponsoring faculty member should send a letter of recommendation directly to the Dean of Research and Graduate Studies.

ISEM Research Grants. The Institute for the Study of Earth and Man (ISEM) occasionally has funding for graduate student research. Proposals are accepted on a rotating basis. You should prepare a short proposal and a budget. This should be approved with a letter of support from your faculty Advisor, submitted to the Chair of the Department for signature, and then submitted to Dr. Louis Jacobs, Director of the Institute.

Teaching Opportunities for Students with M.A. Degrees

Adjunct Lectureships. A limited number of opportunities are available each term (fall, spring, and summer) for students with M.A. degrees in Anthropology to teach courses independently. The compensation is determined on a per course basis and does not necessarily involve remission of tuition/fees or provision of insurance coverage.

Note: Before you can serve as an Adjunct Lecturer, you must have attended a teaching assistant symposium sponsored by the Center for Teaching Excellence. In addition to the symposium, you must already have taken (or received a waiver for) the one-hour non-credit teacher-training seminar (ANTH 6034).

Dissertation Write-Up Awards

The Garry A. Weber Graduate Fellowships are awarded to students in the <u>final</u> phase of dissertation writing in conjunction with a dissertation completion award from the Dean of Research and Graduate Studies. e4.05 TmeTJETnd(dua)-3(te)-50(Studi.73 345.)(r)4(es)-5(ment527)

presentation and the best poster. Further information is available from the Director of Graduate Studies or the Department Chair.

Student Office Space

Student offices are located in the Heroy Building. Priority is given to those who are serving as Teaching Assistants, and thus need to keep office hours. Space in faculty laboratories may be allocated to students working on research projects. This arrangement is through personal agreement with the director of the project for which Departmental space has been designated. 88.1 Tm[(de)-2(s)5(ign)-2(a)-3(ted. (88e)-2(en)7()] TJETn)]8d3u(en)72

5) To comply with all University policy regarding professional classroom behavior, including the policy on sexual harassment and consensual relationships.

Please consult: "Operating Procedures: Graduate Student Employment and Other Graduate Aid." Copies are on file with the department administrative assistant.

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, with the Director of Graduate Studies, and 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.

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 by the Director of Graduate Studies. These are available for your inspection, since we want you to know just where you stand.

Should you wish to appeal a decision concerning JeP7 Tmobk6[(pr)3(o(rea)-6(s),(I)-5dxn[()mobk6BT)-226(g)]

Evaluating Student Performance

In addition to the grades that you receive in your classes, there are a number of more general evaluative criteria that guide the Faculty of the Department of Anthropology at Southern Methodist University. These criteria are closely linked to issues of professional promise, professional commitment, intellectual growth, development as a teacher, and performance as an ethical and responsible citizen not only within our University community but also as a member of the profession broadly understood.

At the end of the fall and spring semesters, the faculty meet to discuss the performance of each student according to the following criteria:

Performance in Classroom/ Coursework

- 1. Consistent attendance and engaged participation in discussion and class activities.
- 2. Timely completion of all assignments and course requirements.
- 3. Intellectual curiosity.
- 4. Analytical rigor in approaching ideas/ problem-solving, willingness to examine alternative viewpoints.
- 5. Intellectual industry (works

Written Statement of Evaluation

Following each end-of-semester faculty meeting, you will receive a written statement from the department chair regarding the faculty's assessment of your performance and recommendations for improvements. A copy of the statement will be placed in your departmental file.

Removal from Program and Appeals

Should your performance be judged so unsatisfactory that dismissal is recommended, that decision will be made by majority vote of the departmental faculty and communicated to you by the department chair. Appeals of such decisions must be presented to the faculty as a whole. Subsequent appeals, if any, will be dealt with according to standard University procedures.

Language Requirement

Since it is essential for professional anthropologists to be familiar with foreign languages, both in fieldwork and in reading scholarly literature, you should strive to attain a high level

DEGREE PROGRAMS IN THE DEPARTMENT OF ANTHROPOLOGY

THE M.A. IN MEDICAL ANTHROPOLOGY

Overall Goals

The Master of Arts in Medical Anthropology is designed to prepare graduate students for pro

Note: You are encouraged, in some of these related courses, to consult with the instructor and to develop a research project/ paper topic for the course that has a medical focus. With the permission of the Advisor, you may also choose from other courses offered by the department.

