

***HANDBOOK for
GRADUATE STUDY
&
BEST PRACTICES FOR TEACHING***

*in the
Department of Anthropology
University of Colorado, Boulder*

2010-2011

Including references to the

University of Colorado Graduate School Rules

http://www.colorado.edu/GraduateSchool/policies/_docs/GraduateSchoolRules.pdf

QUICK REFERENCE

- The Graduate School
<http://www.colorado.edu/GraduateSchool/current/index.html>
Funding Opportunities
<http://www.colorado.edu/GraduateSchool/funding/index.html>
- Human Research—Institutional Review Board
<http://colorado.edu/VCResearch/integrity/humanresearch/index.html>
- Animal Research Committee
<http://colorado.edu/VCResearch/integrity/animalcare/index.html>
- Fair Use and Copyright Law
<http://ucblibraries.colorado.edu/copyright/>
- Honor Code
<http://www.colorado.edu/academics/honorcode/>
- Multicultural Counseling Center
<http://www.colorado.edu/mentalhealthresources/>
- University Catalog
<http://www.colorado.edu/catalog/>
- Financial Aid counselor/coordinator for graduate students*
Rob.Drybread@Colorado.edu
- Writing Help
<http://colorado.edu/pwr/writingcenter.html>

Full-time Status and Minimum Registration Requirements

I. For Academic Purposes: For purposes of deciding full-time registration status under Graduate School Rules, a student must meet **one** of the following criteria:

Master's students

- one who is carrying a minimum of 5 credits of graduate level course work
- 8 credits of combined undergraduate and graduate course work
- at least 1 master's thesis hour
- at least 1 hour of "Master's Candidate for Degree" [zero credit course, charged at 3 hrs.]

Doctoral students

- one who is carrying a minimum of 5 credits of graduate level course work prior to passing the comprehensive exam
- 8 credits of combined undergraduate and graduate course work prior to passing the comprehensive exam [Undergrad hours do NOT count toward the PhD]
- at least one doctoral dissertation credit prior to passing the comprehensive exam
- a minimum of 5 dissertation hours after passing the comprehensive exam

II. For Financial Aid purposes graduate students must be registered at **least HALF TIME**.

"Half-time" registration is defined by Financial Aid as **4 credit hours**, any term. (Exception: ANTH 6940 does not count toward degree, so = zero credit hours by financial aid's definition.)

Be aware that **financial aid is prorated according to the number of credit hours on your schedule**, so for complete details from the source, visit the Office of Financial Aid at

<http://www.colorado.edu/finaid/grad.html>. Grad student counselor: Rob.Drybread@colorado.edu

Students whose scholarships require them to be enrolled "full time" will need to enroll for 9 credit hours, in accordance with federal guidelines.

August 16, 2010

From the Graduate Director

This handbook introduces the CU Boulder Anthropology Department and explains the department's rules and requirements for graduate students. It is the essential starting point for anyone considering applying to our program and the guidebook for students enrolled in the program. You may be either enrolled in the CU-Boulder Anthropology graduate program or are thinking about applying to it. If you are with us, welcome to the program; if you are thinking about it, we appreciate your interest and we are happy to answer questions that this document does not answer.

As you read the Handbook, it is helpful to keep three general points in mind. First, the Anthropology Department's graduate program is designed to allow students to start broad and then focus increasingly on their specific research interests as they move from year to year. First year students form a cohort and are required to take core coursework that offers our most general introduction to Anthropology as a whole. You will move from this into more specific courses and ultimately into your own specific research program. At the PhD level, students write a preliminary paper (a general and problem-oriented overview of research for the area and topic they plan to study) from which they produce a specific dissertation proposal (the prospectus), and then actually carry out their doctoral research. It is thus important that students entering the program get their most general requirements out of the way as soon as possible so that they are free to pursue their particular interests more intensively.

Second, the handbook outlines specific course and credit hour requirements that students must meet in order to earn a degree in Anthropology at CU Boulder. Note that these are *minimum* requirements and that you may need to take more classes or do additional work in order excel in your particular course of research. We assume that our students are pursuing graduate degrees in Anthropology because they are passionately interested in the field and want to do the best possible work, not because they want to get a degree with the minimum possible effort. Think about your ultimate career goals and plan your coursework and other efforts with these thoughts in mind.

Finally, from the same perspective, the more you put into the program, the more you will get out of it. Your faculty advisors will help you to pick your classes and design and carry out your research, but creating a career in Anthropology is up to you. The more proactive you are in finding opportunities to engage with the professional community on campus and elsewhere, the better prepared you will be to make your way in the professional world you are preparing for. Attend department lectures, seek out relevant activities going on around campus and keep abreast of the exciting research going on in the Boulder area; go to regional and national meetings, and submit papers or posters to them. We look forward to guiding you through your career here, but your first step in professional development is to take responsibility for immersing yourself in the field.

Welcome to the CU Anthropology Department!

Michelle Sauther
Associate Professor and
Director of Graduate Studies

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HANDBOOK
for
GRADUATE STUDY

in the

Department of Anthropology
University of Colorado, Boulder

2010-2011

INTRODUCTION

Welcome to the Department of Anthropology at the University of Colorado at Boulder. We are pleased to have you join us in our scholarly pursuits. In this handbook we offer information that will help to smooth your way through our graduate program and to keep you on track with your goals. This handbook is supplementary to the Graduate School Rules and Regulations, which can be accessed in their most up-to-date form on the Web under 'Policies' at http://www.colorado.edu/GraduateSchool/policies/_docs/GraduateSchoolRules.pdf

Most of the forms you will need can be accessed from this web page, along with Graduate School research policies and other critical information. There are some forms specific to the Department of Anthropology that you will need to request from the Graduate Program Assistant. We have provided a few samples in our appendix.

Now that you are part of our community, you will want to know our expectations of you:

Students who acquire an advanced degree are equipped to transmit to others the knowledge, central principles, theories and research methods that have been developed in the discipline of anthropology. The faculty expects students to obtain knowledge of these principles, theories, and methods as they pertain to the fields of archaeology, biological anthropology, and cultural anthropology. Successful candidates will have a reasonable knowledge of the historical development of general anthropological concepts and theory, and of directly relevant concepts and knowledge from related disciplines.

In addition, successful candidates for the doctoral degree are expected to carry out and report original anthropological research within a circumscribed area of specialization. They are also expected to be capable of teaching the precepts of their specialty and of guiding future candidates for the doctoral degree through a program of research training.

The University's requirements for graduate study are found in the University Catalog. <http://www.colorado.edu/catalog/>. Students are responsible for adherence to the rules stated there, as well as the rules of the department outlined in this document.

PLEASE NOTE:

Text in *blue italics* (on the Web) is excerpted from the University of Colorado Graduate School Rules.

The Graduate School oversees all graduate programs at the University and sets standards that must be met by all graduate students in all programs at CU. Policies stated in this handbook for completing an advanced degree in the Department of Anthropology conform to the rules of the Graduate School.

Graduate education is a preeminent role of the University of Colorado at Boulder. The responsibility for planning, implementing, and evaluating graduate programs rests with the Graduate School. The mission of the Graduate School is to facilitate and enhance the educational experiences and opportunities for all graduate students and to encourage excellence in research, creative and scholarly work.

The complete Graduate School Rules are available online at http://www.colorado.edu/GraduateSchool/policies/_docs/GraduateSchoolRules.pdf

Level of Entry into the Graduate Program

Students entering the program are enrolled either in the Master's or Doctoral program depending on whether or not they hold a Master's degree in Anthropology. Students with an MS in Museum and Field Studies from the University of Colorado at Boulder may be admitted to the PhD program on condition of completing deficiencies in course work. Students with a Master's Degree in a closely-related discipline may also be considered for admission to the PhD program on a case-by-case basis, and should expect to meet all the core requirements of our graduate program. The specific requirements for each of the MA and PhD programs are presented below.

Students whose Master's degree is not complete at the time of admission to the PhD program will be required to provide a statement from their advisor ensuring completion prior to the first day of classes in the doctoral program.

Once a student has been admitted to the Anthropology Graduate Program, any proposed changes of subfield must be addressed by way of petition to the Graduate Committee and be approved by a majority of faculty in the target subfield. Such approval may entail significant remedial coursework before graduate examinations or a thesis can be undertaken.

Transfer of Credit

The maximum number of semester hours that may be transferred towards a Master's Degree is nine; this is defined as credit earned either at another accredited institution or on another campus of the CU system, or credits beyond the required minimum for a degree in the CU system. Please consult the University Catalog for further rules and requirements for transferring credit:

<http://www.colorado.edu/catalog/catalog10-11/graduate/admissionandenrollmentpolicies.html>

A Request for Transfer of Credit form can be submitted after a student has been in residence for one semester and has a GPA of at least 3.00. Forms are available from the Graduate School at <http://www.colorado.edu/GraduateSchool/academics/index.html>. Approval by the student's advisor and the Graduate Director is required, and the form is then submitted to the Graduate School for final approval.

Departmental Subdisciplines

Anthropology in the United States is traditionally divided into four subdisciplines — Archaeology, Biological, Cultural, and Linguistic. Of these, the first three are major curricular options available to graduate students in anthropology at the University of Colorado at Boulder. Although the three subdisciplines offered in our program require approximately the same minimum number of credit hours for their respective MA and PhD degrees, and all include the Proseminar in Anthropology plus a required cross-subdisciplinary seminar on the list of classes required for this total, they differ substantially in the number of other specific requirements. Particularly at the MA level, there is much less flexibility in some subdisciplines than in others, and students should bear this in mind when choosing their specialty and in registering for classes. Details of the three curricula are presented on the following pages.

Archaeology

The archaeology subdiscipline provides continuous geographic coverage of ancient societies from the Plains of North America through the Southwest and Mesoamerica to the Intermediate Area. The native societies range from egalitarian hunter-gatherers through middle range societies to city-states and empires. The faculty's theoretical and topical interests include human ecology, ethnoarchaeology, agency and social theory, lithic and ceramic analyses, remote sensing, and geophysical applications in archaeology.

Archaeology links with biological anthropology in a number of ways. For instance, archaeologists encountering burials frequently turn to biological anthropologists for analyses of stature, health, and other topics. Many archaeologists and biological anthropologists share a deep interest in human ecology, the ways people have adapted to their environments and have affected those environments.

Archaeology also relates to cultural anthropology in significant ways, since much archaeological theory is derived from cultural theory. Given the vast diachronic interests of archaeology, significant archaeological theory is also derived independently from ethnography. Ethnoarchaeology spans the two subdisciplines, as archaeologists study the material culture of functioning contemporary societies to learn how better to make inferences about past behavior. Both archaeology and cultural anthropology study ethnic and political groups in contact with each other, including topics of migration, acculturation, trade and tribute, conquest, information sharing, elite emulation, and the rise of multiethnic powers.

Biological Anthropology

Biological anthropology encompasses genetics (the study of gene structure, processes, and patterns of inheritance), paleoanthropology (the study of human and primate evolution in the fossil record), osteology (the study of the skeleton), paleopathology (the study of evidence of disease and trauma in skeletal and fossil remains), primatology (the study of the behavior and ecology of nonhuman primates), and human biology (biocultural study of biological variation in living human populations). The department offers training in primate and human anatomy and evolution, primate behavior and ecology, human variation and ecology and nutritional anthropology. Faculty research interests include the following: primate health and disease ecology, general ecology, and conservation biology (with research sites in Madagascar, Guyana, Panama and Vietnam); primate evolution (with research sites in Wyoming and Vietnam); early hominid paleoecology (with study areas throughout Africa); human reproductive and nutritional ecology (with research sites in Colombia and Brazil); skeletal biology of Medieval Nubians; and biogeochemical techniques for studying the diets and habitats of modern and fossil fauna. Please note that we do not train students specifically in forensics.

Additionally, the biological faculty have interests and research strengths that cross sub-disciplinary boundaries and foster collaboration with faculty and graduate students in both archaeology and cultural anthropology. For example, we share an interest in human ecology, the broad integrative area of anthropology that focuses on the interactions of culture, biology and the environment. We also share an interest in the processes of globalization, which are rapidly changing many aspects of the modern world. As biological anthropologists, we are well positioned to analyze the impact of globalization on the interaction between biology and behavior, including changes in fertility and mortality rates, nutritional status and disease prevalence. We are also well positioned to analyze human and primate adaptations to changing environments and declining biodiversity.

Cultural Anthropology

Cultural anthropologists study the cultural patterns and social institutions that shape how people think and behave in human communities across the globe, including their own society. While their findings are frequently comparative or cross-cultural in scope, cultural anthropologists undertake ethnographic studies through intensive participant-observation in particular cultures, subcultures, communities, and regions. The insights of cultural anthropology are typically derived from long-term fieldwork conducted in the local language of a community, with the goal of acquiring an integrated understanding of the interactions between individual actors and local, culturally diverse patterns of life. Among the topical interests of the cultural faculty are gender and sexuality, cultural theory, symbolic anthropology, religion and ritual, human ecology, pastoralism, applied anthropology, nationalism and ethnic identity, post-colonialism, tourism, history and memory, and visual anthropology. Areas of regional expertise in the department include Latin America, Mexico, Native America, Atlantic Canada, South Asia, Tibet, East Africa, the Caribbean, Polynesia, and Western Europe, as well as their respective diasporas around the world.

Additionally, the Cultural faculty are united in sharing an interest in globalization, bringing their ethnographic skills to bear on the contemporaneous but countervailing forces that paradoxically tend at once to global homogenization and local fragmentation. Processes related to globalization studied by Cultural faculty and students include the increasingly planetary integration of the economy; the spread of human insecurity with the proliferation of ethnic conflict, violence, crime, disease, and financial volatility; the global depletion and degradation of environmental subsistence resources; the impact of tourism and large-scale development projects; the internationalization of environmental, feminist, religious, and human rights movements; the universalization of democratic structures; the rise of "world cities;" the invention of new information and communication technologies; and the increasingly global flows of advertising and consumer goods. The Cultural faculty's interest in processes of globalization, human ecology, and applied anthropology also intersect with areas of specialization in archaeology and biological anthropology.

Core Requirements

All entering graduate students (MA and PhD) must take the first year Proseminar (ANTH 5790) and one graduate seminar not in the student's subdiscipline (can be a Bridging Seminar). The Proseminar may not be delayed and the other course must be taken within the first two years of residence. All entering graduate students in Biological Anthropology and Archaeology must have had the equivalent of Quantitative Methods (ANTH 5000) or take it during their first three semesters in residence. Students in Cultural Anthropology may substitute a "tools" course for Quantitative Methods.

Advising

Upon arrival in the department, each student is assigned an advisor in her/his subdiscipline. This advisor will review the student's background to determine possible deficiencies and help in planning courses to be taken. Advisors play a key role in graduate education, especially at the PhD level. Advisors should provide students with guidance appropriate to their interests, and students should keep their advisors apprised on their progress. At minimum, a student is expected to meet with his/her advisor once each semester to assess progress toward the degree. Although we expect one faculty member will serve as each student's primary advisor, students are urged to consult with other faculty members as relevant. Students may change advisors, and when they do so are expected to notify, in writing, the faculty members concerned, as well as the Graduate Committee.

Annual Plan of Study

Students will prepare a Plan of Study annually in consultation with their advisor and/or advisory committee. The Plan of Study will clarify expectations on the part of both the student and advisor about the direction the student is taking, the specific courses and other training necessary to get there, and the time line. Course planning must conform to the degree guidelines listed in the Handbook, and all Plans of Study must be signed by the student's advisor and submitted to the Graduate Committee for review and approval before March 15. Guidelines for preparing a Plan of Study are presented in Appendix I.

DEPARTMENT PROCEDURES AND POLICIES

Admissions Deferrals

The Department of Anthropology is unable to defer admissions. A delayed enrollment would be academically detrimental within our curriculum structure. The Department recommends that students reapply the following year rather than defer.

Change of Subfield

Once a student has been admitted to the Anthropology Graduate Program, any proposed changes of subfield must be addressed by way of petition to the Graduate Committee and be approved by a majority of faculty in the target subfield. Such approval may entail significant remedial coursework before graduate examinations or a thesis can be undertaken.

Allocation of Department Funds

Students in good standing are eligible to receive department funding. Although it is the department's goal to provide funding and teaching experience for all of its students, we cannot guarantee support for any individual student because these resources are limited.

Department funds are limited almost entirely to Teaching Assistants (TAs) who assist faculty in classes and/or teach recitation sections or labs, and graders, who are responsible only for grading exams and assignments. Students who accept TA positions should be aware that these positions require a considerable amount of effort. They may want to consider taking less than a full course load (9 credits) if they accept a TA position, even though this may delay their progress through the program. We expect that any student who is qualified to enter our graduate program is qualified to fill any of these positions, and available positions within the department (with the exception of the classes noted below) will not necessarily be awarded to students in the subdiscipline in which a class is taught. The classes that require special technical or other knowledge are:

Anthropology 2030 and 2040 (Laboratory in Biological Anthropology)

Anthropology 2210 (Laboratory in Archaeology)

Anthropology 4000/5000 (Quantitative Methods in Anthropology)

Anthropology 5350 (Archaeological Field and Laboratory Research)

The faculty who are responsible for these classes will specify a series of steps which graduate students can take in order to demonstrate that they are qualified to teach these classes.

In most cases, TA and grader positions are awarded first to students in the PhD program. Students in the MA program receive support only after all PhD students have received awards or declined an offer. Exceptions to this policy may be made in order to (1) recruit new students, or (2) ensure that TAs in certain classes have the special knowledge required to teach those classes. The allocation of TA and grader positions is made by the Graduate Committee with input from the faculty in the subdisciplines. The factors taken into consideration in the allocation of funds include:

- 1) Status in the program (PhD students are given preference).
- 2) Special knowledge requirements of certain classes.
- 3) Overall quality of graduate work and progress toward degree (see below).
- 4) Faculty evaluations of performance in previous TA and grader positions (written evaluations are completed each semester).
- 5) The maximum number of TA/RA appointments is 4 semesters for MA students and then an additional 6 semesters for students entering the PhD program, unless granted an exception by the Graduate Committee. This limit excludes summer classes.
- 6) Participation in the Anthropology Graduate Teacher Program (see below).

The department occasionally has GPTI (Graduate Part Time Instructor) positions available. A GPTI is responsible for teaching a specific course, generally to replace a regular faculty member on leave. The allocation of GPTI positions is made by the department Chair in consultation with the faculty. Because the department has an obligation to the undergraduates enrolled in the course, the most important criteria in awarding GPTI positions are numbers 2, 3, and 6 above, as well as previous teaching experience.

To apply for TA positions, students should complete an application form. The department normally requests applications twice a year, in the late Spring and late Fall terms. However, applications for TA positions in the Field School and summer classes may be requested earlier in the academic year. Applications for GPTI positions are requested throughout the year as these positions become available. Students interested in TA positions in the courses requiring special knowledge listed above, should request that the faculty member responsible for the course provide written support of their application, either on the application form or in a letter to the Graduate Committee.

All students who accept GPTI or TA appointments are required to participate in the Anthropology Graduate Teacher Program. This program is part of the campus-wide Graduate Teaching Program that, among other things, can provide formal certification in teaching to interested graduate students. Information on this program can be obtained through the Anthropology Department Office. Departmental requirements are listed in Appendix IV.

The department also has access to two other sources of funding for graduate student support: fellowships and research assistantships. Fellowships are administered by the Graduate School, but allocated by the Department's Graduate Committee with input from faculty in the subdisciplines. Research assistantships (RAs) are funded from the Charles Joseph Norton Fund, a department endowment, and are allocated by the subdisciplines.

Financial Aid Awarded by the Academic Departments and the Graduate School
*The Graduate School and academic departments offer a variety of merit-based programs including grants, fellowships, research and teaching assistantships, and awards from outside agencies. If you wish to be considered for these awards, contact your department by January 15; awards are generally made by April 1. **Be aware that if you receive federal financial aid and a tuition waiver as part of a graduate assistantship or research assistantship, your tuition waiver will be considered an award or scholarship and will be applied to your financial aid package.***
<http://www.colorado.edu/finaid/grad.html>

Quality of Graduate Work

The Graduate School requires a minimum grade point average of 3.00 in all courses, whether or not they carry graduate credit. For the PhD, a course grade below B- is unsatisfactory and will not be counted toward fulfilling the minimum requirements for the degree. In addition, the Graduate School expects the skillful use of good English in all oral and written work. Ability to use the language with precision and distinction should be cultivated, and the department may require that students take steps (possibly including classes in expository writing) to develop this ability.