In other Departments at SMU

PSYC 5359: Death and Dying

PSYC 5381: Psychosomatic Processes

PHIL 3344: Medical Ethics (specify for graduate credit)

TC 8325: Bioethics (Perkins)

Or any other appropriate course that you identify and is approved by your Advisor. You should discuss your enrollment in these courses with the instructor of record in the appropriate department or school. You have the option of taking these courses, particularly

THE PH.D. DEGREE GENERAL DEPARTMENT AND UNIVERSITY REQUIREMENTS

The Ph.D. program in Anthropology is designed to provide you with the theoretical and methodological knowledge to teach and undertake research in archaeology or cultural anthropology. If you do not already possess a Master of Arts in Anthropology, you can earn a Master of Arts in Anthropology en route to a Doctorate in Anthropology (with specialization in Archaeology or in Cultural Anthropology, and with further specialization within Cultural Anthropology either in "Medical Anthropology" or "Globalization and International Development" See further details below, under the respective program descriptions).

Applicants to the SMU graduate program generally have a bachelor's degree from an accredited undergraduate program, most commonly in anthropology or related behavioral and social sciences. We also accept students who have completed or are in the process of completing a Master of Arts degree from another university. Successful applicants are expected to continue through to the Ph.D., but must complete the requirements for the Master of Arts in Anthropology en route.

The degree of Doctor of Philosophy is awarded in recognition of high attainment in a special field of knowledge, as evidenced by examination and by a dissertation presenting the results of significant and original research. General requirements are listed below.

Residence and Course Work

Continuous registration is required of Ph.D. students and is your responsibility. If you are undertaking full-time research off campus, you may petition the faculty for a research leave (up to a maximum of two years). The Department will inform the Office of Research and Graduate Studies of all research leaves. If you do not register for two consecutive semesters without being granted a research leave, you will have to reapply for admission to the program. If you do not register for one semester, and do not obtain a research leave, you may petition the Dean of Graduate Studies for re-instatement of your student status. Note: If you need to take a leave of absence for medical, familial, or personal reasons, please consult with your Advisor, the Director of Graduate Studies, and the Department Chair.

The minimum residency requirement is a total of 30 semester hours completed within three years of residence at SMU. Foreign students may need to satisfy additional residence requirements to comply with federal immigration regulations.

The Normal Sequence for Completing Ph.D. Requirements:

The normal sequence for completing Ph.D. requirements is as follows:

- Coursework, including petitions for waivers of requirements and/or hours, and petitions for transfer credit.
- Passing the M.A. written exam (see below for more details).

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dates coincide with dates outlined by the Office of the Dean of Research and Graduate Studies, and are linked to the awarding of particular degrees. Faculty members are on tenmonth contracts; thus, no exams should be scheduled during the summer months. If, because of forces beyond anyone's control, you need to schedule an exam beyond the permitted dates as specified above, you must formally petition the members of your committee. Unless all members of a committee are able and willing to meet, the petition will be denied. Faculty members are under no obligation to sit for exams and defenses on University holidays or during the summer months.

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 the length of time specified by the Chair. (xa)-5-programs nor2. ty me

usage. Within the time limits imposed, you must translate the required passages, interpreting accurately such details as genders, tenses, idiomatic expressions, and similar linguistic features, which may not always have literal English equivalents, so as to furnish evidence that you are familiar with the language chosen.

OPTION 2. You may take an examination given by the Education Testing Service of Princeton, New Jersey. Details are available from the ETS website (http://www.ets.org) for up-to-date information regarding type of exam, dates and places of administration, required

Fulbright: Aural Comprehension: understands simple conversation.

Speaking Ability: Uses structural patterns, but not with consistent accuracy. Adequate to handle conversational subjects.

Reading ability: Understands conventional topics and non technical subjects. Writing ability: Writes simple sentences on conventional topics.

Overall: Should be able to manage adequately after a short period of adjustment abroad.

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 Ph.D. 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 prospectus 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.

Preparing Your Dissertation for Submission

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 also can consult this information on the Internet at http://www.smu.edu/graduate/Thesis.htm.

Your dissertation must be completed to the satisfaction of your dissertation Advisor and Dissertation Committee, and must meet the guidelines established by the Office of Research and Graduate Studies. Deadlines for the submission of dissertations are outlined at the beginning of each semester. Upon successful completion of the dissertation defense, an original half-title page must be signed by the Dissertation Committee. All dissertations must be prepared for electronic submission. You are responsible to follow these guidelines and to do so in a timely manner.

In submitting a dissertation, you grant permission to the Director of Libraries at SMU to make copies at the Director's discretion, upon the request of individuals or institutions.