Adequate Progress toward Degree

In order to hold a TA appointment, the Graduate School requires that a student be making "adequate progress toward degree." For MA students, "adequate progress toward degree" can be met by any of the following: the completion of 5 hours of graduate course work each semester (or 8 hours mixed graduate/undergraduate course work); or registration for at least one master's thesis hour; or registration for master's candidacy. In addition, all master's students are expected to complete the master's degree within a four year period.

PhD students are expected to complete their doctoral work within six years of admission. For PhD students who have not yet been admitted to candidacy, "adequate progress toward degree" is met by the completion of 5 hours of graduate level course work each semester and the accumulation of no more than 10 dissertation hours. After admission to candidacy, "adequate progress toward degree" is met by registration for 5 dissertation hours and compliance with Time Limit restrictions. See pages 22-23 in the Graduate School Rules and page 6 of Graduate Student Appointment Manual (.pdf files), both accessible at <http://www.colorado.edu/GraduateSchool/funding/admin.html>.

Student Performance Evaluations

In addition to grading students in their classes, faculty will evaluate graduate students in two ways. First, at the end of the semester, faculty members will complete a short evaluation form (Graduate Student Performance Evaluation) for each graduate student enrolled in their classes and for each student working under them as a TA. The completed forms will be placed in each student's file and used in considering future appointments.

Second, formal meetings of the faculty to evaluate graduate students are held at the beginning of the Spring Semester (to evaluate first-year students and other students whose performance has raised faculty concerns) and the end of the Spring semester to evaluate all students. This evaluation will take into account both the written course evaluations and overall faculty perceptions of each student's progress, accomplishments, and promise. To help faculty members in this evaluation, each student will be asked to provide an annual Plan of Study in consultation with his/her advisor on his/her activities during the academic year. The outcome of the year-end evaluation will be a letter from the department to each student summarizing his or her overall performance during the academic year. This letter may also recommend steps (for example, general topical areas where a student needs additional work or specific classes he or she should take) which the faculty feel are important to a student's progress through the program.

However, faculty should proactively identify and address concerns regarding graduate students as soon as they become aware of them, and particularly will discuss these concerns with students as explicitly as possible. Where such discussions do not resolve the concerns, or in other cases as necessary or appropriate, individual faculty members may bring up their concerns at any faculty meeting.

Academic probation and dismissal

Faculty concerns can arise in the context of classroom performance, overall scholarly abilities, performance in teaching appointments, and other areas. Classroom concerns can include, but are not limited to, failure to participate in discussions, non-attendance, and disruptive or disrespectful behavior directed at either faculty or other students. Disruptive or disrespectful behavior includes activities such as use of laptops for non-classroom activities. Scholarly concerns can include, but are not limited to, writing or analytic skills, academic dishonesty (including plagiarism), and work ethic. Teaching concerns can include, but are not limited to, problems in assigning grades, failure to complete required duties, failure to attend meetings with either other TA's or supervising faculty, and failure to attend recitations or, in the case of GPTI's, scheduled classes without reasonable excuse.

In cases where the faculty agree that the concerns being raised are relatively minor, the student's advisor will meet with the student, identify the problem(s) at issue, and generate a specific written plan for resolving them. This plan will be part of the student's file. At the next formal review meeting, or earlier if necessary or appropriate, the advisor will notify the faculty of progress made towards fulfilling the terms of the plan. When the problem is resolved, the successful resolution will be noted in the student's end of the year evaluation letter.

When the student does not make adequate progress towards resolving a specified problem, or where the faculty agree that the problem is major, the graduate director will notify the student of the nature of the concerns and will convene a meeting with the student, the graduate director, the student's advisor, and relevant members of the faculty. In the case of classroom problems, relevant faculty will include the faculty member teaching the class in which problems arose. In the case of overall scholarly problems, the relevant faculty will include the Graduate Committee representative from the student's subdiscipline (unless that person is the advisor, in which case it will include another representative of the subdiscipline). In the case of teaching problems, the relevant faculty will include the faculty member supervising the student, or, in the case of GPTI problems, the department chair.

Recommendations resulting from this meeting will be forwarded to the Graduate Committee for ratification. These recommendations will depend on the specific circumstances of the individual student. In the case of failure to fulfill the terms of a previously specified plan, they may involve, but are not limited to, modifications of that plan. Solutions to teaching problems can involve, but are not limited to, withdrawing a student from consideration for TA or GPTI appointments for a specified term or indefinitely, while the student takes steps to address the problems, or requiring additional involvement in the Graduate Teacher Program. Solutions to academic concerns can involve, but are not limited to, specific required additional coursework, or probation. The student may also be suspended from the graduate program per Graduate School regulations. Any of the outcomes of this meeting will be assessed at the next regularly scheduled graduate student review, or earlier if necessary or appropriate. A letter specifying the problem and the proposed resolution to it will be added to the student's file. When the faculty judge that the problem has been solved, a letter to this effect will be added to the file as well.

Problems in any of these areas may also result in termination of a student from the graduate program. In cases where student behavior is severely deficient or places any member of the university community in danger, the participants at the meeting may recommend to the Graduate Committee that the student be dismissed from the program immediately. The Graduate Committee will consider this recommendation at its next regularly scheduled meeting, or at a meeting called for this purpose, and will forward its recommendation to the Anthropology faculty for a final decision at the next regularly scheduled faculty meeting, or at a meeting called for this purpose. In less severe cases, a recommendation to terminate a student from the program will be considered only after the faculty have met to assess progress towards resolving the problem, either during a regularly scheduled evaluation meeting, or earlier as specified. At any point during this

disciplinary action, the student may appeal the outcome of the action using the Graduate School Grievance Policy. (See below.)

Appeal Process

Every graduate student has the right to appeal actions taken by faculty, committees of the faculty, or administrative staff of the department. Letters of appeal should be addressed to the Chair of the department, should explicitly state the reasons for the appeal, and should provide corroborative documentation.

Academic Grievance Policy

See Graduate School Grievance Policy online at <http://www.colorado.edu/GraduateSchool/policies/>.

Independent/Guided Study

Graduate students may, under certain circumstances, acquire course credit for work that is not specifically described in the Catalog. Students must first gain the approval of a departmental faculty member who is willing and competent to supervise the work to be done, and second, secure the written approval of the Graduate Director and the department Chair. Although the Grad School Rules impose no limit on Independent Study for the doctoral degree, the Department of Anthropology will not allow more than six hours of independent study for the PhD degree.

Graduate Credit for 3000/4000 Level Coursework

Masters students need a minimum of 24 credit hours at the 5000 level and above. A maximum of 6 credit hours at the 3000/4000 level may be applied toward the Masters Degree for critical coursework in another department that is not offered by Anthropology. Students will need a letter in their file, signed by their advisor and the Department Chair, approving it. All coursework for the PhD must be at the graduate level.

Prior Approval for Use of Human and Animal Research Subjects

Please be advised that any research involving the use of live animals or human subjects **must** have the approval of the Institutional Review Board (IRB) or the Animal Care and Use Committee (IACUC) **before** such research can be undertaken. A thesis involving live human and/or animal subjects that has not been reviewed by the appropriate committee(s) may be disallowed; approval is not granted retroactively. The approval process is lengthy and ample time should be allowed.

For guidelines and procedures for submitting research proposals to the appropriate committee, see these web sites:

- **Institutional Review Board** <http://www.colorado.edu/VCResearch/HRC/index.html>
- **Animal Research Committee** <http://www.colorado.edu/VCResearch/integrity/animalcare/Protocols.html>

Graduate Student Travel

The Graduate School offers partial funding for graduate students to present research findings at professional conferences outside of Colorado: <http://www.colorado.edu/GraduateSchool/funding/awards.html#travel>. Applications are available in the Fall term with specific details and eligibility requirements. The Department also offers travel grants, funded by Charles Norton Endowment, for students attending professional conferences. Proposals to request funding, including proof of paper/poster to be presented and the name of the organization to which the research will be presented, should be submitted by email to the Department Chair. Travel Grants are also offered by the United Government of Graduate Students <http://sites.google.com/site/ucbuggs/uggs-sponsored-funding-awards/uggs-individual-student-travel-grant>

Requesting Exceptions

Graduate students may, for one reason or another, feel the need to petition for an exception to a departmental requirement. Such requests should be made to the Graduate Director in the form of a letter explaining the exception sought as well as the reasons justifying an exception from the requirement.

The Graduate Director will, if appropriate, consult with members of the student's subdiscipline before taking the petition to the Graduate Committee for a decision. The Graduate Committee will carefully consider the merits of the request, and communicate their decision to approve or disapprove. This communication will be in the form of a letter to the student. In cases in which members of the Graduate Committee are not in agreement as to approval/disapproval, the Graduate Director will present the case to entire faculty for a formal vote.

While the advisor is often expected to provide a letter of support or justification for a graduate student's request, such a letter is not required. The Graduate Committee's decision will be based primarily on the student's petition.

GRADUATE DEGREES

General guidelines from the University of Colorado Graduate School

The Graduate School's complete book of rules for completion of an advanced degree in any discipline at CU Boulder can be found at:

http://www.colorado.edu/GraduateSchool/policies/_docs/GraduateSchoolRules.pdf

The Graduate School oversees all graduate programs at the University and sets standards that must be met by all graduate students in all programs at CU. Policies stated in this handbook for completing an advanced degree in the Department of Anthropology conform to the rules of the Graduate School.

Graduate education is a preeminent role of the University of Colorado at Boulder. The responsibility for planning, implementing, and evaluating graduate programs rests with the Graduate School. The mission of the Graduate School is to facilitate and enhance the educational experiences and opportunities for all graduate students and to encourage excellence in research, creative and scholarly work.

--Excerpted from the University of Colorado Graduate School Rules.

Continuation from MA to PhD within the Department

Students who plan to continue on within the department from the MA to the PhD program must submit an application to be considered by the faculty in the appropriate subdiscipline, whose decision must be approved by the faculty as a whole. Such internal applications must include: (1) a letter of intent which outlines the student's plans for doctoral work and indicates why CU-Boulder is an appropriate place to pursue these plans; (2) a University of Colorado Application for Continuation from Master's Program to PhD; and (3) brief letters of support from three tenured or tenure-line faculty members in Anthropology who will form the core of the student's committee, including one from a faculty member who agrees to be the student's primary advisor. Incomplete applications will not be considered. Internal applications must be submitted by December 1 to continue on as a PhD student in the following Spring Semester, and by May 1 to continue in the following Fall Semester, unless otherwise notified.

GRADUATE CURRICULUM IN ARCHAEOLOGY

Graduate Curriculum for the MA in Archaeology

MA students in Archeology must follow Plan I and successfully write and defend a Master's thesis.
Minimum credit hours with thesis: 30 hours

The graduate curriculum at CU is designed to progress from a general overview of Anthropology (the core sequence) to an increasingly specific focus on the individual student's research interests. The faculty very strongly urges students to follow this sequence, beginning with the Proseminar. Except in extremely unusual circumstances, students are expected to take the Proseminar in their first year. Note that, although graduate students carrying only five credits are considered to be full-time at the University of Colorado, making timely progress through our program and taking elective classes in the first year generally requires students to carry three classes, or nine credits. Students who choose to carry fewer than three courses per semester are still expected to complete the Proseminar in the first year, regardless of what other classes might be offered, and should understand that such a choice may add significantly to the time it takes them to complete their coursework.

Core Requirements:

ANTH 5790 Proseminar	3 hours
One graduate level seminar (can be a Bridging Seminar) not in the student's subdiscipline	3 hours
ANTH 5000 Quantitative Methods	3 hours

Other required courses:

ANTH 5345 Archaeological Theory	3 hours
ANTH 5390 Research Methods in Archaeology 1	3 hours
ANTH 5400 Research Methods in Archaeology 2	3 hours
ANTH 5460 Archaeology in Contemporary Society	3 hours
ANTH 6950 Thesis	4-6 hours

NOTE: "Any transfer credit or other proposed substitutions for required coursework should be addressed by petition to the Graduate Committee."

Recommended course work:

The faculty strongly recommends students take one or more additional classes beyond the required minimum, particularly classes in regional culture histories, general anthropology, and relevant topics in other departments (such as Geology and Geography). Other classes can include any relevant to a student's program of study, including archaeological area and topical classes, ethnographic theory and area classes, and classes in related departments (such as Geology, Geography, Biology, etc.). Elective classes should be chosen in consultation with each student's advisor.

Graduate Curriculum for the Doctorate in Archaeology

Course work beyond the MA should include a minimum of 18 hours. Students entering the PhD program with an MA from another institution must complete the Proseminar in their first year of residence and the two additional seminars not in the student's subdiscipline within the first two years. They must also take Quantitative Methods (ANTH 5000) within the first four semesters, if they do not have equivalent training on their record. (See "Transfer of Credit" in PhD Requirements on page 32 below.)

Required course work:

- 1) PhD students are required to demonstrate that previous course work or other experience gives them adequate knowledge of the topics covered by the required MA archaeology course sequence, and will be required to take any courses in the sequence which cover topics in which they have not previously been trained.
- 2) Four 7000 level seminars in the department,
at least one of which must be in another subdiscipline
or a team-taught bridging seminar.
We recommend that students also take
the Grant Proposal/Professionalism seminar. 12 hours
- 3) Two other electives
(5000 level or above, but cannot be "split"(4000/5000) courses
within the Anthropology Department.
Split courses in other departments are allowed if approved by the
student's advisor.) 6 hours
- 4) ANTH 8990 Doctoral Dissertation 30 hours

NOTE: "Any transfer credit or other proposed substitutions for required coursework should be addressed by petition to the Graduate Committee."

See also: "PHD REQUIREMENTS IN THE DEPARTMENT OF ANTHROPOLOGY" in the section below.

MASTERS IN ARCHAEOLOGY

Graduate Curriculum for the MA in Archaeology

MA students in Archeology must follow Plan I and successfully write and defend a Master's thesis.
Minimum credit hours with thesis: 30 hours

The graduate curriculum at CU is designed to progress from a general overview of Anthropology (the core sequence) to an increasingly specific focus on the individual student's research interests. The faculty very strongly urges students to follow this sequence, beginning with the Proseminar. Except in extremely unusual circumstances, students are expected to take the Proseminar in their first year. Note that, although graduate students carrying only five credits are considered to be full-time at the University of Colorado, making timely progress through our program and taking elective classes in the first year generally requires students to carry three classes, or nine credits. Students who choose to carry fewer than three courses per semester are still expected to complete the Proseminar in the first year, regardless of what other classes might be offered, and should understand that such a choice may add significantly to the time it takes them to complete their coursework.

Core Requirements:

ANTH 5790 Proseminar	3 hours
One graduate level seminar (can be a Bridging Seminar) not in the student's subdiscipline	3 hours
ANTH 5000 Quantitative Methods	3 hours

Other required courses:

ANTH 5345 Archaeological Theory	3 hours
ANTH 5390 Research Methods in Archaeology 1	3 hours
ANTH 5400 Research Methods in Archaeology 2	3 hours
ANTH 5460 Archaeology in Contemporary Society	3 hours
ANTH 6950 Thesis	4-6 hours

NOTE: "Any transfer credit or other proposed substitutions for required coursework should be addressed by petition to the Graduate Committee."

Recommended course work:

The faculty strongly recommends students take one or more additional classes beyond the required minimum, particularly classes in regional culture histories, general anthropology, and relevant topics in other departments (such as Geology and Geography). Other classes can include any relevant to a student's program of study, including archaeological area and topical classes, ethnographic theory and area classes, and classes in related departments (such as Geology, Geography, Biology, etc.). Elective classes should be chosen in consultation with each student's advisor.

Transfer of Credit

A Request for Transfer of Credit form can be obtained from the Graduate Program Assistant after a student has been in residence for one semester and has a GPA of at least 3.00. Approval by the

student's advisor and the Graduate Director is required, and the form is then submitted to the Graduate School for final approval. The maximum number of semester hours that may be transferred towards a Master's Degree is nine; this is defined as credit earned either at another accredited institution or on another campus of the CU system, or credits not needed for a degree in the CU system. Please consult the University Catalog for further rules and requirements for transferring credit:

<http://www.colorado.edu/catalog/catalog10-11/graduate/admissionandenrollmentpolicies.html>

Advisor

An MA student's advisor should provide guidance in completing degree requirements, including the thesis. Students should meet with their advisors on a regular basis, and keep their advisors informed of their progress on their thesis.

Annual Plan of Study

Students will prepare a Plan of Study annually in consultation with their advisor and/or advisory committee. The Plan of Study will clarify expectations on the part of both the student and advisor about the direction the student is taking, the specific courses and other training necessary to get there, and the time line. Course planning must conform to the degree guidelines listed in the Handbook, and all Plans of Study must be submitted to the Graduate Committee for review and approval before March 15. Guidelines for preparing a Plan of Study are presented in Appendix I.

Independent Study

Students in the Department of Anthropology can take no more than six hours of independent study for the MA degree. This conforms to the Grad School Rules:

Independent coursework cannot exceed 25 percent of the coursework required for the master's degree.

Thesis Plan (Plan I)

The minimum number of semester hours is 30, including Master's thesis hours. At least 24 semester hours of this work must be at the 5000 level or above. A maximum of 6 credit hours may be completed at the 3000 or 4000 level if they are approved in writing, before taking the course, by the student's advisor and the department Chair. A student must register for a minimum of 4 to a maximum of 6 hours of Anthropology 6950 (Master's thesis hours).

Thesis Committee

Students will select, in consultation with their advisor, a committee of three faculty members who will provide guidance in completing the thesis and administer the Final oral examination of the thesis. The chair of the committee is usually the student's advisor, and the two other members of the committee are usually tenured or tenure-line faculty in the student's subdiscipline. All members of the committee must be approved by the department and the Graduate School.

Thesis Requirements and Procedures

A thesis, which may be of a research, expository, critical, or creative type, is required of every Master's degree candidate under Plan I. Every thesis presented in partial fulfillment of the requirements for an advanced degree must: 1) research a definite topic related to the major field; 2) be based upon independent study and investigation; 3) represent the equivalent of 4 to 6

semester hours of work; 4) be essentially complete at the time the Comprehensive Final Examination is given; and 5) comply in form with the specifications set by the Graduate School.

Standard procedure is to provide a complete draft of your thesis to your committee two weeks before the defense. Normally, before this occurs, your advisor has provided a series of comments on a completed draft so that the version your committee evaluates has been approved by your advisor. After the defense, it is common for the student to be provided a series of suggested changes to include in the final thesis submitted to the Graduate School.

Admission to Candidacy

A student who wishes to become a candidate for a Master's degree must file an application form to the Graduate School at least 10 weeks prior to scheduling a thesis defense (or by the end of the third week of the final semester, whichever comes first.)

Time Line

The graduate curriculum at CU is designed to progress from a general overview of Anthropology (the core requirements) to an increasingly specific focus on the individual student's research interests. The faculty very strongly urges students to follow this sequence, beginning with the core courses. Except in extremely unusual circumstances, students are expected to take the core sequence in their first year. Note that, although graduate students carrying only five credits are considered to be full-time at the University of Colorado (per graduate school policy), making timely progress through our program and taking elective classes in the first year generally requires students to carry three classes, or nine credits (but see "Allocation of Departmental Funds"). Students who choose to carry fewer than three courses per semester are still expected to complete the core in the first year, regardless of what other classes might be offered, and should understand that such a choice may add significantly to the time it takes them to complete their coursework. Students with appointments as teaching assistants should also take the added workload into account when estimating time to completion of their degree.

With this in mind, a student would ideally observe the following schedule:

YEAR 1:

- Complete all core courses and other required courses as available Complete Plan of Study.
- Develop an idea for a thesis (Fall Semester); Begin research on topic (Fall and Spring Semester).
- Develop a sound working relationship with advisor.
- Obtain Reading List for MA Comprehensive Final Exam from the Department's Graduate Program.
- Summer, Year 1: complete field or laboratory research for thesis

YEAR 2:

- Complete required and elective course work.
- Complete a revised Plan of Study.

- Begin work on thesis (Fall Semester; thesis option students only).
- Register for and take MA Comprehensive-Final Exam.
- Complete and defend thesis.

Time Limit

All Master's degree students have four years from matriculation to complete all degree requirements, including filing the thesis with the Graduate School. Most students should complete their MA requirements in two years. A student in Archaeology who does not complete all degree requirements within the specified period of time must validate, by special examination(s), any course work taken more than five years prior to defending a thesis.