Dissertation Defense

The defense is an examination administered by your Dissertation Committee. The examination focuses on your dissertation and related material. The Dissertation Committee shall consist of:

- (1) the chair; who must be a full-time, tenure-track or tenured member of the Department of Anthropology;
- (2) at least two other full-time members of the anthropology department; and
- (3) at least one external reviewer who is either a faculty member outside the anthropology department or, with the approval of the department chair and the Dean of Graduate Studies, a scholar not associated with the university. (Note: if an external reviewer is not an SMU faculty member, a copy of that reviewer's curriculum vitae must be submitted to the Dean of Graduate Studies along with the Director of Graduate Studies letter approving the membership of the Dissertation Committee.)

Note: Anthropology faculty members with joint appointments (excluding courtesy appointments) are considered internal members of the anthropology department only, and may not serve as outside members of your committee.

Failing the Doctoral Defense

Students who fail the doctoral defense may be given a second examination, at a time to be determined by the committee, but not later than one year after the initial examination. Students who fail the defense on the second opportunity are thereby disqualified to receive the Ph.D. degree.

Time Limits

If you are registered for full-time study, you should plan on taking the Ph.D. qualifying examination at the time specified in each degree program. Ordinarily, credit is not allowed for graduate courses (including transfers) taken more than <u>six</u> years before you take the doctoral qualifying examination. Should this time limit be exceeded, the credits must be revalidated and approved by the Dean of Graduate Studies. Approval is granted only in exceptional cases.

The doctoral dissertation must be submitted and accepted no later than <u>five</u> years after you were admitted to candidacy. An extension of one year can be granted by the Dean, upon recommendation of the departmental faculty. Except under special circumstances, if you still have not submitted your dissertation after the additional twelve-month grace period, you will be dropped from the graduate program, and can be re-admitted only by passing a new qualifying examination. (Note: no petition for re-admission and re-examination has been submitted and approved in the history of our department!)

If you must take a leave of absence for medical, familial, or personal reasons, the time spent on leave will not be counted toward your time limits. The decision to grant your petition for a leave of absence will be made by the department, and then approved by the Dean of Graduate Studies.

If you are a part-time student, time limit requirements will be interpreted appropriately to allow for your part-time status.

You should consult the Graduate Bulletin for further information on time limits.

THE Ph.D. PROGRAM IN CULTURAL ANTHROPOLOGY

In the Ph.D. program in Cultural Anthropology, you will be trained broadly in contemporary theory and method in anthropology, while you specialize in one of two tracks: Medical Anthropology or Globalization and International Development. In special circumstances, you can petition to combine these specializations.

Please see Appendix One for a typical sequencing of courses in cultural anthropology.

Specialization in Medical Anthropology

Group A: Required Courses (General) (9 hours)

ANTH 5334 - History of Anthropology

ANTH 6312 - Contemporary Theory

Statistics (see note below)

Note

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

Specialization in Globalization and International Development

Group A: Required Courses (General) (9 hours)

ANTH 5334 - History of Anthropology ANTH 6312 - Contemporary Theory

Statistics (see note below)

Note: The Statistics requirement may be waived with a grade of B or better in an undergraduate course for which you submit a syllabus to be reviewed. You may take STAT 2331 to meet the requirement by enrolling in an independent study (ANTH 6351). You may enroll in STAT 5371 and/or 5372 if you want more

Within the 21 hours of elective courses in either the specialization, no more than two of the following 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.

ANTH 3303 - Psychological Anthropology

ANTH 3310 - Gender and Sex Roles: A Global Perspective

ANTH 3311 - Mexico: From Conquest to Cancun

ANTH 3313 - South American Indians

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 --

full-time graduate student status (<u>note</u>: 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 entire dissertation, already vetted by the chair of the committee, at least six (6) weeks in advance of the University-mandated deadline

Note: With the advice and consent of the Director of Graduate Studies and your Advisor, you may choose other courses offered within the Department or University as electives for up to six hours of credit. Register for these courses through an Independent Studies option in anthropology. Additional hours may be petitioned.

Group C: Field Courses: up to 9 hours

ANTH 5381, 5382, 5681, 5981 - Field Methods in Archæology

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. The options include Palynology and Ethnobotany. Register for these courses under a Research in Anthropology number. You can fulfill three of the nine hours with Anthropology 6332, but check that the class will be offered in the coming semesters.

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. They also can be found on the archaeology webpage within the departmental website. These questions will serve as the pool from which will appear on your M.A. General Examination, taken at the end of your fourth semester. You will be expected to provide answers to four of these questions during a one-day written exam.

Note: If you enter our program with an Master's degree in anthropology, you will be expected to take the M.A. General Examination at the end of your second semester of classes.

Note: If you have not completed an archaeology field school or had equivalent archaeology field training, you must do so prior to taking the M.A. General Examination.