Deadlines for MA Degree Candidates

In order to graduate in a given semester, students must meet the Graduate School deadlines for certain requirements. These deadlines are published every year and include Candidacy Application for an Advanced Degree, Application for Diploma, Final Examination, and submission of final copy of thesis. All students should be aware of these deadlines and take personal responsibility for meeting them. Students should submit paperwork to the graduate program assistant two weeks prior to the Graduate School deadlines to allow time for gathering signatures and any approval contingencies.

MA Comprehensive Examination

All candidates for a Master's degree in Archaeology are required to take a written and oral MA Comprehensive Examination (also called "COMPS"). The Thesis Defense is the Final Examination.

The following rules apply to the Comprehensive Examination:

1. Registration. A student must be registered during the semester that the examination is taken and must register for the exam on the Anthropology Department Comprehensive Exam Registration Form, available from the Graduate Program Assistant, within the first three weeks of the semester in which he/she plans to take the examination.
2. Schedule. Students earning an MA degree in Archaeology will take a Comprehensive Examination at the end of their second year in the program, or in the semester in which they are scheduled to complete the 30 hour requirement for the Master's degree, but not later than the end of their third year in the program.
3. Format. The examination will consist of three components:
 - a) A four hour written section in each student's subdiscipline. (See **Comprehensive Examination Guidelines for Archaeology Students below**.)
 - b) A four hour written section in the student's special areas of interest within the subdiscipline. This section will cover a series of more specialized topics in archaeology. Students should select their specific topic area (see topics below) for the second section of the exam in consultation with their advisor. This information must be included on the written notification form below.
 - c) A one hour oral section, administered the week following the written sections. The oral section allows the faculty to expand on questions from the written section and to request

answers on other relevant topics. Each student will begin the oral section with a 5-10 minute presentation on a topic covered in the written sections; the choice of a topic is open to the student. All three members must participate in the exam. If one member cannot be physically present, s/he should plan to take part via conference call, Skype, or similar means.

4. Content. The examination requires that the student demonstrate both breadth and depth of understanding in the subdiscipline and in a special interest area or focus. The first section of the exam will be topical and based on a set of readings agreed on by the faculty in the subdiscipline. One question on the second section of the exam will address the current literature in the area being tested and will require that the student be familiar with the last three years of papers published in a journal or journals which will be specified by the faculty.

5. Examination Committee. An "Examination Committee" will oversee each student's exam. With the help of the rest of the archaeology faculty, this committee will write the exam questions and evaluate written responses to them. The Examination Committee will consist of at least three Graduate Faculty members appointed by the department with the approval of the Dean of the Graduate School. All three members must participate in the exam. If one member cannot be physically present, s/he may take part via conference call, Skype, or similar means agreed upon by all members of the committee.

6. Grading. Responsibility for grading the examination will be assumed by the Examination Committee with the assistance of other members of the archaeology faculty as appropriate. The entire exam (all sections) will be assigned a grade of "pass with distinction," "pass," or "fail." Students who fail the exam will be entitled to retake the entire examination one time during the following semester. No student may retake the exam more than once. It needs to be noted that the student's scores on the comprehensive examination will be one criterion considered for admission to the doctoral program, but that there is no score which automatically guarantees admission.

7. Oral Defense of the Comprehensive Exam. The Oral Comprehensive Examination Committee shall consist of the student's advisor, the faculty representative to the Graduate Committee from the student's subfield, and at least one other Anthropology faculty member, chosen in advance by the subdisciplinary faculty in consultation with the student's advisor and approved by the Graduate Committee.

PAPERWORK: The registration form for the comprehensive exam (available from Graduate Program Assistant) must include the name and signature of the advisor and be submitted by the student within the first three weeks of the semester in which the comprehensive exam will be taken.

A record of the comprehensive examination will be kept in the student's file.

Comprehensive Examination Guidelines for Archaeology Students

Comprehensive exams consist of two 4 hour exam periods taken on two consecutive days.

During Day 1, *all* students will be examined on the following four topics:

- Archaeological Method and Theory
- Hunter-Gatherer Societies
- Middle Range (Intermediate) Societies
- Complex Societies

During Day 2, each student will be examined more intensively on **ONLY ONE** of the above four topics, which they will have selected well in advance of the Exam. It is the student's responsibility

to communicate their topical selection for Day 2 to the Examination Committee **AT LEAST** one month prior to the Exam date. See the Comps Registration Form below.

In addition to these four topics, each student should have in-depth knowledge of the archaeology of **two geographic areas**: their own special area (SW, Great Plains, Mesoamerica) and one other. The Comprehensive Examination Reading list covers each of the four major topics, but you will also have to do readings in each of your selected geographic areas. Be sure to discuss your geographically focused readings with your advisor so that you have identified the most appropriate material.

For each geographic area, students should be familiar with the following subjects:

- The development of agriculture (if appropriate to your areas)
- The development of social complexity (if appropriate to your areas)
- Settlement patterns (including changes in: aggregation, abandonment, migrations, etc.)
- The organization of production and distribution of goods (trade and exchange, craft specialization, etc.)
- Politics, power, ideology, warfare and conflict
- Archaeological approaches to ethnicity

Be sure that you are able to compare and contrast trends in your two geographic areas for each of these subjects. This will be important for BOTH Day 1 and Day 2 of the Exams.

Registering for Comprehensive Examinations

Archaeology students must notify the graduate program assistant in writing of their intention to take Comprehensive Exams by the end of the third week of the term in which they plan to take the exams. Please use the registration form on the following page.

MA Final Examination under Plan I (thesis)

The oral defense of the MA thesis constitutes the Final Examination of students under Plan I. The Final Examination is administered by the student's thesis committee. While it focuses on the original work of the student, it will also involve discussions of the nature of research, relevant methods and theory, and how the master's thesis is related to the broader realm of inquiry in archaeology.

Notice of Intention to Graduate

Archaeology students must notify the graduate program assistant in writing of their intention to defend a thesis and graduate at the beginning of their final term as a Master's student. Please use the form below.

Thesis Plan (Archaeology)	Expected graduation date

Name _____ Date _____

Specific geographic areas

→ Leave a copy of this form with your advisor. Faculty select Oral Comps Committee.
→ Return signed form to Graduate Program Assistant by *

NOTE: The three members indicated by an asterisk () must be present at the oral portion of the comprehensive exam and their signatures must appear on the form reporting the outcome of that exam to the Graduate School. If Advisor and Grad Committee Rep. are the same person, faculty must choose second examiner. Additional names and signatures may appear on the MA Comps Record in the student's departmental file.*

Committee Approval: _____

Graduate Director name _____ signature _____

PhD IN ARCHAEOLOGY

Graduate Curriculum for the Doctorate in Archaeology

Course work beyond the MA should include a minimum of 18 hours. Students entering the PhD program with an MA from another institution must complete the Proseminar in their first year of residence. They must also take a course in quantitative methods equivalent to ANTH 5000 if they have not already done so or do not have equivalent training on their record. (See "Transfer of Credit" in PhD requirements on page 32 below.)

Required course work:

- 1) PhD students are required to demonstrate that previous course work or other experience gives them adequate knowledge of the topics covered by the required MA archaeology course sequence, and will be required to take any courses in the sequence which cover topics in which they have not previously been trained.
- 2) Four 7000 level seminars in the department, at least one of which must be in another subdiscipline, or a team-taught bridging seminar. We recommend that students also take the Grant Proposal/Professionalism seminar. 12 hours
- 3) Two other electives
(5000 level or above, but cannot be "split" (4000/5000) courses within the Anthropology Department.
Split courses in other departments are allowed.) 6 hours
- 4) ANTH 8990 Doctoral Dissertation 30 hours

NOTE: "Any transfer credit or other proposed substitutions for required coursework should be addressed by petition to the Graduate Committee."

See also: "PHD REQUIREMENTS IN THE DEPARTMENT OF ANTHROPOLOGY" in the section below.

Preliminary Paper Guidelines for Archaeology

The Preliminary Paper in archaeology should survey a domain of archaeological research (and, where relevant, non-archaeological research) in a problem-oriented and synthetic way. Preliminary Papers may differ somewhat from one another due to the inherent differences in the domains that they cover, but they should all share several important components.

First, they should be broad enough to provide background to a number of different research projects. They are not intended to lead solely and directly to your specific dissertation; instead, they are intended to demonstrate your mastery of the field of work to which your dissertation will contribute. The material you cover should be driven by the archaeological problem you are focusing on, but any substantial archaeological problem will have theoretical, technical, and interpretive components, and your Paper should have these as well. In all cases, your discussions of theory, technique, and interpretation should deal not only with the ways in which these issues are addressed in your geographic area of specialization, but should also situate the geographically-specific literature in the larger literature on your topic.

An example might be helpful. You might be interested in human response to mid-Holocene environmental change in the Southwest. No doubt there is a theoretical literature pertaining to this specific topic, but there is also a large theoretical literature addressing human-environmental interactions in general, and you should consider this larger literature in the context of the problem you are working on; not everything published on human ecology will be relevant, and you should be able to winnow the relevant from the extraneous. Technically, you might be worried about chronology because specific problems in your area create difficulties for radiocarbon dating. If so, you would need to talk about these problems, but you would also have to consider alternative approaches to C14 specifically and to chronometric dating in general to outline possible routes for future research.

Your Paper should result in a survey that identifies both the strengths and weaknesses of current archaeological approaches to whatever problem you happen to be interested in, and the document you write should be suitable in part, or in whole, either for inclusion in the review sections of your dissertation, or for submission as a journal article.

PHD REQUIREMENTS IN THE DEPARTMENT OF ANTHROPOLOGY

Doctoral students will be expected to demonstrate an ability to independently carry out original field or laboratory research, to acquire original data, make appropriate analyses, and prepare reports of publishable caliber. Students must demonstrate proficiency in a broad subject of learning and the ability to critically evaluate work in anthropology.

Minimum Requirements

A Master's Degree in anthropology is required for admission into the PhD program. An MS in Museum and Field Studies from CU-Boulder may be used in place of an MA, although course deficiencies may be stipulated and must be fulfilled. A minimum of 30 semester hours of courses numbered 5000 or above is required for the degree, but the number of hours of formal courses will ordinarily exceed this minimum. All 5000 level or above courses taken for the Master's degree at this university may be applied toward the PhD. The required courses for all entering MA students also apply to PhD students (see above). In addition to these, all PhD students must complete at least 18 hours of course work beyond those completed at the MA level.

A student must also register for a total of 30 hours of doctoral dissertation credit, with not more than 10 hours of dissertation credit in any one semester. No more than 10 of these credit hours may be taken preceding the semester of being admitted to candidacy. Up to 10 hours may be taken in the semester in which admission to candidacy is approved. Course work and work on the dissertation may proceed concurrently in any combination throughout the doctoral program. Specific courses required for the PhD vary by subdiscipline.

Transfer of Credit

If graduate level courses taken at other institutions are to be credited toward the PhD degree from the University of Colorado at Boulder, an official transfer of credit must be obtained. Up to 21 semester hours of credit for high quality graduate work completed elsewhere may be transferred to this university, subject to approval from the student's advisor, the Graduate Director, and the Dean of the Graduate School. Procedures and forms can be obtained online from the Graduate School at <http://www.colorado.edu/catalog/catalog10-11/graduate/admissionandenrollmentpolicies.html> and must be submitted with an official transcript before application to candidacy.

Advisor and Advisory Committee

Upon acceptance into the PhD program from an external MA program, each doctoral student is assigned an advisor in his/her general area of specialization. The advisor and student, with the advice and approval of the Graduate Committee, will then select two more departmental faculty members to serve as the student's advisory committee. Students entering the PhD program from our own MA program will select an advisor and establish an advisory committee as part of the application process. In all cases, the advisory committee is chosen to provide expertise in the student's area of special interest. It is the responsibility of the advisory committee to actively guide the student by giving timely advice as to course work and research direction. The student's advisor usually is the chair of the advisory committee.

Annual Plan of Study

Students will prepare a Plan of Study annually in consultation with their advisor and/or advisory committee. The Plan of Study will clarify expectations on the part of both the student and advisor about the direction the student is taking, the specific courses and other training necessary to get there, and the time line. Course planning must conform to the degree guidelines listed in the Handbook, and all Plans of Study must be submitted to the Graduate Committee for review and approval before March 15. Guidelines for preparing a Plan of Study are presented in Appendix I.

Prior Approval for Use of Human and Animal Research Subjects

Please be advised that any research involving the use of live animals or human subjects **must** have the approval of the Institutional Review Board (IRB) or the Animal Care and Use Committee (IACUC) **before** such research can be undertaken. A thesis involving live human and/or animal subjects that has not been reviewed by the appropriate committee(s) may be disallowed; approval is not granted retroactively. The approval process is lengthy and ample time should be allowed.

For guidelines and procedures for submitting research proposals to the appropriate committee, see these web sites:

- **Institutional Review Board** <http://www.colorado.edu/VCRsearch/HRC/index.html>
- **Animal Research Committee**
<http://www.colorado.edu/VCRsearch/integrity/animalcare/Protocols.html>

PhD Preliminary Paper

All students must prepare a Preliminary Paper. This Paper is intended to be a critical discussion of the current literature in the general area of research the student intends to pursue in their dissertation. It should begin by sketching a broad panorama of the area and then concentrate on evaluating some (two or three) of the most important/interesting trends and developments. This evaluation should lead to a clarification of the gaps in current knowledge, and provide an assessment of their potential for dissertation research. The Paper is written for a specific audience, the PhD advisory committee, but should be aimed at a general audience of interested anthropologists in the subdiscipline.

The Preliminary Paper is similar to a review paper an anthropologist would write for the *Annual Reviews of Anthropology*. It is also a formal version of the type of literature review professionals undertake in preparation for a new research project; "formal" because it is written following the

usual guidelines of a research paper. An appropriate length for the Paper is difficult to specify, but normally 40-50 pages should be adequate. Style should follow that of a major journal in the student's subdiscipline. **See more specific guidelines for Archaeology above.**

Once completed, the Preliminary Paper should be distributed to all members of the subdiscipline on the PhD advisory committee, and a meeting of the PhD advisory committee scheduled (to which outside members may also be invited). The purpose of the meeting is for the PhD advisory committee to provide feedback on the Paper, and guidance as to the most promising directions for dissertation research. At the end of the meeting the student should have a concrete idea of what dissertation research he or she will pursue. A record of the meeting and the PhD advisory committee's acceptance of the Preliminary Paper should be placed in the student's departmental file. The Graduate Program Assistant has a form suited to the purpose. (See page 62.) A good Preliminary Paper will not only be useful in writing the Dissertation Prospectus, but also means that much of the background chapter of the dissertation is probably complete. The Preliminary Paper is not the same thing as the Dissertation Prospectus (see "Dissertation Prospectus, below). The Preliminary Paper must be completed *before* the PhD Comprehensive Examination can be scheduled. No score on the MA Comprehensive Examination, no matter how high, will exempt the student from this requirement. Allow at least one month between the Preliminary Paper Review and the Prospectus Defense.

Language Requirement

Students in the PhD program must demonstrate proficiency in a foreign language prior to filing their dissertation with the Graduate School. Foreign language proficiency may be demonstrated in a variety of ways, including (a.) completion of a 4th semester college language course, or an equivalent intensive 2nd year foreign language training program, with a grade of C or better; (b.) passing a special foreign language examination administered by a college-level language instructor approved by the Graduate Committee; (c.) a documented assessment of foreign language proficiency conducted by a member of the Anthropology faculty who is fluent in the language; or (d.) a documented assessment of language proficiency by other appropriate means agreed upon by all three members of the student's advisory committee and approved by the Graduate Committee.

Petitions for exemption from the foreign language requirement may be submitted to the Graduate Committee, along with a statement of support from the student's PhD advisory committee. Exemptions require majority approval by the student's PhD advisory committee and by the Graduate Committee. Grounds for exemption may include the absence of any practical need for foreign language competence in the student's field of research. In the event of exemption from the language requirement, the student may be required by his or her PhD advisory committee to undertake additional coursework or research skill training in place of language study.

Dissertation Prospectus

The doctoral dissertation prospectus is a detailed description of how the dissertation research will actually be undertaken and forms the basis of the PhD Comprehensive Examination. The format of the Prospectus typically follows the guidelines of a major, external grant proposal such as a Fulbright, NSF, SSRC, or Wenner-Gren dissertation proposal.

During the comprehensive exam for the doctoral degree, students must be registered for at least one course credit of course hours or dissertation hours. (Grad School Rule)

PhD Comprehensive Examination (Prospectus Defense) and Admission to Candidacy

NOTE: Students must have a Human Research Committee or Institutional Animal Care and Use Committee approval number on file (as appropriate) prior to qualifying for admission to candidacy.

Students must pass a comprehensive examination in the field of concentration and related fields before being admitted to candidacy for the doctoral degree. In the Anthropology Department, the Comprehensive Examination is often referred to as the Prospectus Defense, since the doctoral dissertation prospectus forms the basis of the examination.

A written application for admission to candidacy for the PhD degree must be filled out and submitted to the Graduate School at least two weeks before the PhD Comprehensive Examination. This application must include the date of completion of the foreign language requirement as well as the means by which it was completed. The Graduate School will not approve any application involving research with human or live animal subjects without prior approval by the HRC or IACUC (see page 30).

Please note the following guidelines from the Graduate School when filling out your Candidacy Application:

Doctoral Degree: The minimum requirements for the Ph.D. or D.M.A. degree are 30 credit hours of course work at the 5000 level or above. [Application page 2] Those students pursuing the Ph.D. shall complete a minimum of 30 credit hours of dissertation work beyond the minimum course work requirement. [Application page 3]

The student must be registered on the Boulder Campus for course work or dissertation hours during the semester that the Comprehensive Examination is taken. Upon passing the Comprehensive Examination, the student is admitted into candidacy for the PhD degree, provided that all other Graduate School and department requirements are met, including earning at least four semesters of residence (two of which may be credited from the UCB Anthropology MA Program), having the PhD Preliminary Paper approved by the advisory committee, and indicating how/when the foreign language requirement will be certified.

The Comprehensive Examination is administered by the advisory committee (advisor and two additional faculty members in Anthropology), and two additional faculty members selected by the student in consultation with their advisor. The two additional faculty members must be graduate faculty at the University of Colorado, and at least one must be from outside the department. The outside person on the committee should be a regular faculty member of a PhD granting unit at CU and need not be an anthropologist, but an expert in the student's area of research. The primary role of this outside member is to provide quality assurance that our department's graduate program requirements are consistent with campus wide standards. All five members must participate in the exam. If one or two members cannot be physically present, they may take part via conference call, Skype, or similar means.

The purpose of the exam is to demonstrate proficiency in the student's research area as well as to demonstrate that the student is capable of clearly and effectively presenting their expertise as a professional anthropologist. The student must be registered at the time the Comprehensive Examination is attempted.

The examination is conducted by an examining board appointed by the chair of the major department and approved by the Dean of the Graduate School. The board shall consist of the major advisor and additional members as necessary to a minimum of five. The chair must have a regular or tenured Graduate Faculty appointment. Successful candidates must receive affirmative votes from a majority of the members of their examination board. A candidate who fails the examination may attempt it once more after a period of time determined by the examination board.

The examination consists of the written prospectus of the proposed dissertation and an oral exam over the prospectus, including an examination of the student's competency within the specialized

research area represented by the dissertation. The prospectus should follow the format and guidelines for NSF Dissertation Improvement Grants or for grants to another appropriate funding agency. It should outline a specific research project pertaining to the area of research addressed in the PhD Preliminary Paper and should include a statement of problem, justification of problem, proposed research methodology and techniques, data sources, proposed field or laboratory work, a survey of relevant literature, and a bibliography. Copies of the prospectus should be submitted to the student's examining committee at least two weeks in advance of the scheduled examination. A successful candidate must receive the affirmative votes of a majority of the members of the examination committee. In case of failure, the student may attempt the exam once more, after a period of time determined by the examining committee.

Dissertation Committee

After the Comprehensive Examination has been successfully completed, the student, together with his/her advisor, chooses a dissertation committee composed of five members. At least three, and not more than four, must be faculty from the Department of Anthropology. The others must have CU Graduate Faculty appointments, as stipulated in the paragraph below. Normally the members will be the same as those who served on the Comprehensive Examination/Prospectus committee. Generally, the student's advisor will be the chair of the dissertation committee through the time of the PhD Final Examination.

The examination is conducted by a committee appointed by the chair of the major department and approved by the Dean of the Graduate School, which consists of at least five persons, one of whom must be from outside the student's major department. Three of the members must be CU-Boulder Graduate Faculty. The chair and outside member of the committee must have regular or tenured Graduate Faculty appointments. The other committee members must have either regular or special Graduate Faculty appointments. More than one dissenting vote disqualifies the candidate in the final examination. The committee chair and a majority of the committee must be present on the Boulder campus for the examination.

Dissertation Requirements

The dissertation will usually be based on original field or laboratory research. If it is not, adequate knowledge of field or laboratory methods must be otherwise demonstrated. The dissertation must meet the general requirements of the Graduate School and is judged by the standards used to evaluate research for publication by leading professional journals and presses in anthropology. The expectation is that the dissertation, with little modification, will be publishable as a monograph or a series of journal articles. The Graduate School has a number of rules and deadlines for submission of a dissertation and scheduling of the Final Oral Examination. Please consult the Graduate School webpage at <http://www.colorado.edu/GraduateSchool/academics/index.html>. Scroll down.

The foreign language requirement must be fulfilled and certified prior to submitting a dissertation to the Graduate School.

PhD Final Examination (Oral Defense of Dissertation)

Copies of the dissertation must be distributed to the dissertation committee at least **14 days** in advance of the scheduled examination. A Final Oral Examination of the dissertation and related topics will be conducted by the dissertation committee. (See Comprehensive Exam/Prospectus Defense, above, for rules applying to committee membership.) More than one negative vote will disqualify the candidate in the final examination. Upon the recommendation of the examining committee, a doctoral student who fails the examination may retake the examination once. A student in the program may not take more than two final examinations.

Time Line

The following time line is an idealized one for students who enter the PhD program directly from the MA program at CU-Boulder. Some students will take more time and a few may take less. Students entering the PhD program with an MA from another program should plan on completing required course work in their first year.

Year 1:

- Complete at least 12 hours of course work (required and/or elective).
- Complete and submit a Plan of Study.
- Read widely and begin developing ideas for dissertation research.
- Complete Preliminary Paper.
- Establish an advisory committee.
- Biological Anthropology students will take a doctoral qualifying exam (Spring semester)

Year 2:

- Complete an additional 6 hours of course work (minimum).
- Complete a revised Plan of Study.
- Form a dissertation committee.
- Develop prospectus.
- Apply for funding for dissertation research.

Years 3-6:

- Finalize membership of a dissertation committee.
- Complete a revised Plan of Study.
- Pass PhD Comprehensive Exam (prospectus defense).
- Complete language requirement.
- Complete dissertation research.
- Write dissertation.
- Pass PhD Final Examination (oral defense of dissertation).

Time Limit

Students must complete all requirements for the PhD degree within six years of commencing work in the doctoral program. Students who wish to request an additional year must file a petition for an extension of the time limit with the Dean of the Graduate School. Such petitions must be endorsed by the student's major advisor and/or other appropriate departmental personnel and may be granted for up to one year. Completion of requirements includes defending the dissertation and submitting it to the Graduate School.

Deadlines for PhD Degree Candidates

In order to graduate in a given semester, students must meet the Graduate School deadlines for certain requirements. These deadlines are published every year and include Candidacy Application for an Advanced Degree, Application for Diploma, Title of Dissertation, Dissertation Defense (Final Examination) and submission of final copy of dissertation. All students should be aware of these deadlines and take personal responsibility for meeting them. Students should submit paperwork to the department two weeks prior to the Graduate School deadlines to allow time for gathering signatures and any approval contingencies.

GRADUATE CURRICULUM IN BIOLOGICAL ANTHROPOLOGY

Graduate Curriculum for the MA in Biological Anthropology

Biological Anthropology students normally follow Plan I (thesis), and successfully write and defend a Master's thesis. Biological Anthropology students may follow Plan II: Non-thesis Plan, and complete their degree with a Comprehensive Exam only if the MA is the final objective or the student has been trained outside of anthropology and requires a broader background. Plans will be individualized according to students' previous training and professional objectives.

Core Requirements:

ANTH 5790 Proseminar	3 hours
One graduate level seminar (can be a Bridging Seminar) not in the student's subdiscipline	3 hours
ANTH 5000 Quantitative Methods	3 hours

NOTE: "Any transfer credit or other proposed substitutions for required coursework should be addressed by petition to the Graduate Committee."

Elective course work:

Students are expected to select other classes in anthropology and related disciplines in consultation with their advisor. Depending on the number of Master's Thesis hours (4 to 6), a student will normally have 12 to 14 elective credit hours. A handout of potential courses in other departments can be obtained from the student's advisor. Students in Biological Anthropology are advised to take at least one class with each of the Biological Anthropology faculty. These include but are not limited to:

ANTH 5060: Nutritional Anthropology
ANTH 5070: Methods in Biological Anthropology
ANTH 5110: Human Evolutionary Biology
ANTH 5170: Primate Evolutionary Biology
ANTH 5120: Advanced Physical Anthropology: Primate Life History

Graduate Curriculum for the Doctorate in Biological Anthropology

Course work beyond the MA should include a minimum of 18 hours of courses chosen in consultation with the student's advisor. Students entering the PhD program with an MA from another institution must complete the Proseminar in their first year of residence and the one additional seminar (not in the student's subdiscipline) within the first two years. They must also take Quantitative Methods (ANTH 5000) within the first four semesters, if they do not have equivalent training on their record. (See "Transfer of Credit" in PhD requirements on page 56.)

All students will take a PhD qualifying examination at the end of their first year of doctoral studies.

Required course work:

1) Three 7000-level seminars within the department, of which one must be in another subdiscipline, or one of the team-taught bridging seminars. We also recommend that one of the seminars be the Grant Proposal/Professionalism seminar.

- 2) Two other electives, 5000 level or above
- 3) Successful completion of the PhD Qualifying Examination
- 4) ANTH 8900 Doctoral Dissertation: 30 hours

NOTE: "Any transfer credit or other proposed substitutions for required coursework should be addressed by petition to the Graduate Committee."

See also: "PHD REQUIREMENTS IN THE DEPARTMENT OF ANTHROPOLOGY" in the section below.

MASTERS IN BIOLOGICAL ANTHROPOLOGY

Graduate Curriculum for the MA in Biological Anthropology

Biological Anthropology students normally follow Plan I (thesis), and successfully write and defend a Master's thesis. Biological Anthropology students may follow Plan II: Non-thesis Plan, and complete their degree with a Comprehensive Exam only if the MA is the final objective or the student has been trained outside of anthropology and requires a broader background. Plans will be individualized according to students' previous training and professional objectives.

Core Requirements:

ANTH 5790 Proseminar	3 hours
One graduate level seminars (can be a Bridging Seminar) not in the student's subdiscipline	3 hours
ANTH 5000 Quantitative Methods	3 hours

NOTE: "Any transfer credit or other proposed substitutions for required coursework should be addressed by petition to the Graduate Committee."

Elective course work:

Students are expected to select other classes in anthropology and related disciplines in consultation with their advisor. Depending on the number of Master's Thesis hours (4 to 6), a student will normally have 12 to 14 elective credit hours. A handout of potential courses in other departments can be obtained from the student's advisor. Students in Biological Anthropology are advised to take at least one class with each of the Biological Anthropology faculty. These include but are not limited to:

ANTH 5060: Nutritional Anthropology
ANTH 5070: Methods in Biological Anthropology
ANTH 5110: Human Evolutionary Biology
ANTH 5170: Primate Evolutionary Biology
ANTH 5120: Advanced Physical Anthropology: Primate Life History

Advisor

An MA student's advisor should provide guidance in completing degree requirements, including the thesis. Students should meet with their advisors on a regular basis, and keep their advisors informed of their progress on their thesis.

Annual Plan of Study

All students will prepare a Plan of Study annually in consultation with their advisor and/or advisory committee. The Plan of Study will clarify expectations on the part of both the student and advisor about the direction the student is taking, the specific courses and other training necessary to get there, and the time line. Course planning must conform to the degree guidelines listed in the Handbook, and all Plans of Study must be submitted to the Graduate Committee for review and approval before March 15. Guidelines for preparing a Plan of Study are presented in Appendix I.

Transfer of Credit

A Request for Transfer of Credit form can be obtained from the Graduate Program Assistant after a student has been in residence for one semester and has a GPA of at least 3.00. Approval by the student's advisor and the Graduate Director is required, and the form is then submitted to the Graduate School for final approval. The maximum number of semester hours that may be transferred towards a Master's Degree is nine; this is defined as credit earned either at another accredited institution or on another campus of the CU system, or credits not needed for a degree in the CU system. Please consult the University Catalog for further rules and requirements for transferring credit:

<http://www.colorado.edu/catalog/catalog08-09/graduate/admissionandenrollmentpolicies.html>

Independent Study

Students in the Department of Anthropology can take no more than six hours of independent study for the MA degree. This conforms to the Grad School Rules:

Independent coursework cannot exceed 25 percent of the coursework required for the master's degree.

Plan I (Thesis Plan) and

Plan II (Non-thesis, coursework plan)

...are detailed on the following pages.

PLAN I (THESIS PLAN)

The minimum number of semester hours is 30, including 4 to 6 Master's thesis hours (ANTH 6950). At least 24 semester hours of this work must be at the 5000 level or above. A maximum of 6 credit hours may be completed at the 3000 or 4000 level if they are approved in writing before taking the course by the student's advisor and the department Chair. Refer to Appendix III.

Thesis Committee

Students writing an MA thesis will select, in consultation with their advisor, a committee of three faculty members who will provide guidance in completing the thesis and administer the MA Final Examination. The chair of the committee is usually the student's advisor, and the two other members of the committee are usually tenured or tenure-line faculty in Biological Anthropology.

All members of the committee must be approved by the department and the Graduate School at least two weeks prior to the Thesis Defense.

Prior Approval for Use of Human and Animal Research Subjects

Please be advised that any research involving the use of live animals or human subjects **must** have the approval of the Institutional Review Board (IRB) or the Animal Care and Use Committee (IACUC) **before** such research can be undertaken. A thesis involving live human and/or animal subjects that has not been reviewed by the appropriate committee(s) may be disallowed; approval is not granted retroactively. The approval process is lengthy and ample time should be allowed.

For guidelines and procedures for submitting research proposals to the appropriate committee, see these web sites:

- **Institutional Review Board** <http://www.colorado.edu/VCRsearch/HRC/index.html>
- **Animal Research Committee**
<http://www.colorado.edu/VCRsearch/integrity/animalcare/Protocols.html>

Admission to Candidacy

A student who wishes to become a candidate for a Master's degree must file an application form to the Graduate School at least 10 weeks prior to scheduling a thesis defense.

MA Final Examination under Plan I (thesis)

The oral defense of the MA thesis constitutes the Final Examination of students under Plan I. The Final Examination is administered by the student's thesis committee. While it focuses on the original work of the student, it will also involve discussions of the nature of research, relevant methods and theory, and how the master's thesis is related to the broader realm of inquiry in biological anthropology.

Thesis Requirements and Procedures

A thesis, which may be of a research, expository, critical, or creative type, is required of every Biological Anthropology Master's degree candidate under Plan I. Every thesis presented in partial fulfillment of the requirements for an advanced degree must: 1) address a definite topic related to the major field; 2) be based upon independent study and investigation; 3) represent the equivalent of 4 to 6 semester hours of work; 4) be essentially complete at the time the MA Final Examination is given; and 5) comply in form with the specifications set by the Graduate School.

Standard procedure is to provide a complete draft of your thesis to your committee two weeks before the defense. Normally, before this occurs, your advisor has provided a series of comments on a completed draft, so that the version your committee evaluates has been approved by your advisor. After the defense, it is common for the student to be provided a series of suggested changes to include in the final thesis submitted to the Graduate School. A student must have an affirmative vote from the majority of the committee to pass the examination.

Notice of Intention to Graduate

Biological students under Plan I will need to provide written notification of their thesis plans to the graduate program assistant at the beginning of their final term as a Master's student. Please use the form on the following page.

Notice of Intention to Graduate
Master's in Biological Anthropology--Thesis Plan

*Due by the end of the third week of final semester.

Name _____

Date _____

The names of the faculty signing this document will be forwarded to the Graduate School for approval. Committee membership must be reviewed by the Graduate School at least two weeks prior to any exam or defense. Candidacy Applications are due in Hale the second week of the semester in which you plan to graduate.

Return signed form to Graduate Program Assistant by * _____

Thesis Advisory Committee:

Expected defense date _____

NOTE: The three signatures below must appear on the title page of the thesis and on the form reporting the results of your oral thesis defense to the Graduate School. All three members must participate in the exam. If one member cannot be physically present, s/he should plan to take part via conference call, Skype, or similar means.

Committee chair: _____
name

signature

Member: _____
name

signature (if not on Plan of Study)

Member: _____
name

signature (if not on Plan of Study)

Final Exam=Thesis defense
(Scheduled by student)

PLAN II (COURSEWORK PLAN)

Students pursuing a terminal Master's Degree in Biological Anthropology as well as those students without a strong background in anthropology may choose Plan II (coursework). These students will be required to take a Comprehensive Exam as their Final Examination. The minimum number of semester hours of graduate work is 30 without a thesis. At least 24 semester hours of the work must be at the 5000 level or above. A maximum of 6 credit hours may be completed at the 3000 or 4000 level if they are approved in writing, before taking the course, by the student's advisor and the Graduate Committee. Details of the Comprehensive Exam can be found below.

Admission to Candidacy

A student who wishes to become a candidate for a Master's degree must file an application form to the Graduate School at least 10 weeks prior to taking the Comprehensive Exam.

MA in Biological Anthropology Final Examination under Plan II (coursework)

Biological Anthropology candidates for a Master's degree, Plan II Non-Thesis are required to take a written and oral MA Comprehensive Examination (also called —COMPS). For these students, the Comprehensive Examination is also the Final Examination. The following rules apply to the Comprehensive Examination for Biological graduate students choosing Plan II Non-thesis:

1. Registration. A student must be registered during the semester that the examination is taken and must register for the exam on the Anthropology Department Comprehensive Exam Registration Form, available from the Graduate Program Assistant.
2. Notification. Written notification of a student's intent to take the examination must be submitted to the Department of Anthropology within the first three weeks of the semester in which he/she plans to take the examination. Forms can be found below.
3. Schedule. Students earning an MA degree in Anthropology under Plan II will take a Comprehensive Examination at the end of their second year in the program, or in the semester in which they are scheduled to complete the 30 hour requirement for the Master's degree, but not later than the end of their third year in the program.
4. Format. The examination will consist of three components:
 - a) A four hour written section;
 - b) A four hour written section in the student's special areas of interest within Biological Anthropology. This section will cover a series of more specialized topics in the sub-discipline or focus. Students should select their specific topic area for the second section of the exam in consultation with their advisor. This information must be included in the written notification described in #2, above;
 - c) A one hour oral section, administered the week following the written sections. The oral section allows the faculty to expand on questions from the written section and to request answers on other relevant topics. Each student will begin the oral section with a 10 to 15 minute presentation on a topic covered in the written sections; the choice of a topic is open to the student. All three members must participate in the exam. If one member cannot be physically present, s/he may take part via conference call, Skype, or similar means.

5. **Content.** The examination requires that the student demonstrate both breadth and depth of understanding in the sub-discipline and in a special interest area or focus. The first section of the exam will be topical and based on a set of readings agreed on by the faculty in the sub-discipline. One question on the second section of the exam will address the current literature in the area being tested and will require that the student be familiar with the last three years of papers published in a journal or journals which will be specified by the faculty.

6. **Grading.** Responsibility for grading the examination will be assumed by the Examination Committee with the assistance of other members of the faculty as appropriate. The entire exam (all sections) will be assigned a grade of "pass with distinction," "pass," or "fail." Students who fail the exam will be entitled to retake the entire examination one time during the following semester. No student may retake the exam more than once. It needs to be noted that the student's scores on the comprehensive examination will be one criterion considered for admission to the doctoral program, but that there is no score which automatically guarantees admission.

7. **Oral Defense of the Comprehensive Exam.** The Oral Comprehensive Examination Committee shall consist of the student's advisor, the faculty representative to the Graduate Committee from the student's subfield, and at least one other Anthropology faculty member, chosen in advance by the subdisciplinary faculty in consultation with the student's advisor and approved by the Graduate Committee.

All members must have a regular or tenured Graduate Faculty appointment. All three members must participate in the exam. If one member cannot be physically present, s/he may take part via conference call, Skype, or similar means agreed upon by all members of the committee.

PAPERWORK: The registration form for the Comprehensive Exam (available from graduate program assistant) must include the names and signatures of the advisor, the graduate committee representative and one additional orals committee member, and be submitted by the student within the first three weeks of the semester in which the comprehensive exam will be taken; these names will be forwarded to the Graduate School for approval as the Examination Committee. (Any additional examiners may sign a separate document at the time of the exam for the student's file.) Graduate Committee approval of the Orals Committee, signified by the Graduate Director's signature on the form, is required before a Plan 2 student is considered registered for the Comprehensive Exam.

Under Plan II (Non-Thesis Plan) the comprehensive examination comprises the entire final exam for the Master's degree for Graduate School purposes. The exam report will be signed by members of the Examination Committee at the end of the oral portion of the comprehensive exam and then will be sent immediately to the Graduate School.

**Final Exam under Plan II (Non-Thesis Plan)
= Comprehensive Exam (Scheduled by staff)**

Registering for Comprehensive Exam and Giving Notice of Intent to Graduate

Biological students under Plan II will need to notify the graduate program assistant in writing of their plans to take Comprehensive Exams and graduate at the beginning of their final term as a Master's student. Please use the forms on the following pages.

For Plan 2 (Non-thesis) students

...the comprehensive examination comprises the entire final exam for the Master's degree for Graduate School purposes. The exam report needs to go out after the oral portion of the comprehensive exam, when it is signed by the members of the Examination Committee.

The Oral Comprehensive Examination Committee shall consist of the student's advisor, the faculty representative to the Graduate Committee from the student's subfield, and at least one other Anthropology faculty member, chosen in advance by the subdisciplinary faculty in consultation with the student's advisor and approved by the Graduate Committee. All three members must participate in the exam. If one member cannot be physically present, s/he may take part via conference call, Skype, or similar means.

PAPERWORK: The registration form for the comprehensive exam (below) must include the names and signatures of the advisor, the graduate committee representative and one additional orals committee member and be submitted by the student at least two weeks prior to sitting for the comprehensive exam; these names will be forwarded to the Graduate School for approval as the Examination Committee. Graduate Committee approval of the Orals Committee, signified by the Graduate Director's signature on the form, is required before a Plan 2 student can register for the Comprehensive Exam.

Final Exam=Comprehensive Exam (Scheduled by staff)

Registration for Anthropology Department MA Comprehensive Examination
and
Notice of Intention to Graduate
Non-Thesis Plan

Semester (circle one) Spring Fall Year _____

Name _____ Date _____

Subdiscipline _____

➔ **Leave a copy of this form with your advisor. Faculty select Oral Comps Committee.**

➔ **Return signed form to Graduate Program Assistant by _____.**

*The names of the faculty signing this document will be forwarded to the Graduate School for approval as your **Final Exam Committee**. Candidacy Applications are due in Hale the ***second week of the semester**.*

Oral Comprehensive Exam Committee* / Plan II (non-thesis) = Final Exam Committee

NOTE: The three members indicated by an asterisk () must be present at the oral portion of the comprehensive exam and their signatures must appear on the form reporting the outcome of that exam to the Graduate School. If one member cannot be physically present, s/he should plan to take part via conference call, Skype, or similar means.*

If Advisor and Grad Committee Rep. = the same person, Biological faculty must name a second member. Additional names and signatures may appear on the MA Comps Record in the student's departmental file.