Note: No M.A. General Examination may take place in the summer.

The exam will be administered on the first day of the exam week at the end of your fourth semester (second semester for entrants with Master's degrees in Anthropology). Answers will be prepared on computer, and be anonymous. You will answer two of three possible questions from the list during the morning (covering archæological theory and method) and two of three possible questions from the list during the afternoon (on aspects of world prehistory). There will be a 90 minute time limit for each question.

All members of the archaeology faculty in residence will grade the exam. Each question will be given either a "Pass with distinction," "Pass," "Lowpass," 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 Ph.D. program is contingent on achieving a grade of "Pass" or higher on the exam as a whole. Students who receive a grade of "Lowpass" on their exam are awarded a Masters of Arts degree in Anthropology, but will not be admitted into the Ph.D. 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 the Director of Graduate Studies and be approved by a majority of the anthropology faculty.

Continuing Course Requirements

A fter you have received a "Pass" or higher on the M.A. General Examination, you will be expected to take the following two additional courses as soon as possible:

ANTH 6342 - Science and the Human Past

ANTH 7317 - Research Strategies in Archaeology

Ph.D. Qualifying Examination Committee

Upon successful completion of the M.A. General Examination, consult with your Advisor (see page 3 of this document) about selecting a Chair and other members of your Ph.D. Qualifying Exam committee, in accordance with University guidelines. The list of committee members then should be filed with the Director of Graduate Studies, who will place the information in your file, and forward it to the Dean of Graduate Studies. You will meet informally with your committee on many occasions as needed to determine the topic for your dissertation research.

Note: No faculty member is obligated to serve on your Ph.D. qualifying committee, nor are you obligated to have any specific faculty member on your committee.

Note: You may not take the Ph.D. Qualifying Examination before (a) completing 54 hours of coursework, (b) removing any Incomplete grades, and (c) passing the Language Exam – see pp. 12 and 18-20 in this document).

The Written Exam

You will take the written e4xam during the semester in which you are completing your coursework. The exam will be tailored to your research topic, and will be scheduled and evaluated by your Advisor and Committee. There will be two questions in the area of

Dissertation Production – First compose a detailed chapter outline for the dissertation, to be approved by all members of the dissertation committee. It will serve as the framework for

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APPENDIX 1: PROJECTED TIMETABLE: CULTURAL PROGRAM

Note: Fu	unding in y	ears 1,2, 3 and for two	years of write-up. Maximum five years of funding.
YEAR	SEM	COURSE	OTHER REQUIREMENTS/DATES
1	1	5334 (History)	

APPENDIX 2: PROJECTED TIMETABLE: ARCHAEOLOGY 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 student will vary depending on funding opportunities, and previous teaching experience. Finally, the semester numbering system applies only to semesters in residence: If you have field commitments during the academic year, your schedules must be adjusted accordingly. You still will be expected to take the General Examination within five semesters of entering the program. (R) = Required

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Semester 1	Semester 2
5334 History of Anthropology (R)	6312 Current Theory in Anthropology (R)
6301 Principles of Archæology (R)	6338 Old World Paleolithic Archaeology or
	6339 Old World Neolithic Archæology (R)

APPENDIX 3: OUTLINE FOR NON-CREDIT TEACHING SEMINAR

Learning to Teach & Teaching to Learn (ANTH 6034) A Semester Course for Anthropology Graduate Students

Structure: Meets for one hour on one day per week. Designed for both TA and Instructor preparation. Taught by multiple faculty.

Week	Class Topic	Workbook
1	Managing my time: preparing, thinking,	Calendars & lists: some examples by
	lecturing, office hours, tutoring, evaluating,	class type (lecture, discussion, etc.)
	reflecting, e-mailing	
2	What is the purpose of this course? I dentifying	Syllabus construction, I: writing the
	learning goals and course content; the	course prologue
	textbook	
3	So Much Material, So Little Time. Facts,	Syllabus construction, II: allocating
	stories, ideas, concepts, theories.	topics
4	It's My First Day! Setting the stage, engaging	The first day check list; tips for
	interest: the conversation; considering class	creating enthusiasm
	size and composition	
5	What do I say to them? Writing it out v.	The 50-minute lecture and the 180-
	rehearsing from notes; highlighting 3 points,	minute preparation: a table of
	teaching from example, and concluding	comparisons
6	The 3-minute practicum: students organize	Learning styles and the allocation of
	and present a 3-minute lecture on a	attention span
	common topic	

7 Dealing with diversity: learning differences, ethnic differences, behavioral differences

NOTES