*Advisor: _____
name signature

*Grad Comm. Rep: _____
name signature

*Third orals exam _____
committee member name signature
selected by faculty:

Advisory committee _____
Member (if needed): name signature

Committee Approval: _____
Graduate Director name signature

Time Line for Master's Degree in Biological Anthropology, Plan I and Plan II

The graduate curriculum at CU is designed to progress from a general overview of Anthropology (the core requirements) to an increasingly specific focus on the individual student's research interests. The faculty very strongly urges students to follow this sequence, beginning with the core courses. Except in extremely unusual circumstances, students are expected to take the core sequence in their first year. Note that, although graduate students carrying only five credits are considered to be full-time at the University of Colorado (per graduate school policy), making timely progress through our program and taking elective classes in the first year generally requires students to carry three classes, or nine credits (but see "Allocation of Departmental Funds"). Students who choose to carry fewer than three courses per semester are still expected to complete the Proseminar in the first year, regardless of what other classes might be offered, and should understand that such a choice may add significantly to the time it takes them to complete their coursework. With this in mind, a student would ideally observe the following schedule:

YEAR 1

Complete required course work (12 hours).

- Complete two elective courses (6 hours).
- Complete and submit a Plan of Study.
- Develop an idea for a thesis (Plan I students only).
- Develop a sound working relationship with advisor.
- Obtain Reading List for MA Comprehensive Final Exam from the Department's graduate program assistant (Plan II students only).

YEAR 2

- Complete elective course work.
- Submit a revised Plan of Study.
- Begin work on thesis (Plan I students only).
- Complete and defend thesis (Plan I students only).
- Register for and take MA Comprehensive Final Exam (Plan II students only).

Time Limit

All Master's degree students have four years from matriculation to complete all degree requirements, including filing the thesis with the Graduate School. Most students should complete their MA course requirements in two years. A student in Biological Anthropology who does not complete all degree requirements within the specified period of time must validate, by special examination(s), any course work taken more than five years prior to defending a thesis.

Deadlines for MA Degree Candidates

In order to graduate in a given semester, students must meet the Graduate School deadlines for certain requirements. These deadlines are published every year and include Candidacy Application for an Advanced Degree, Application for Diploma, Final Examination, and submission of final copy

of thesis. All students should be aware of these deadlines and take personal responsibility for meeting them. A student who wishes to become a candidate for a Master's degree must file an application form to the Graduate School at least 10 weeks prior to scheduling a thesis defense or taking the Comprehensive Exam. Students should submit paperwork to the Department graduate program assistant two weeks prior to the Graduate School deadlines to allow time for gathering signatures and any approval contingencies.

PHD IN BIOLOGICAL ANTHROPOLOGY

Graduate Curriculum for the Doctorate in Biological Anthropology

Course work beyond the MA should include a minimum of 18 hours of courses chosen in consultation with the student's advisor. Students entering the PhD program with an MA from another institution must complete the Proseminar in their first year of residence, as well as Quantitative Methods, if they do not have equivalent training on their record. (See "Transfer of Credit" in PhD requirements on page 56.)

All students will take a PhD qualifying examination at the end of their first year of doctoral studies.

Required course work:

- 1) Three 7000-level seminars within the department, of which one must be in another subdiscipline, or one of the team-taught bridging seminars. We also recommend that one of the seminars be the Grant Proposal/Professionalism seminar.
- 2) Two other electives, 5000 level or above
- 3) Successful completion of the PhD Qualifying Examination
- 4) ANTH 8900 Doctoral Dissertation: 30 hours

NOTE: "Any transfer credit or other proposed substitutions for required coursework should be addressed by petition to the Graduate Committee."

See also: "PHD REQUIREMENTS IN THE DEPARTMENT OF ANTHROPOLOGY" in the preceding section.

PhD Qualifying Examination for Biological Anthropology

Passing the PhD qualifying examination is one of the benchmarks used to determine if the student has successfully acquired the skills needed to enter the research or PhD phase of graduate study.

1. Registration. A student must be registered during the semester that the examination is taken and must register for the exam on the Biological Anthropology PhD Qualifying Examination Registration Form, available from the Graduate Program Assistant.
2. Notification. Written notification of a student's intent to take the examination must be submitted to the Department of Anthropology within the first three weeks of the semester in which he/she plans to take the examination. Please use the form below.
3. Schedule. Students earning a PhD degree in Anthropology will normally take the Qualifying Examination during their second semester in residence.

Format

The written component will be taken across one day, consisting of a four-hour written examination that is "closed book". The exam, composed and evaluated by the Biological Anthropology faculty, consists of two parts:

a) A six hour written section that will assess the student's general knowledge of biological anthropology. This will be comprised of a two-day exam lasting three hours per day. The exam will include method and theory questions covering the following areas: evolutionary theory, human adaptation and biology, primate evolutionary biology and behavior, hominin evolution and quantitative methods.

b) A one hour oral section, administered the week following the written section that allows the faculty to expand on questions from the written section and to request answers on other relevant topics. The Biological Anthropology faculty will select three or more of their members to serve on this examination committee. The entire exam (all sections) will be assigned a grade of "pass with distinction," "pass," or "fail." Students who fail the exam will be entitled to retake the entire examination (or portions thereof to be determined by the faculty) one time during the following semester. No student may retake the exam more than once. All five members must participate in the exam. If one or two members cannot be physically present, they may take part via conference call, Skype, or similar means.

Preliminary Paper Guidelines for Biological Anthropology

The Preliminary Paper in Biological Anthropology is intended to be a critical discussion of the current literature in the general area of research you intend to pursue in your dissertation. It should include the following components:

A) The identification of a research area (examples include human ecology in the Andes, Malagasy primate social behavior, or early anthropoid primate phylogeny).

B) A detailed review of the pertinent literature which places this research area in its intellectual context. This should include a review of appropriate method and theory, a historical review of the research area, and the identification of modern debate in this research area.

C) Preliminary discussion about how additional research would help resolve some aspect of the modern debate and thus add to knowledge in this area of inquiry.

Here are a few suggestions on where to start to compile the bibliographical resources necessary for completing this project: *Annual Review of Anthropology*, *Evolutionary Anthropology*, *Yearbook of Physical Anthropology*.

Time Line

The following time line is an idealized one for Biological Anthropology students who enter the PhD program directly from the MA program at CU-Boulder. Some students will take more time and a few may take less. Students entering the PhD program with an MA from another program should plan on completing required course work in their first year. Students with appointments as teaching assistants should also take the added workload into account when estimating time to completion of their degree.

YEAR 1:

- Complete a Plan of Study document.
- Complete 12 hours of course work (required and/or elective).
- Read widely and begin developing ideas for dissertation research.
- Complete preliminary paper.
- Complete foreign language requirement.
- Establish an advisory committee.
- Take PhD Qualifying Examination (Spring Semester).

YEAR 2:

- Complete an additional 6 hours of course work (minimum).
- Submit a revised Plan of Study.
- Present preliminary paper to Advisory Committee (Fall Semester).
- Form a dissertation committee.
- Develop prospectus.
- Pass PhD Comprehensive Exam (prospectus defense) (Spring Semester).
- Apply for funding for dissertation research.

YEARS 3-6:

- Finalize membership of a dissertation committee.
- Submit an updated Plan of Study.
- Complete dissertation research.
- Write dissertation.
- Pass PhD Final Examination (oral defense of dissertation).

**Registration for Anthropology Department
PhD Qualifying Examination in Biological Anthropology**

Exam Date ____Spring ____Fall of Year _____

Name _____

Date _____

- ➔ **Leave a copy of this form with your advisor.**
- ➔ **Faculty select Exam Committee.**
- ➔ **Return signed form to Graduate Program Assistant by** end of third week of Spring Semester.

PhD Qualifying Exam Committee*

NOTE: The three members indicated by an asterisk () must be present at the oral portion of the comprehensive exam and their signatures must appear on the form reporting the outcome of the exam. Additional names and signatures may appear on this record for the student's departmental file. If one member cannot be physically present he/she should plan to participate via conference call, Skype, or similar means.*

*Advisor: _____
name signature

*Second examiner _____
selected by faculty: name signature

*Third examiner _____
selected by faculty: name signature

Other committee member approved _____
by faculty. name signature

Committee Approval: _____
Graduate Director name signature

PHD REQUIREMENTS IN THE DEPARTMENT OF ANTHROPOLOGY

Doctoral students will be expected to demonstrate an ability to independently carry out original field or laboratory research, to acquire original data, make appropriate analyses, and prepare reports of publishable caliber. Students must demonstrate proficiency in a broad subject of learning and the ability to critically evaluate work in anthropology.

Minimum Requirements

A Master's Degree in anthropology is required for admission into the PhD program. An MS in Museum and Field Studies from CU-Boulder may be used in place of an MA, although course deficiencies may be stipulated and must be fulfilled. A minimum of 30 semester hours of courses numbered 5000 or above is required for the degree, but the number of hours of formal courses will ordinarily exceed this minimum. All 5000 level or above courses taken for the Master's degree at this university may be applied toward the PhD. The required courses for all entering MA students also apply to PhD students (see above). In addition to these, all PhD students must complete at least 18 hours of course work beyond those completed at the MA level.

A student must also register for a total of 30 hours of doctoral dissertation credit, with not more than 10 hours of dissertation credit in any one semester. No more than 10 of these credit hours may be taken preceding the semester of being admitted to candidacy. Up to 10 hours may be taken in the semester in which admission to candidacy is approved. Course work and work on the dissertation may proceed concurrently in any combination throughout the doctoral program. Specific courses required for the PhD vary by subdiscipline.

Transfer of Credit

If graduate level courses taken at other institutions are to be credited toward the PhD degree from the University of Colorado at Boulder, an official transfer of credit must be obtained. Up to 21 semester hours of credit for high quality graduate work completed elsewhere may be transferred to this university, subject to approval from the student's advisor, the Graduate Director, and the Dean of the Graduate School. Procedures and forms can be obtained online from the Graduate School at <http://www.colorado.edu/catalog/catalog10-11/graduate/admissionandenrollmentpolicies.html> and must be submitted with an official transcript before application to candidacy.

Advisor and Advisory Committee

Upon acceptance into the PhD program from an external MA program, each doctoral student is assigned an advisor in his/her general area of specialization. The advisor and student, with the advice and approval of the Graduate Committee, will then select two more departmental faculty members to serve as the student's advisory committee. Students entering the PhD program from our own MA program will select an advisor and establish an advisory committee as part of the application process. In all cases, the advisory committee is chosen to provide expertise in the student's area of special interest. It is the responsibility of the advisory committee to actively guide the student by giving timely advice as to course work and research direction. The student's advisor usually is the chair of the advisory committee.

Annual Plan of Study

Students will prepare a Plan of Study annually in consultation with their advisor and/or advisory committee. The Plan of Study will clarify expectations on the part of both the student and advisor about the direction the student is taking, the specific courses and other training necessary to get

there, and the time line. Course planning must conform to the degree guidelines listed in the Handbook, and all Plans of Study must be submitted to the Graduate Committee for review and approval before March 15. Guidelines for preparing a Plan of Study are presented in Appendix I.

Prior Approval for Use of Human and Animal Research Subjects

Please be advised that any research involving the use of live animals or human subjects **must** have the approval of the Institutional Review Board (IRB) or the Animal Care and Use Committee (IACUC) **before** such research can be undertaken. A thesis involving live human and/or animal subjects that has not been reviewed by the appropriate committee(s) may be disallowed; approval is not granted retroactively. The approval process is lengthy and ample time should be allowed.

For guidelines and procedures for submitting research proposals to the appropriate committee, see these web sites:

- **Institutional Review Board** <http://www.colorado.edu/VCRsearch/HRC/index.html>
- **Animal Research Committee** <http://www.colorado.edu/VCRsearch/integrity/animalcare/Protocols.html>

PhD Preliminary Paper

All students must prepare a Preliminary Paper. This Paper is intended to be a critical discussion of the current literature in the general area of research the student intends to pursue in their dissertation. It should begin by sketching a broad panorama of the area and then concentrate on evaluating some (two or three) of the most important/interesting trends and developments. This evaluation should lead to a clarification of the gaps in current knowledge, and provide an assessment of their potential for dissertation research. The Paper is written for a specific audience, the PhD advisory committee, but should be aimed at a general audience of interested anthropologists in the subdiscipline.

The Preliminary Paper is similar to a review paper an anthropologist would write for the *Annual Reviews of Anthropology*. It is also a formal version of the type of literature review professionals undertake in preparation for a new research project; "formal" because it is written following the usual guidelines of a research paper. An appropriate length for the Paper is difficult to specify, but normally 40-50 pages should be adequate. Style should follow that of a major journal in the student's subdiscipline. **See more specific guidelines for Biological Anthropology above.**

Once completed, the Preliminary Paper should be distributed to all members of the subdiscipline on the PhD advisory committee, and a meeting of the PhD advisory committee scheduled (to which outside members may also be invited). The purpose of the meeting is for the PhD advisory committee to provide feedback on the Paper, and guidance as to the most promising directions for dissertation research. At the end of the meeting the student should have a concrete idea of what dissertation research he or she will pursue. A record of the meeting and the PhD advisory committee's acceptance of the Preliminary Paper should be placed in the student's departmental file. The Graduate Program Assistant has a form suited to the purpose. (See page 62.) A good Preliminary Paper will not only be useful in writing the Dissertation Prospectus, but also means that much of the background chapter of the dissertation is probably complete. The Preliminary Paper is not the same thing as the Dissertation Prospectus (see "Dissertation Prospectus, below). The Preliminary Paper must be completed *before* the PhD Comprehensive Examination can be scheduled. No score on the MA Comprehensive Examination, no matter how high, will exempt the

student from this requirement. Allow at least one month between the Preliminary Paper Review and the Prospectus Defense.

Language Requirement

Students in the PhD program must demonstrate proficiency in a foreign language prior to filing their dissertation with the Graduate School. Foreign language proficiency may be demonstrated in a variety of ways, including (a.) completion of a 4th semester college language course, or an equivalent intensive 2nd year foreign language training program, with a grade of C or better; (b.) passing a special foreign language examination administered by a college-level language instructor approved by the Graduate Committee; (c.) a documented assessment of foreign language proficiency conducted by a member of the Anthropology faculty who is fluent in the language; or (d.) a documented assessment of language proficiency by other appropriate means agreed upon by all three members of the student's advisory committee and approved by the Graduate Committee.

Petitions for exemption from the foreign language requirement may be submitted to the Graduate Committee, along with a statement of support from the student's PhD advisory committee. Exemptions require majority approval by the student's PhD advisory committee and by the Graduate Committee. Grounds for exemption may include the absence of any practical need for foreign language competence in the student's field of research. In the event of exemption from the language requirement, the student may be required by his or her PhD advisory committee to undertake additional coursework or research skill training in place of language study.

Dissertation Prospectus

The doctoral dissertation prospectus is a detailed description of how the dissertation research will actually be undertaken and forms the basis of the PhD Comprehensive Examination. The format of the Prospectus typically follows the guidelines of a major, external grant proposal such as a Fulbright, NSF, SSRC, or Wenner-Gren dissertation proposal.

During the comprehensive exam for the doctoral degree, students must be registered for at least one course credit of course hours or dissertation hours. (Grad School Rule)

PhD Comprehensive Examination (Prospectus Defense) and Admission to Candidacy

NOTE: Students must have a Human Research Committee or Institutional Animal Care and Use Committee approval number on file (as appropriate) prior to qualifying for admission to candidacy.

Students must pass a comprehensive examination in the field of concentration and related fields before being admitted to candidacy for the doctoral degree. In the Anthropology Department, the Comprehensive Examination is often referred to as the Prospectus Defense, since the doctoral dissertation prospectus forms the basis of the examination.

A written application for admission to candidacy for the PhD degree must be filled out and submitted to the Graduate School two weeks before the PhD Comprehensive Examination. This application must include the date of completion of the foreign language requirement as well as the means by which it was completed. The Graduate School will not approve any application involving research with human or live animal subjects without prior approval by the HRC or IACUC (see page 30).

Please note the following guidelines from the Graduate School when filling out your Candidacy Application:

Doctoral Degree: The minimum requirements for the Ph.D. or D.M.A. degree are 30 credit hours of course work at the 5000 level or above. [Application page 2] Those students pursuing the Ph.D. shall complete a minimum of 30 credit hours of dissertation work beyond the minimum course work requirement. [Application page 3]

The student must be registered on the Boulder Campus for course work or dissertation hours during the semester that the Comprehensive Examination is taken. Upon passing the Comprehensive Examination, the student is admitted into candidacy for the PhD degree, provided that all other Graduate School and department requirements are met, including earning at least four semesters of residence (two of which may be credited from the UCB Anthropology MA Program), having the PhD Preliminary Paper approved by the advisory committee, and indicating how/when the foreign language requirement will be certified.

The Comprehensive Examination is administered by the advisory committee (advisor and two additional faculty members in Anthropology), and two additional faculty members selected by the student in consultation with their advisor. The two additional faculty members must be graduate faculty at the University of Colorado, and at least one must be from outside the department. The outside person on the committee should be a regular faculty member of a PhD granting unit at CU and need not be an anthropologist, but an expert in the student's area of research. The primary role of this outside member is to provide quality assurance that our department's graduate program requirements are consistent with campus wide standards. All five members must participate in the exam. If one or two members cannot be physically present, they may take part via conference call, Skype, or similar means.

The purpose of the exam is to demonstrate proficiency in the student's research area as well as to demonstrate that the student is capable of clearly and effectively presenting their expertise as a professional anthropologist. The student must be registered at the time the Comprehensive Examination is attempted.

The examination is conducted by an examining board appointed by the chair of the major department and approved by the Dean of the Graduate School. The board shall consist of the major advisor and additional members as necessary to a minimum of five. The chair must have a regular or tenured Graduate Faculty appointment. Successful candidates must receive affirmative votes from a majority of the members of their examination board. A candidate who fails the examination may attempt it once more after a period of time determined by the examination board.

The examination consists of the written prospectus of the proposed dissertation and an oral exam over the prospectus, including an examination of the student's competency within the specialized research area represented by the dissertation. The prospectus should follow the format and guidelines for NSF Dissertation Improvement Grants or for grants to another appropriate funding agency. It should outline a specific research project pertaining to the area of research addressed in the PhD Preliminary Paper and should include a statement of problem, justification of problem, proposed research methodology and techniques, data sources, proposed field or laboratory work, a survey of relevant literature, and a bibliography. Copies of the prospectus should be submitted to the student's examining committee at least two weeks in advance of the scheduled examination. A successful candidate must receive the affirmative votes of a majority of the members of the examination committee. In case of failure, the student may attempt the exam once more, after a period of time determined by the examining committee.

Dissertation Committee

After the Comprehensive Examination has been successfully completed, the student, together with his/her advisor, chooses a dissertation committee composed of five members. At least three, and not more than four, must be faculty from the Department of Anthropology. The others must have CU Graduate Faculty appointments, as stipulated in the paragraph below. Normally the members will be the same as those who served on the Comprehensive Examination/Prospectus committee. Generally, the student's advisor will be the chair of the dissertation committee through the time of the PhD Final Examination.

The examination is conducted by a committee appointed by the chair of the major department and approved by the Dean of the Graduate School, which consists of at least five persons, one of whom must be from outside the student's major department. Three of the members must be CU-Boulder Graduate Faculty. The chair and outside member of the committee must have regular or tenured Graduate Faculty appointments. The other committee members must have either regular or special Graduate Faculty appointments. More than one dissenting vote disqualifies the candidate in the final examination. The committee chair and a majority of the committee must be present on the Boulder campus for the examination.

Dissertation Requirements

The dissertation will usually be based on original field or laboratory research. If it is not, adequate knowledge of field or laboratory methods must be otherwise demonstrated. The dissertation must meet the general requirements of the Graduate School and is judged by the standards used to evaluate research for publication by leading professional journals and presses in anthropology. The expectation is that the dissertation, with little modification, will be publishable as a monograph or a series of journal articles. The Graduate School has a number of rules and deadlines for submission of a dissertation and scheduling of the Final Oral Examination. Please consult the Graduate School webpage at <http://www.colorado.edu/GraduateSchool/academics/index.html>. Scroll down.

The foreign language requirement must be fulfilled and certified prior to submitting a dissertation to the Graduate School.

PhD Final Examination (Oral Defense of Dissertation)

Copies of the dissertation must be distributed to the dissertation committee at least **14 days** in advance of the scheduled examination. A Final Oral Examination of the dissertation and related topics will be conducted by the dissertation committee. (See Comprehensive Exam/Prospectus Defense, above, for rules applying to committee membership.) More than one negative vote will disqualify the candidate in the final examination. Upon the recommendation of the examining committee, a doctoral student who fails the examination may retake the examination once. A student in the program may not take more than two final examinations.

Time Line

The following time line is an idealized one for students who enter the PhD program directly from the MA program at CU-Boulder. Some students will take more time and a few may take less. Students entering the PhD program with an MA from another program should plan on completing required course work in their first year.

Year 1:

- Complete at least 12 hours of course work (required and/or elective).
- Complete and submit a Plan of Study.
- Read widely and begin developing ideas for dissertation research.
- Complete Preliminary Paper.
- Establish an advisory committee.
- Biological Anthropology students will take a doctoral qualifying exam (Spring semester)

Year 2:

- Complete an additional 6 hours of course work (minimum).
- Complete a revised Plan of Study.
- Form a dissertation committee.
- Develop prospectus.
- Apply for funding for dissertation research.

Years 3-6:

- Finalize membership of a dissertation committee.
- Complete a revised Plan of Study.
- Pass PhD Comprehensive Exam (prospectus defense).
- Complete language requirement.
- Complete dissertation research.
- Write dissertation.
- Pass PhD Final Examination (oral defense of dissertation).

Time Limit

Students must complete all requirements for the PhD degree within six years of commencing work in the doctoral program. Students who wish to request an additional year must file a petition for an extension of the time limit with the Dean of the Graduate School. Such petitions must be endorsed by the student's major advisor and/or other appropriate departmental personnel and may be granted for up to one year. Completion of requirements includes defending the dissertation and submitting it to the Graduate School.

Deadlines for PhD Degree Candidates

In order to graduate in a given semester, students must meet the Graduate School deadlines for certain requirements. These deadlines are published every year and include Candidacy Application for an Advanced Degree, Application for Diploma, Title of Dissertation, Dissertation Defense (Final Examination) and submission of final copy of dissertation. All students should be aware of these deadlines and take personal responsibility for meeting them. Students should submit paperwork to the department two weeks prior to the Graduate School deadlines to allow time for gathering signatures and any approval contingencies.

GRADUATE CURRICULUM IN CULTURAL ANTHROPOLOGY

Graduate Curriculum for the MA in Cultural Anthropology

MA students in Cultural Anthropology may follow Plan I (Thesis option) or Plan II (Non-thesis option). Minimum hours with or without thesis: 30 hours

Core Requirements:

ANTH 5790 Proseminar	3 hours
One graduate level seminar (can be a Bridging Seminar) not in the student's subdiscipline	3 hours
ANTH 5000 Quantitative Methods or an approved "Tools" course*	3 hours
(Students admitted at the PhD level in Cultural Anthropology are not required to fulfill the MA-level "Tools" requirement if they have equivalent training.)	

Other required courses:

ANTH 5780 Core Course in Cultural Anthropology	3 hours
ANTH 5785 Advanced Seminar in Cultural Anthropology	3 hours
ANTH 5840 Guided Study done on an Ethnographic Area or an Ethnographic Area Course (ANTH 5565, 5630, 5690, 5730, 5750, 5760)	3 hours

Elective course work to fulfill remaining requirements:

Any four anthropology courses at the 5000 level or above (12 hours),
or two to three more courses plus an MA thesis of four to six hours

NOTE: "Any transfer credit or other proposed substitutions for required coursework should be addressed by petition to the Graduate Committee."

*"Tools" courses can be completed at any time during the first two years of your graduate program. Students must petition the Graduate Committee to apply any courses not listed below.

Approved "Tools" Courses are:

ANTH 5000	Quantitative Methods
EDUC 7346	Ethnographic Methods in Educational Research
GEOG 5003	Elements of GIS
GEOG 5722	Field Methods in Human Geography
GEOG 5103	Geographic Information Systems
GEOG 5093	Remote Sensing of the Environment
MUSM 5051	Collections Management
MUSM 6110	Creating and Managing Digital Content in Museums
HIST 5000	Historical Methods
LING 6300	Sociolinguistics
LING 6320	Linguistic Anthropology
SOCY 5121	Ethnographic Research Methods
SOCY 5221	Ethnographic Analysis

Foreign Language Courses at the 3000 level or above can fulfill 'Tools' course requirements.

Graduate Curriculum for the Doctorate in Cultural Anthropology

Course work beyond the MA must include a minimum of 18 hours. Students entering the PhD program with an MA from another institution must complete the Proseminar in their first year of residence. They are also expected to take the Cultural Core Course (ANTH 5780) and the Advanced Seminar in Cultural Anthropology (ANTH 5785) at their earliest opportunity, unless they demonstrate they have taken equivalent courses elsewhere (by petition to the Graduate Committee). They must also complete an approved "tools" course if they have not already done so or do not have equivalent training on their record. (See "Transfer of Credit" in PhD requirements on page 72.)

Required course work:

ANTH 7300 Seminar: Research Methods in Cultural Anthropology
ANTH 8990 Doctoral Dissertation: 30 hours

Elective course work (12 hours):

- 1) At least two additional 7000 level seminars in Cultural Anthropology.
- 2) Two classes or directed readings at the 5000 level or above

NOTE: "Any transfer credit or other proposed substitutions for required coursework should be addressed by petition to the Graduate Committee."

See also: "PHD REQUIREMENTS IN THE DEPARTMENT OF ANTHROPOLOGY" in the section below.

MASTERS IN CULTURAL ANTHROPOLOGY

Graduate Curriculum for the MA in Cultural Anthropology

MA students in Cultural Anthropology may follow Plan I (Thesis option) or Plan II (Non-thesis option). Minimum hours with or without thesis: 30 hours

Core Requirements:

ANTH 5790 Proseminar	3 hours
One graduate level seminar (can be a Bridging Seminar) not in the student's subdiscipline	3 hours
ANTH 5000 Quantitative Methods or an approved "Tools" course* (Students admitted at the PhD level in Cultural Anthropology are not required to fulfill the MA-level "Tools" requirement if they have equivalent training.)	3 hours

Other required courses:

ANTH 5780 Core Course in Cultural Anthropology	3 hours
ANTH 5785 Advanced Seminar in Cultural Anthropology	3 hours
ANTH 5840 Guided Study done on an Ethnographic Area or an Ethnographic Area Course (ANTH 5565, 5630, 5690, 5730, 5750, 5760)	3 hours

Elective course work to fulfill remaining requirements:

Any four anthropology courses at the 5000 level or above (12 hours),
or two to three more courses plus an MA thesis of four to six hours

NOTE: "Any transfer credit or other proposed substitutions for required coursework should be addressed by petition to the Graduate Committee."

*"Tools" courses can be completed at any time during the first two years of your graduate program. Students must petition the Graduate Committee to apply any courses not listed below.

Approved "Tools" Courses are:

ANTH 5000	Quantitative Methods
EDUC 7346	Ethnographic Methods in Educational Research
GEOG 5003	Elements of GIS
GEOG 5722	Field Methods in Human Geography
GEOG 5103	Geographic Information Systems
GEOG 5093	Remote Sensing of the Environment
MUSM 5051	Collections Management
MUSM 6110	Creating and Managing Digital Content in Museums
HIST 5000	Historical Methods
LING 6300	Sociolinguistics
LING 6320	Linguistic Anthropology
SOCY 5121	Ethnographic Research Methods
SOCY 5221	Ethnographic Analysis

Foreign Language Courses at the 3000 level or above can fulfill 'Tools' course requirements.

Advisor

An MA student's advisor should provide guidance in completing degree requirements, including the thesis. Students should meet with their advisors on a regular basis, and keep their advisors informed of their progress on their thesis.

Annual Plan of Study

Students will prepare a Plan of Study annually in consultation with their advisor and/or advisory committee. The Plan of Study will clarify expectations on the part of both the student and advisor about the direction the student is taking, the specific courses and other training necessary to get there, and the time line. Course planning must conform to the degree guidelines listed in the Handbook, and all Plans of Study must be submitted to the Graduate Committee for review and approval before March 15. Guidelines for preparing a Plan of Study are presented in Appendix I.

Transfer of Credit

A Request for Transfer of Credit form can be obtained from the Graduate Program Assistant after a student has been in residence for one semester and has a GPA of at least 3.00. Approval by the student's advisor and the Graduate Director is required, and the form is then submitted to the Graduate School for final approval. The maximum number of semester hours that may be transferred towards a Master's Degree is nine; this is defined as credit earned either at another accredited institution or on another campus of the CU system, or credits not needed for a degree in the CU system. Please consult the University Catalog for further rules and requirements for transferring credit: <http://www.colorado.edu/catalog/catalog08-09/graduate/admissionandenrollmentpolicies.html>

Independent Study

Students in the Department of Anthropology can take no more than six hours of independent study for the MA degree. This conforms to the Grad School Rules:

Independent coursework cannot exceed 25 percent of the coursework required for the master's degree.

Non-Thesis Plan (Plan II)

The minimum number of semester hours of graduate work is 30 on Plan II: the Non-Thesis Plan. At least 24 semester hours of the work must be at the 5000 level or above. A maximum of 6 credit hours may be completed at the 3000 or 4000 level if they are approved in writing, before taking the course, by the student's advisor and the Graduate Committee. Students must pass a Comprehensive Exam (detailed in Appendix II).

(Students who opt to write a thesis should see Plan I: Thesis Option in Appendix III.)

Time Line

The graduate curriculum at CU is designed to progress from a general overview of Anthropology (the core requirements) to an increasingly specific focus on the individual student's research interests. The faculty very strongly urges students to follow this sequence, beginning with the Proseminar and the two cultural core seminars. Except in extremely unusual circumstances, students are expected to take the cultural core seminars in their first year. Note that, although graduate students carrying only five credits are considered to be full-time at the University of Colorado (per graduate school policy), making timely progress through our program and taking elective classes in the first year generally requires students to carry three classes, or nine credits (but see "Allocation of Departmental Funds").

Students who choose to carry fewer than three courses per semester are still expected to complete the Proseminar in the first year, regardless of what other classes might be offered, and should understand that such a choice may add significantly to the time it takes them to complete their coursework. With this in mind, a student would ideally observe the following schedule:

YEAR 1:

- Complete required course work (12 hours).
- Complete two elective courses (6 hours).
- Complete Plan of Study.
- Develop an idea for a thesis (Spring Semester; thesis option students only).
- Develop a sound working relationship with advisor.
- Obtain Reading List for MA Comprehensive Final Exam from the Department's Graduate Program Assistant.

YEAR 2:

- Complete elective course work.
- Complete a revised Plan of Study.
- Begin work on thesis (Fall Semester; thesis option students only).
- Complete and defend thesis (Spring Semester; thesis option students only).
- Register for and take MA Comprehensive-Final Exam.

Time Limit

All Master's degree students have four years from matriculation to complete all degree requirements, including filing the thesis with the Graduate School. Most students should complete their MA course requirements in two years. A student in Cultural Anthropology who does not complete all degree requirements within the specified period of time must validate, by special examination(s), any course work taken more than five years prior to defending a thesis.

Deadlines for MA Degree Candidates

In order to graduate in a given semester, students must meet the Graduate School deadlines for certain requirements. These deadlines are published every year and include Candidacy Application for an Advanced Degree, Application for Diploma, Final Examination, and submission of final copy of thesis. All students should be aware of these deadlines and take personal responsibility for meeting them. Students should submit paperwork to the graduate program assistant two weeks prior to the Graduate School deadlines to allow time for gathering signatures and any approval contingencies.

Admission to Candidacy

A student who wishes to become a candidate for a Master's degree must file an application form to the Graduate School at least 10 weeks prior to taking the Comprehensive-Final Exam, or by the end of the third week of the term in which Comps will be taken, whichever comes first.

MA Comprehensive-Final Examination

All candidates for a Master's degree in Cultural Anthropology are required to take a written and oral MA Comprehensive Examination (also called "COMPS"). The Comprehensive Examination is also the Final Examination, unless the student has opted to write a thesis. For Students doing a thesis (Plan I), the Thesis Defense is the Final Examination. (See Appendix II for comparative plans.)

The following rules apply to the Comprehensive Examination:

1. Registration. A student must be registered during the semester that the examination is taken and must register for the exam on the Anthropology Department Comprehensive Exam Registration Form, available from the Graduate Program Assistant.
2. Notification. Written notification of a student's intent to take the examination must be submitted to the Department of Anthropology within the first three weeks of the semester in which he/she plans to take the examination. Forms can be found below.
3. Schedule. Students earning an MA degree in Anthropology under Plan II will take a Comprehensive Examination at the end of their second year in the program, or in the semester in which they are scheduled to complete the 30 hour requirement for the Master's degree, but not later than the end of their third year in the program.
4. Format. The examination will consist of three components:
 - a) a four hour written section covering questions about:
 1. general history and development of ideas and approaches in cultural anthropology, and
 2. discussion and evaluation of research methods and modes of representation in cultural anthropology.
 - b) a four hour written section covering questions about:
 1. a topical field of specialization within cultural anthropology selected in advance by the student in consultation with his/her advisor, and
 2. a region or cultural subgroup of ethnographic specialization selected in advance by the student in consultation with his/her advisor.
 - c) a one hour oral section, administered the week following the written sections. The oral section allows the faculty to expand on questions from the written section and to request answers on other relevant topics. Each student will begin the oral section with a 10 to 15 minute presentation on a topic covered in the written sections; the choice of a topic is open to the student. All three members must participate in the exam. If one member cannot be physically present, s/he should plan to take part via conference call, Skype, or similar means.
5. Content. The examination requires that the student demonstrate both breadth and depth of understanding in the sub-discipline and in a special interest area or focus. The first section of the exam will be topical and based on a set of readings agreed on by the faculty in the sub-discipline. One question on the second section of the exam will address the current literature in the area being tested and will require that the student be familiar with the last three years of papers published in a journal or journals which will be specified by the faculty.
6. Grading. Responsibility for grading the examination will be assumed by the Examination Committee with the assistance of other members of the faculty as appropriate. The entire exam (all sections) will be assigned a grade of "pass with distinction," "pass," or "fail." Students who fail the exam will be entitled to retake the entire examination one time during the following semester. No student may retake the exam more than once. It needs to be noted that the student's scores on the comprehensive examination will be one criterion considered for admission to the doctoral program, but that there is no score which automatically guarantees admission.

7. Oral Defense of the Comprehensive Exam. The Oral Comprehensive Examination Committee shall consist of the student's advisor, the faculty representative to the Graduate Committee from the student's subfield, and at least one other Anthropology faculty member, chosen in advance by the subdisciplinary faculty in consultation with the student's advisor and approved by the Graduate Committee.

All members must have a regular or tenured Graduate Faculty appointment. All three members must participate in the exam. If one member cannot be physically present, s/he may take part via conference call, Skype, or similar means agreed upon by all members of the committee.

PAPERWORK: The registration form for the Comprehensive Exam (available from graduate program assistant) must include the names and signatures of the advisor, the graduate committee representative and one additional orals committee member, and be submitted by the student within the first three weeks of the semester in which the comprehensive exam will be taken; these names will be forwarded to the Graduate School for approval as the Examination Committee. (Any additional examiners may sign a separate document at the time of the exam for the student's file.) Graduate Committee approval of the Orals Committee, signified by the Graduate Director's signature on the form, is required before a Plan 2 student is considered registered for the Comprehensive Exam.

The comprehensive examination comprises the entire final exam for the Master's degree for Graduate School purposes. The exam report will be signed by members of the Examination Committee at the end of the oral portion of the comprehensive exam and then will be sent immediately to the Graduate School

**Final Exam=Comprehensive Exam
(Scheduled by staff)**

Students who opt to write a thesis should see Plan I: Thesis Option in Appendix III.

Registering for Comprehensive Exam and Giving Notice of Intent to Graduate

Cultural students under Plan II will need to notify the graduate program assistant in writing of their plans to take Comprehensive Exams and graduate at the beginning of their final term as a Master's student. Please use the forms on the following pages.

**Registration for Anthropology Department MA Comprehensive Examination
and
Notice of Intention to Graduate
Non-Thesis Plan**

Semester (circle one) Spring Fall Year _____

Name _____ Date _____

Subdiscipline _____

→ **Leave a copy of this form with your advisor. Faculty select Oral Comps Committee.**

→ **Return signed form to Graduate Program Assistant by * _____.**

*The names of the faculty signing this document will be forwarded to the Graduate School for approval as your **Final Exam Committee**. Candidacy Applications are due in Hale the ***second week of the semester**.*

Oral Comprehensive Exam Committee* / Plan II (non-thesis) = Final Exam Committee

NOTE: The three members indicated by an asterisk () must be present at the oral portion of the comprehensive exam and their signatures must appear on the form reporting the outcome of that exam to the Graduate School. If Advisor and Grad Committee Rep.= the same person, faculty must name a second member. Additional names and signatures may appear on the MA Comps Record in the student's departmental file. All three members must participate in the exam. If one member cannot be physically present, s/he may take part via conference call, Skype, or similar means.*

*Advisor: _____
name signature

*Grad Comm. Rep: _____
name signature

*Third orals exam _____
committee member name signature
selected by faculty:

Advisory committee _____
Member (if needed): name signature

Committee Approval: _____
Graduate Director name signature

**Application for Candidacy for the Master’s Degree in Anthropology—
Cultural supplement**

Departmental Requirements

I. Please identify which courses you took to satisfy the following requirements:

“Tools” course_____

Ethnographic Area
Course_____

Waivers and Substitute Coursework

II. If any departmental requirement has been waived, please identify equivalent training:

- Coursework from a previous institution officially transferred to CU Grad School to fulfill a Cultural MA requirement (See Handbook Appendix I):

- Please give brief details of the focus/topic of any Guided/Independent Study courses that apply:

Petition for substitution/waiver of above requirement granted by Graduate Committee?

PHD IN CULTURAL ANTHROPOLOGY

Graduate Curriculum for the Doctorate in Cultural Anthropology

Course work beyond the MA must include a minimum of 18 hours. Students entering the PhD program with an MA from another institution must complete the Proseminar in their first year of residence. They are also expected to take the Cultural Core Course (ANTH 5780) and the Advanced Seminar in Cultural Anthropology (ANTH 5785) unless they demonstrate they have taken equivalent courses elsewhere (by petition to the Graduate Committee). They must also complete an approved "tools" course if they have not already done so or do not have equivalent training on their record. (See "Transfer of Credit" in PhD requirements on page 72.)

Required course work:

ANTH 7300 Seminar: Research Methods in Cultural Anthropology
ANTH 8990 Doctoral Dissertation: 30 hours

Elective course work (12 hours):

- 1) At least two additional 7000 level seminars in Cultural Anthropology.
- 2) Two classes or directed readings at the 5000 level or above

NOTE: "Any transfer credit or other proposed substitutions for required coursework should be addressed by petition to the Graduate Committee."

See also: "PHD REQUIREMENTS IN THE DEPARTMENT OF ANTHROPOLOGY" in the preceding section.

Preliminary Paper Guidelines for Cultural Anthropology

The Preliminary Paper in Cultural Anthropology is intended to be a critical discussion of the current literature in the general area of research you intend to pursue in your dissertation. It should begin by laying out an overview of the ethnographic literature on a geographical area of research and summarizing the theoretical and empirical literature on one or more topical areas of research. For example, depending on your dissertation topic, you may define your Preliminary Paper to cover the following kinds of areas and topics: East Africa, pastoralists, and tourism; Eastern Europe, nationalism and household structure; Southeast Asia, and women and development.

In the review of the topic area(s) of research, you should evaluate two or three of the most interesting trends or developments in the field. This evaluation should lead to a clarification of the gaps in current knowledge, and provide an assessment of their potential for dissertation research. The Paper is written for a specific audience, the PhD advisory committee, but should be aimed at a more general audience of interested anthropologists in the subdiscipline.

Here are a few suggestions on where to start to compile the bibliographical resources **necessary** for completing this project: *Annual Review of Anthropology*, specific bibliographies of regions or topics, Anthropological Indexes on CD-ROM and on The Web.

Identify scholars who are experts in the area and ask them for main references and bibliographies in the field.

PHD REQUIREMENTS IN THE DEPARTMENT OF ANTHROPOLOGY

Doctoral students will be expected to demonstrate an ability to independently carry out original field or laboratory research, to acquire original data, make appropriate analyses, and prepare reports of publishable caliber. Students must demonstrate proficiency in a broad subject of learning and the ability to critically evaluate work in anthropology.

Minimum Requirements

A Master's Degree in anthropology is required for admission into the PhD program. An MS in Museum and Field Studies from CU-Boulder may be used in place of an MA, although course deficiencies may be stipulated and must be fulfilled. A minimum of 30 semester hours of courses numbered 5000 or above is required for the degree, but the number of hours of formal courses will ordinarily exceed this minimum. All 5000 level or above courses taken for the Master's degree at this university may be applied toward the PhD. The required courses for all entering MA students also apply to PhD students (see above). In addition to these, all PhD students must complete at least 18 hours of course work beyond those completed at the MA level.

A student must also register for a total of 30 hours of doctoral dissertation credit, with not more than 10 hours of dissertation credit in any one semester. No more than 10 of these credit hours may be taken preceding the semester of being admitted to candidacy. Up to 10 hours may be taken in the semester in which admission to candidacy is approved. Course work and work on the dissertation may proceed concurrently in any combination throughout the doctoral program. Specific courses required for the PhD vary by subdiscipline.

Transfer of Credit

If graduate level courses taken at other institutions are to be credited toward the PhD degree from the University of Colorado at Boulder, an official transfer of credit must be obtained. Up to 21 semester hours of credit for high quality graduate work completed elsewhere may be transferred to this university, subject to approval from the student's advisor, the Graduate Director, and the Dean of the Graduate School. Procedures and forms can be obtained online from the Graduate School at <http://www.colorado.edu/catalog/catalog10-11/graduate/admissionandenrollmentpolicies.html> and must be submitted with an official transcript before application to candidacy.

Advisor and Advisory Committee

Upon acceptance into the PhD program from an external MA program, each doctoral student is assigned an advisor in his/her general area of specialization. The advisor and student, with the advice and approval of the Graduate Committee, will then select two more departmental faculty members to serve as the student's advisory committee. Students entering the PhD program from our own MA program will select an advisor and establish an advisory committee as part of the application process. In all cases, the advisory committee is chosen to provide expertise in the student's area of special interest. It is the responsibility of the advisory committee to actively guide the student by giving timely advice as to course work and research direction. The student's advisor usually is the chair of the advisory committee.

Annual Plan of Study

Students will prepare a Plan of Study annually in consultation with their advisor and/or advisory committee. The Plan of Study will clarify expectations on the part of both the student and advisor about the direction the student is taking, the specific courses and other training necessary to get there, and the time line. Course planning must conform to the degree guidelines listed in the Handbook, and all Plans of Study must be submitted to the Graduate Committee for review and approval before March 15. Guidelines for preparing a Plan of Study are presented in Appendix I.

Prior Approval for Use of Human and Animal Research Subjects

Please be advised that any research involving the use of live animals or human subjects **must** have the approval of the Institutional Review Board (IRB) or the Animal Care and Use Committee (IACUC) **before** such research can be undertaken. A thesis involving live human and/or animal subjects that has not been reviewed by the appropriate committee(s) may be disallowed; approval is not granted retroactively. The approval process is lengthy and ample time should be allowed.

For guidelines and procedures for submitting research proposals to the appropriate committee, see these web sites:

- **Institutional Review Board** <http://www.colorado.edu/VCResearch/HRC/index.html>
- **Animal Research Committee** <http://www.colorado.edu/VCResearch/integrity/animalcare/Protocols.html>

PhD Preliminary Paper

All students must prepare a Preliminary Paper. This Paper is intended to be a critical discussion of the current literature in the general area of research the student intends to pursue in their dissertation. It should begin by sketching a broad panorama of the area and then concentrate on evaluating some (two or three) of the most important/interesting trends and developments. This evaluation should lead to a clarification of the gaps in current knowledge, and provide an assessment of their potential for dissertation research. The Paper is written for a specific audience, the PhD advisory committee, but should be aimed at a general audience of interested anthropologists in the subdiscipline.

The Preliminary Paper is similar to a review paper an anthropologist would write for the *Annual Reviews of Anthropology*. It is also a formal version of the type of literature review professionals undertake in preparation for a new research project; "formal" because it is written following the usual guidelines of a research paper. An appropriate length for the Paper is difficult to specify, but normally 40-50 pages should be adequate. Style should follow that of a major journal in the student's subdiscipline. **See more specific guidelines for Cultural Anthropology above.**

Once completed, the Preliminary Paper should be distributed to all members of the subdiscipline on the PhD advisory committee, and a meeting of the PhD advisory committee scheduled (to which outside members may also be invited). The purpose of the meeting is for the PhD advisory committee to provide feedback on the Paper, and guidance as to the most promising directions for dissertation research. At the end of the meeting the student should have a concrete idea of what dissertation research he or she will pursue. A record of the meeting and the PhD advisory committee's acceptance of the Preliminary Paper should be placed in the student's departmental file. The Graduate Program Assistant has a form suited to the purpose. (See page 62.) A good Preliminary Paper will not only be useful in writing the Dissertation Prospectus, but also means that much of the background chapter of the dissertation is probably complete. The Preliminary Paper is not the same thing as the Dissertation Prospectus (see "Dissertation Prospectus, below). The Preliminary Paper must be completed *before* the PhD Comprehensive Examination can be scheduled. No score on the MA Comprehensive Examination, no matter how high, will exempt the student from this requirement. Allow at least one month between the Preliminary Paper Review and the Prospectus Defense.

Language Requirement

Students in the PhD program must demonstrate proficiency in a foreign language prior to filing their dissertation with the Graduate School. Foreign language proficiency may be demonstrated in a variety of ways, including (a.) completion of a 4th semester college language course, or an equivalent intensive 2nd year foreign language training program, with a grade of C or better; (b.) passing a

special foreign language examination administered by a college-level language instructor approved by the Graduate Committee; (c.) a documented assessment of foreign language proficiency conducted by a member of the Anthropology faculty who is fluent in the language; or (d.) a documented assessment of language proficiency by other appropriate means agreed upon by all three members of the student's advisory committee and approved by the Graduate Committee.

Petitions for exemption from the foreign language requirement may be submitted to the Graduate Committee, along with a statement of support from the student's PhD advisory committee. Exemptions require majority approval by the student's PhD advisory committee and by the Graduate Committee. Grounds for exemption may include the absence of any practical need for foreign language competence in the student's field of research. In the event of exemption from the language requirement, the student may be required by his or her PhD advisory committee to undertake additional coursework or research skill training in place of language study.

Dissertation Prospectus

The doctoral dissertation prospectus is a detailed description of how the dissertation research will actually be undertaken and forms the basis of the PhD Comprehensive Examination. The format of the Prospectus typically follows the guidelines of a major, external grant proposal such as a Fulbright, NSF, SSRC, or Wenner-Gren dissertation proposal.

During the comprehensive exam for the doctoral degree, students must be registered for at least one course credit of course hours or dissertation hours. (Grad School Rule)

PhD Comprehensive Examination (Prospectus Defense) and Admission to Candidacy

NOTE: Students must have a Human Research Committee or Institutional Animal Care and Use Committee approval number on file (as appropriate) prior to qualifying for admission to candidacy.

Students must pass a comprehensive examination in the field of concentration and related fields before being admitted to candidacy for the doctoral degree. In the Anthropology Department, the Comprehensive Examination is often referred to as the Prospectus Defense, since the doctoral dissertation prospectus forms the basis of the examination.

A written application for admission to candidacy for the PhD degree must be filled out and submitted to the Graduate School two weeks before the PhD Comprehensive Examination. This application must include the date of completion of the foreign language requirement as well as the means by which it was completed. The Graduate School will not approve any application involving research with human or live animal subjects without prior approval by the HRC or IACUC (see page 30).

Please note the following guidelines from the Graduate School when filling out your Candidacy Application:

Doctoral Degree: The minimum requirements for the Ph.D. or D.M.A. degree are 30 credit hours of course work at the 5000 level or above. [Application page 2] Those students pursuing the Ph.D. shall complete a minimum of 30 credit hours of dissertation work beyond the minimum course work requirement. [Application page 3]

The student must be registered on the Boulder Campus for course work or dissertation hours during the semester that the Comprehensive Examination is taken. Upon passing the Comprehensive Examination, the student is admitted into candidacy for the PhD degree, provided that all other Graduate School and department requirements are met, including earning at least four semesters of residence (two of which may be credited from the UCB Anthropology MA Program), having the PhD Preliminary Paper approved by the advisory committee, and indicating how/when the foreign language requirement will be certified.

The Comprehensive Examination is administered by the advisory committee (advisor and two additional faculty members in Anthropology), and two additional faculty members selected by the student in consultation with their advisor. The two additional faculty members must be graduate faculty at the University of Colorado, and at least one must be from outside the department. The outside person on the committee should be a regular faculty member of a PhD granting unit at CU and need not be an anthropologist, but an expert in the student's area of research. The primary role of this outside member is to provide quality assurance that our department's graduate program requirements are consistent with campus wide standards. All five members must participate in the exam. If one or two members cannot be physically present, they may take part via conference call, Skype, or similar means.

The purpose of the exam is to demonstrate proficiency in the student's research area as well as to demonstrate that the student is capable of clearly and effectively presenting their expertise as a professional anthropologist. The student must be registered at the time the Comprehensive Examination is attempted.

The examination is conducted by an examining board appointed by the chair of the major department and approved by the Dean of the Graduate School. The board shall consist of the major advisor and additional members as necessary to a minimum of five. The chair must have a regular or tenured Graduate Faculty appointment. Successful candidates must receive affirmative votes from a majority of the members of their examination board. A candidate who fails the examination may attempt it once more after a period of time determined by the examination board.

The examination consists of the written prospectus of the proposed dissertation and an oral exam over the prospectus, including an examination of the student's competency within the specialized research area represented by the dissertation. The prospectus should follow the format and guidelines for NSF Dissertation Improvement Grants or for grants to another appropriate funding agency. It should outline a specific research project pertaining to the area of research addressed in the PhD Preliminary Paper and should include a statement of problem, justification of problem, proposed research methodology and techniques, data sources, proposed field or laboratory work, a survey of relevant literature, and a bibliography. Copies of the prospectus should be submitted to the student's examining committee at least two weeks in advance of the scheduled examination. A successful candidate must receive the affirmative votes of a majority of the members of the examination committee. In case of failure, the student may attempt the exam once more, after a period of time determined by the examining committee.

Dissertation Committee

After the Comprehensive Examination has been successfully completed, the student, together with his/her advisor, chooses a dissertation committee composed of five members. At least three, and not more than four, must be faculty from the Department of Anthropology. The others must have CU Graduate Faculty appointments, as stipulated in the paragraph below. Normally the members will be the same as those who served on the Comprehensive Examination/Prospectus committee. Generally, the student's advisor will be the chair of the dissertation committee through the time of the PhD Final Examination.

The examination is conducted by a committee appointed by the chair of the major department and approved by the Dean of the Graduate School, which consists of at least five persons, one of whom must be from outside the student's major department. Three of the members must be CU-Boulder Graduate Faculty. The chair and outside member of the committee must have regular or tenured Graduate Faculty appointments. The other committee members must have either regular or special Graduate Faculty appointments. More than one dissenting vote disqualifies the candidate in the final examination. The committee chair and a majority of the committee must be present on the Boulder campus for the examination.

Dissertation Requirements

The dissertation will usually be based on original field or laboratory research. If it is not, adequate knowledge of field or laboratory methods must be otherwise demonstrated. The dissertation must meet the general requirements of the Graduate School and is judged by the standards used to evaluate research for publication by leading professional journals and presses in anthropology. The expectation is that the dissertation, with little modification, will be publishable as a monograph or a series of journal articles. The Graduate School has a number of rules and deadlines for submission of a dissertation and scheduling of the Final Oral Examination. Please consult the Graduate School webpage at <http://www.colorado.edu/GraduateSchool/academics/index.html>. Scroll down.

The foreign language requirement must be fulfilled and certified prior to submitting a dissertation to the Graduate School.

PhD Final Examination (Oral Defense of Dissertation)

Copies of the dissertation must be distributed to the dissertation committee at least **14 days** in advance of the scheduled examination. A Final Oral Examination of the dissertation and related topics will be conducted by the dissertation committee. (See Comprehensive Exam/Prospectus Defense, above, for rules applying to committee membership.) More than one negative vote will disqualify the candidate in the final examination. Upon the recommendation of the examining committee, a doctoral student who fails the examination may retake the examination once. A student in the program may not take more than two final examinations.

Time Line

The following time line is an idealized one for students who enter the PhD program directly from the MA program at CU-Boulder. Some students will take more time and a few may take less. Students entering the PhD program with an MA from another program should plan on completing required course work in their first year.

Year 1:

- Complete at least 12 hours of course work (required and/or elective).
- Complete and submit a Plan of Study.
- Read widely and begin developing ideas for dissertation research.
- Complete Preliminary Paper.
- Establish an advisory committee.

Year 2:

- Complete an additional 6 hours of course work (minimum).
- Complete a revised Plan of Study.
- Form a dissertation committee.
- Develop prospectus.
- Apply for funding for dissertation research.

Years 3-6:

- Finalize membership of a dissertation committee.
- Complete a revised Plan of Study.
- Pass PhD Comprehensive Exam (prospectus defense).
- Complete language requirement.
- Complete dissertation research.
- Write dissertation.
- Pass PhD Final Examination (oral defense of dissertation).

Time Limit

Students must complete all requirements for the PhD degree within six years of commencing work in the doctoral program. Students who wish to request an additional year must file a petition for an extension of the time limit with the Dean of the Graduate School. Such petitions must be endorsed by the student's major advisor and/or other appropriate departmental personnel and may be granted for up to one year. Completion of requirements includes defending the dissertation and submitting it to the Graduate School.

Deadlines for PhD Degree Candidates

In order to graduate in a given semester, students must meet the Graduate School deadlines for certain requirements. These deadlines are published every year and include Candidacy Application for an Advanced Degree, Application for Diploma, Title of Dissertation, Dissertation Defense (Final Examination) and submission of final copy of dissertation. All students should be aware of these deadlines and take personal responsibility for meeting them. Students should submit paperwork to the department two weeks prior to the Graduate School deadlines to allow time for gathering signatures and any approval contingencies.

APPENDIX I

Exam and Committee Information from the Grad School

For more detailed information, please see the Graduate School Rules, Section 6: "Examinations"
<http://www.colorado.edu/GraduateSchool/policies/docs/GraduateSchoolRules.pdf>

Master's Final Exam

- Student must be registered for at least one hour, for credit, during semester of exam.
- Department must notify Grad School 2 weeks before exam with exam form. [Student must notify Anthropology Department of date and exam committee membership 3 weeks prior to exam.]
- Must be passed by posted deadline in order to graduate in a given semester.
- 3 members
- All committee members must have current and appropriate Graduate Faculty Appointments*. [*Not the same as a faculty teaching appointment. Check with Grad Program Assistant.]
- Chair must have regular or tenured Graduate Faculty Appointment*.
- Must have affirmative vote from majority of members;
 - However, all must participate and sign exam form. If one or two members cannot be physically present, they may take part via conference call, Skype, or similar means.
- Student who fails the exam may attempt it once more after period of time determined by committee.

Doctoral Comprehensive Exam [Prospectus Defense]

- Student must be registered for at least one hour, for credit, during semester of exam.
- Department must notify Grad School 2 weeks before exam with exam form. [Student must notify Anthropology Department of date and exam committee membership three weeks prior to exam.]
- Must pass the exam before end of semester (or beginning of next semester) in order to be changed to D status/admitted to candidacy in the upcoming semester.
- 5 members
- All committee members must have current and appropriate Graduate Faculty Appointments*. [*Not the same as a faculty teaching appointment. Check with Grad Program Assistant.]
- Chair must have regular or tenured Graduate Faculty Appointment*.
- Must have affirmative vote from majority of members;
 - However, all must participate and sign exam form. If one or two members cannot be physically present, they may take part via conference call, Skype, or similar means.
- Student who fails the exam may attempt it once more after period of time determined by committee

Doctoral Final Exam (Dissertation Defense)

- Student must be registered as a full time student during semester of exam (5 dissertation hours).
- Department must notify Grad School 2 weeks before exam with exam form. [Student must notify Anthropology Department of date and exam committee membership 3 weeks prior to exam.]
- Student must submit doctoral leaflet directly to Grad School 2 weeks prior to exam.
- Must be passed by posted deadline in order to graduate in a given semester.
- 5 members, one from outside student's major department
- All committee members must have current and appropriate Graduate Faculty Appointments*. (*Not the same as a faculty teaching appointment. Check with Grad Program Assistant.)
- Chair and outside member must have regular or tenured Graduate Faculty appointments*.
- 3 members must be CU-Boulder Graduate Faculty.
- At least 4 members must give affirmative vote;
 - However, all must participate and sign exam form. If one or two members cannot be physically present, they may take part via conference call, Skype, or similar means.
- Committee chair and majority of committee must be present on the Boulder Campus for defense.
- Student who fails the exam may attempt it once more after period of time determined by committee.

APPENDIX II

Annual Plan of Study for Graduate Degree in Anthropology

University of Colorado Department of Anthropology

(Available in electronic format from the Anthropology Graduate Program Assistant.

Due annually by March 15 at 5:00pm with all signatures.)

COVER PAGE

Name: _____

Please indicate whether you are pursuing (circle one):

MA Plan I: Thesis

MA Plan II: Non-Thesis

PhD

This Plan of Study is intended to make students think about the courses they need to take to acquire competence as professional anthropologists, to define their long-range research projects, and to ensure that they are meeting university and departmental requirements in a timely manner. It also provides faculty an opportunity to give students feedback regarding appropriate course work and other achievements essential to attaining their academic goals. Students are responsible for proposing a Plan of Study that describes future curriculum and other academic accomplishments necessary to meet research and professional objectives, attending to policies and curriculum requirements detailed in the Handbook. The Plan of Study should be designed, revised and updated in consultation with the student's advisor(s)/committee each year that the student is in the program. The full text should be **no longer than 3 pages, single-spaced (not including cover page)**. The Plan of Study must be approved by the student's advisor or committee chair and then submitted to the Graduate Committee for approval. The Plan of Study is due **fully signed by 5:00pm on March 15 annually** and will be used in the student's Annual Performance Evaluation by the faculty at-large (guidelines on following page).

The Plan of Study represents an agreement between myself and my advisory committee and will be modified each year. The Plan of Study, when approved is subject to the time table below:

Date Admitted to the Program _____ Graduate School Time Limit to Degree _____

Anticipated Timeline:

Completion of coursework _____ Completion of thesis (M.A. Plan I only) _____
Advancement to Candidacy (PhD only) _____

MA/PhD research involving live humans or animals will require HRC or IACUC approval in advance.

Protocol to be submitted by: _____ Date: _____

Student Signature: _____ **Date:** _____

Advisor and Committee:

(signature of advisor) **Date:** _____

(names of other committee members)

Approval: Signature of Faculty Representative to the Graduate Committee

(to be collected by Grad Committee) **Date:** _____

PLAN OF STUDY GUIDELINES

Plan of Study Topics: Please address each of the following topics in the order given.

A. Plan of Study:

Provide a narrative description of your area of interest and your goals for research.

What have you accomplished this year with regard to these goals? What are your plans for upcoming years?

List the following:

- B.** Courses taken to-date: (Course number & title, instructor, year & semester) Please follow the sample format below.
- C.** TA/GPTI Assignments: (Course number & title, instructor, year & semester)
- D.** Language and methods requirements planned/fulfilled (**PhD only**. Specify courses or other training.)
- E.** Desired remaining courses and tentative schedule: (Please refer to the graduate handbook for requirement in your sub-discipline.)
- F.** *Non-course experience (include awards, attendance or presentations at professional meetings, service to the department, GTP workshops attended, and other accomplishments)*
- E.** Attach a preliminary reading list (compiled in consultation with your advisor, to be included the year that Comprehensive Exams/PhD-Qualifying Exams are taken and subsequent years **until ABD**.)
- F.** Attach your CV

Provisional Committee (list your advisor and members of your committee)

Exceptions

Exceptions to the requirement to fill out the Plan of Study will include only those students who are graduating and leaving the program in May.

Those who plan to graduate in December should have their advisor email us with a confirmation of that reality. The Graduate Committee can exempt an ABD student from the Plan if their advisor can confirm that their dissertation is in its final stages and FORMAL plans are being made for a Fall defense.

Format for Courses Taken

A. Courses taken to date:

ANTH 5150: Human Ecology Biological Aspects	(3)	Dufour	Fall	2001*
ANTH 7020: Seminar: Physical Anthropology	(3)	Sauther	Fall	2001*
ANTH 5020: Explorations in Anthropology	(3)	Sauther	Spring	2003
EBIO 5800: Critical Thinking: Diet/Genes/Health	(3)	Demming	Fall	2006
ANTH 5840: Guided Study	(3)			
<i>(reading and outline to develop preliminary paper)</i>		Dufour	Spring	2005
ANTH 8990: Dissertation Hours	(3)	Dufour	Spring	2007

APPENDIX III

MA Final Examination under Plan I (Oral Defense of Thesis)

Thesis Plan

The minimum number of semester hours is 30, including Master's thesis hours. A student must register for a minimum of 4 to a maximum of 6 hours of Anthropology 6950 (Master's thesis hours). At least 24 semester hours of this work must be at the 5000 level or above. A maximum of 6 credit hours may be completed at the 3000 or 4000 level if they are approved in writing, before taking the course, by the student's advisor and the department Chair.

Thesis Committee

Students writing an MA thesis will select, in consultation with their advisor, a committee of three faculty members who will provide guidance in completing the thesis and administer the Final oral examination of the thesis. The chair of the committee is usually the student's advisor, and the two other members of the committee are usually tenured or tenure-line faculty in the student's subdiscipline. All members of the committee must be approved by the department and the Graduate School.

Thesis Requirements and Procedures

A thesis, which may be of a research, expository, critical, or creative type, is required of every Master's degree candidate under Plan I. Every thesis presented in partial fulfillment of the requirements for an advanced degree must: 1) research a definite topic related to the major field; 2) be based upon independent study and investigation; 3) represent the equivalent of 4 to 6 semester hours of work; 4) be essentially complete at the time the Comprehensive Final Examination is given; and 5) comply in form with the specifications set by the Graduate School.

Standard procedure is to provide a complete draft of your thesis to your committee two weeks before the defense. Normally, before this occurs, your advisor has provided a series of comments on a completed draft so that the version your committee evaluates has been approved by your advisor. After the defense, it is common for the student to be provided a series of suggested changes to include in the final thesis submitted to the Graduate School.

Admission to Candidacy

A student who wishes to become a candidate for a Master's degree must file an application form to the Graduate School at least 10 weeks prior to scheduling a thesis defense.

The oral defense of the MA thesis constitutes the Final Examination of students under Plan I. The Final Examination is administered by the student's thesis committee. Copies of the thesis must be distributed to the committee 14 days in advance of the scheduled examination. A student must have an affirmative vote from the majority of the committee to pass the examination.

Prior Approval for Use of Human and Animal Research Subjects

Please be advised that any research involving the use of live animals or human subjects **must** have the approval of the Institutional Review Board (IRB) or the Animal Care and Use Committee (IACUC) **before** such research can be undertaken. A thesis involving live human and/or animal subjects that has not been reviewed by the appropriate committee(s) may be disallowed; approval is not granted retroactively. The approval process is lengthy and ample time should be allowed.

For guidelines and procedures for submitting research proposals to the appropriate committee, see these web sites:

- **Institutional Review Board** <http://www.colorado.edu/VCResearch/HRC/index.html>
- **Animal Research Committee**
<http://www.colorado.edu/VCResearch/integrity/animalcare/Protocols.html>

PLAN II: Non-Thesis Plan

On the Non-Thesis Plan, the minimum number of semester hours of graduate work for the MA is 30 (36 for students following the Graduate Curriculum in Archaeology). At least 24 semester hours of the work must be at the 5000 level or above. A maximum of 6 credit hours may be completed at the 3000 or 4000 level if they are approved in writing, before taking the course, by the student's advisor and the Graduate Committee.

THESIS VS NON-THESIS PLANS FOR THE MA

The Examination Committee plays a somewhat different role for Plan 1 (Thesis) and Plan 2 (Non-thesis) students. This is important because the paperwork specifying the outcome of the Comprehensive/Final Examination for the Graduate School needs to be signed at different points in a student's career under Plan 1 and Plan 2, as outlined below:

For Plan 1 (Thesis) students,

the written and oral portions of the comprehensive examination are only part of the student's final examination for the Master's degree; the last part is the oral defense of their thesis in front of their thesis committee. Paperwork needs to go to the Graduate School after the thesis defense, when it is signed by the members of the thesis committee.

The Oral Comprehensive Examination Committee shall consist of the student's advisor, the Faculty Representative to the Graduate Committee from the student's subdiscipline, and a minimum of one other subdisciplinary faculty members; generally, these will include the members of the student's thesis advisory committee, unless the student has a thesis committee member from outside the CU Anthropology Department. (Regulations for thesis committee membership are specified in a previous section).

PAPERWORK: The registration form for the comprehensive exam (available from Graduate Program Assistant) must include the names and signatures of the thesis advisory committee and be submitted by the student by the third week of the term in which the student will sit for the comprehensive exam, whether or not the entire committee will take part in the oral portion of this exam.

The Final Examination/Thesis Defense Committee shall consist of the thesis advisory committee members whose names appear on the Comprehensive Exam registration form.

Final Exam=Thesis defense

(Scheduled by student)

For Plan 2 (Non-thesis) students,

the comprehensive examination comprises the entire final exam for the Master's degree for Graduate School purposes. After the oral portion of the comprehensive exam, the exam report will be signed by the members of the Examination Committee and sent to the Graduate School.

The Oral Comprehensive Examination Committee shall consist of the student's advisor, the faculty representative to the Graduate Committee from the student's subfield, and at least one other Anthropology faculty member, chosen in advance by the subdisciplinary faculty in consultation with the student's advisor and approved by the Graduate Committee.

PAPERWORK: The registration form for the comprehensive exam (available from Graduate Program Assistant) must include the names and signatures of the advisor, the Faculty Representative to the Graduate Committee from the student's subdiscipline and one additional orals committee member and be submitted by the student by the third week of the term in which the student will sit for the comprehensive exam; these names will be forwarded to the Graduate School for approval as the Examination Committee. Graduate Committee approval of the Orals Committee, signified by the Graduate Director's signature on the form, is required before a Plan 2 student can register for the Comprehensive Exam.

Final Exam=Comprehensive Exam

(Scheduled by staff)

APPENDIX IV

Ph.D. Preliminary Paper Approval Form

Department of Anthropology, University of Colorado, Boulder

Record of meeting for review and discussion

All PhD students in the Department of Anthropology must prepare a Preliminary Paper. This Paper is intended to be a critical discussion of the current literature in the general area of research the student intends to pursue in their dissertation. It should begin by sketching a broad panorama of the area and then concentrate on evaluating some (two or three) of the most important/interesting trends and developments. This evaluation should lead to a clarification of the gaps in current knowledge, and provide an assessment of their potential for dissertation research. The Paper is written for a specific audience, the PhD advisory committee, but should be aimed at a general audience of interested anthropologists in the subdiscipline. Once completed, the Preliminary Paper should be distributed to all members of the subdiscipline on the PhD advisory committee, and a meeting of the committee scheduled (to which outside members may also be invited). The purpose of the meeting is for the committee to provide feedback on the Paper, and guidance as to the most promising directions for dissertation research. At the end of the meeting the student should have a concrete idea of what dissertation research he or she will pursue. A record of the meeting and the committee's acceptance of the Preliminary Paper should be placed in the student's departmental file.

Student: _____
Name

Advisor, Chair of Committee: _____
Name

Discussed on (day/mo/yr) _____

Accepted by _____
Name/Signature

Name/Signature

Name/Signature

APPENDIX V

GRADUATE CERTIFICATE PROGRAMS

For a current listing of all certificate programs at the University of Colorado go to:
<http://www.colorado.edu/prospective/graduate/academics/certificates.html>

GRADUATE PROFESSIONAL CERTIFICATE IN MUSEOLOGY

http://cumuseum.colorado.edu/MFS/requirements_certificate.html

The Graduate Professional Certificate program requires 12 credit hours of graduate museum studies coursework and a 75-hour museum internship. This program provides professional training and certification for students at the University of Colorado, Boulder whose primary enrollment is in a graduate program in another museum-related discipline. The curriculum for each student is developed in consultation with the Curator of Museum and Field Studies and the student's principal advisor in Anthropology.

The application for the Professional Certificate is available by contacting the Museum and Field Studies office:

Kathy Freeman
Graduate Program Coordinator
Museum and Field Studies Program
University of Colorado, 218 UCB
Boulder, CO 80309-0218
Phone: 303-492-5437
Fax: 303-492-4195
Email: kathleen.freeman@colorado.edu

GRADUATE CERTIFICATE IN DEVELOPMENT STUDIES

http://geography.colorado.edu/grad_program/certificates

The Geography Department offers an interdisciplinary graduate certificate in development studies. Development Studies is a well-established, interdisciplinary field of research with institutional centers at a number of major universities and several scholarly journals dedicated to its study. The certificate provides interdisciplinary training in development studies to graduate students through a structured yet flexible program built around courses taught by CU faculty in a number of social science departments. Because development issues such as agrarian change, labor migration, new social movements, industrial growth, urban planning, and natural resource use cut across disciplinary divides, the study of development demands interdisciplinary approaches.

Currently enrolled graduate students at CU and non-degree seeking ACCESS students with bachelor's degrees may pursue the Development Studies certificate by satisfactorily completing the four required courses.

Steering Committee faculty in Anthropology: Terry McCabe tmccabe@colorado.edu

Affiliated faculty in Anthropology: Donna Goldstein, Kaifa Roland, Carla Jones, Jennifer Shannon

GRADUATE CERTIFICATE IN CULTURE, LANGUAGE AND SOCIAL PRACTICE (CLASP)

<http://www.colorado.edu/clasp/certificate.html>

The Graduate Certificate Program in Culture, Language, and Social Practice (CLASP) is an interdisciplinary course of study designed to complement the MA or PhD curriculum required by a student's home department. The Certificate Program provides graduate students with the opportunity

to pursue the study of language and society from an interdisciplinary perspective, acquiring a variety of theoretical and methodological approaches to the sociocultural analysis of language. The traditions of socially oriented language research addressed in CLASP-approved courses reflect the diversity of its 23 affiliated faculty members. These traditions include the sociology of language, linguistic anthropology, narrative studies, philosophy of language, symbolic interactionism, rhetoric, sociolinguistics, pragmatics, language and cognition, conversation analysis, ethnography of speaking, intercultural communication, second language acquisition, language and literacy, bilingualism and code-switching, and varied forms of socially oriented discourse analysis.

Program director: Kira Hall, Department of Linguistics, Campus Box 295. kira.hall@colorado.edu.

GRADUATE CERTIFICATE IN WOMEN AND GENDER STUDIES

<http://www.colorado.edu/WomensStudies/Graduate.html>

The Graduate Certificate in Women and Gender Studies (WGST) is designed as a complement to a graduate disciplinary degree program. The WGST Graduate Certificate provides graduate students with opportunities to think in an interdisciplinary fashion about women and gender, and to learn from a variety of scholarly and methodological approaches.

Students who are currently enrolled in a graduate disciplinary degree or professional degree program are encouraged to apply for the Women and Gender Studies Graduate Certificate early in their course of graduate studies. Students interested in the Graduate Certificate in Women and Gender Studies can call 303-492-8923 or visit the office at the Hazel Gates Woodruff Cottage.

INTERDISCIPLINARY GRADUATE CERTIFICATE PROGRAM IN ENVIRONMENT, POLICY AND SOCIETY

http://envs.colorado.edu/grad_program/C111/Certificate/

The Graduate Certificate Program in Environment, Policy and Society provides an interdisciplinary specialization for students in MA, PhD, and JD programs at CU-Boulder. Environmental issues -- water policy, wilderness preservation, air quality, energy development, and global climate change -- transcend ordinary academic boundaries. Policy analyses to deal with these problems must integrate insights and information from many different disciplines. The Graduate Certificate program draws on courses in Anthropology, Biology, Economics, Geography, Philosophy, Political Sciences, Psychology, Sociology, the College of Architecture and Planning, the College of Business, the College of Engineering, the School of Journalism and Mass Communication, and the School of Law.

For further information contact: Corlin Ambler
Phone (303) 735-4993 E-mail: Corlin.Ambler@Colorado.edu

REMOTE SENSING CERTIFICATE

From the Department of Atmospheric and Oceanic Sciences

<http://www.colorado.edu/aerospace/RemoteSensingCertificate.html>

Remote sensing (satellite and ground-based) is increasingly being used as a technique to probe the Earth's atmosphere, ocean and land surfaces. Probing of other planets is accomplished largely by satellite remote sensing. Given national priorities in such areas as climate and global change, the interest in remote sensing will only increase with time.

Letters to the Remote Sensing Graduate Committee should be sent to the Remote Sensing Graduate Chairman:

Prof. Bill Emery
431 UCB
Phone 303/492-8591 Email: emery@colorado.edu
In Anthropology, contact Professor Payson Sheets payson.sheets@colorado.edu

GRADUATE CERTIFICATE IN SCIENCE AND TECHNOLOGY POLICY

<http://sciencepolicy.colorado.edu/stcert/>

Society has a growing need for expertise in science and technology policy. The Graduate Certificate in Science and Technology Policy at the University of Colorado-Boulder, which is being offered in a parallel form at the Colorado School of Mines, is a rigorous educational program to prepare students pursuing graduate degrees for careers at the interface of science, technology, and decision making. Students enrolled receive either a Masters or PhD in their department and a certificate in science and technology policy. Upon completion of the Certificate Program, students will have attained a measure of understanding of the broad societal context of science and technology as well as an introduction to methodologies of policy analysis that are used in decision settings related to science and technology.

For more information contact Ami Nacu-Schmidt, ami@cires.colorado.edu.

GRADUATE ENERGY CERTIFICATE

http://rasei.colorado.edu/index.php?id=132&pid=132&page=Graduate_Energy_Certificate_Program&parent=122#apply

CU-Boulder's graduate energy certificate program provides a broad exposure to energy issues, with an emphasis on renewable and sustainable energy. Required coursework on energy science and technology, policy, and business; coupled with electives on energy economics, journalism, and other topics, give students the skills and knowledge to tackle society's pressing energy problems. Solving society's energy-related problems is not just a technical challenge. It will require contributions from law, business, humanities, journalism, and other disciplines as well. This graduate certificate program is intended to supplement, not replace, graduate students' degree programs. Graduates from this certificate program - whether they have J.D.s, MBAs., Masters degrees, or doctorates - will have a strong understanding of energy science and technologies, energy alternatives, energy markets and business, and energy policy. They will be well-prepared to apply their disciplinary knowledge to the energy challenge.

Do you have a specific question that's not answered in the FAQ section? If so, send an email to Energy_Certificate@Colorado.EDU. We'll get back to you.

APPENDIX VI

DUAL MA/MBA DEGREE PROGRAM

This combination of degrees will suit you if your career interests include managing the business aspects of archeological projects, working in the growing field of corporate cultural anthropology, ethnography or museum management. Students may have a primary specialization in any of the major subfields of anthropology: archaeology, cultural, or physical anthropology and must complete 30 hours of graduate work in the anthropology program.

NOTE:

Residents of Western states, including Alaska and Hawaii, may be eligible for in-state tuition for this dual degree program. Please see the Western Regional Graduate Program information sheet (Download the [WRGP handout](#)) at: <http://wrgp.wiche.edu/> or contact the Tuition Classification Officer in the Office of the Registrar at 303-492-0907; E-mail tuit.class@registrar.colorado.edu.

Please see the following site for the most current details and contacts:

<http://leeds.colorado.edu/MBA/interior.aspx?id=4568>

To support the University's mission of advancing knowledge across disciplines, and in recognition that business education and training has relevance to many academic fields, the Leeds School of Business and the Department of Anthropology endorse a dual degree program in which both a Master of Business Administration and a Master of Arts in Anthropology be awarded to those students who satisfy the requirement outlined below. An MBA degree in combination with the MA degree in Anthropology will provide you with a set of business tools to complement your anthropology background and expand your career options. The dual MBA/MA offers you the opportunity to earn both degrees together in less time than if the degrees were earned sequentially.

Description of Curriculum

1. In preparation for the quantitative nature of the MBA program, Anthropology students lacking a quantitative background are **strongly advised** to enroll in the following courses:

For preparation in mathematics:

MATH 1001 and MATH 1300

Or ECON 1078 and ECON 1088

For preparation in statistics:

BCOR 2010 or ECON 3818 or ANTH 5000

2. If a dual degree student starts in the Anthropology department, he or she will enroll in a full load of Anthropology courses during his or her first year in the program, as described below:

The required first year courses for all graduate students:

- ANTH 5790 Proseminar
- One graduate level seminar (can include a Bridging Seminar) not in the student's subdiscipline
- ANTH 5000 Quantitative Methods (required of Archaeology and Biological Anthropology students) or an approved "Tools" course (required of Cultural Anthropology students)
- Specific additional requirements depending upon the student's subdiscipline, to be at least partially met in the first year, the remainder to be completed in the third or fourth year.

Archaeology:

ANTH 5345 Archaeological Theory,
 ANTH 5390 Archaeological Research Methods I,
 ANTH 5400 Archaeological Research Methods II,
 ANTH 5460 Archaeology in Contemporary Society, plus a required MA Thesis (6 hrs).

Cultural Anthropology:

ANTH 5785 Advanced Seminar in Cultural Anthropology;
 one ethnographic area course or independent study,
 plus three elective cultural anthropology courses at the 5000 level or above for non-thesis option students.

Thesis option students must complete one or two such electives plus an MA thesis of 4-6 credit hours.

Biological Anthropology:

18 hrs (6 courses) in graduate-level biological anthropology courses and in consultation with their advisor, other courses in related disciplines. MA thesis is expected.

3. Dual degree students who start in the Anthropology department will enroll in the following MBA courses during the second year in the program: (31 credits)

Quantitative Methods	Marketing Management
Organizational Behavior	Corporate Finance
Managerial Economics I	Managerial Economics II
Financial Accounting	Socially Responsible Enterprise
Business Writing	Decision Modeling
Professional Development	Two business electives

4. If a dual degree student starts his or her first year in the business school, the above steps two and three will be reversed.
5. A dual degree student will enroll in a combination of Anthropology and MBA courses during his or her third and fourth years in the dual degree program, as described below:
 - MBA requirements to be taken during the 2nd and/or 3rd year (12 credits)
 - Corporate Strategy (3 credits)
 - 3 additional business electives to complete a total of 43 MBA hours
 - One
 - MBA course at the 5000 level or above dealing with cultural, anthropological, or ethnographic approaches may be substituted for an elective course in the Anthropology MA program.
 - All remaining coursework required for the MA in Anthropology will be taken during the third or fourth year.

Graduation Requirements:

1. Dual degree students will be required to complete 43 hours of MBA coursework and 30 hours of Anthropology coursework (3 hours of which may be an approved elective in the MBA program).
2. Both degrees will be awarded simultaneously.
3. Dual degree students must maintain the academic and ethical standards required of both schools. Students in good standing in one school, but not the other, may be allowed to continue in the school in which they are in good standing.
4. Students who do not complete the dual degree program requirements (i.e., who withdraw for any reason from one of the two programs) will be required to meet the full requirements of the remaining program in which they are enrolled.

For more information contact:

Associate Professor Michelle Sauther
Graduate Director
Department of Anthropology
michelle.sauther@colorado.edu
(303) 492-1712

Scott Campbell
Assistant Director for Admissions
Leeds School of Business
scott.b.campbell@colorado.edu
(303) 492-1084

MBA Admissions Process:

Students must apply to and meet the application requirements for each program separately. Dual degree students may start either program first; however, in the first year of the dual degree program, courses are taken in one of the two units exclusively, and in the second year, courses are taken in the other unit exclusively. It is strongly recommended that dual degree students begin the MBA program first.

Please note: If you are already enrolled in the graduate program in Anthropology and plan to apply for this dual degree opportunity, you will need to start your preparations during your first year of graduate study.

---Prepare for and take the GMAT, which is required for admission to the MBA program.

---Complete the on-line application at <http://leeds.colorado.edu/mba>. This will include:

Responses to several essay questions
A professional resume

---Submit three professional (not academic) recommendations. These may be submitted as part of the on-line application process or may be sent to us directly in sealed envelopes signed across the seal by the recommender.

***If you would like to talk with one of our MBA admissions advisors,
please call 303-492-8397 to make an appointment.***

APPENDIX VII

PAPERWORK

On the following pages you will find...

CHECKLISTS for meeting official deadlines the semester of your:

- **MA COMPREHENSIVE EXAMS** and/or **THESIS**
- **PhD QUALIFYING EXAMINATION** in *Biological Anthropology*
- **PhD PRELIMINARY PAPER, PROSPECTUS, DISSERTATION**
- **GRADUATION**

FORMS AND WHERE TO FIND THEM

- **Graduate School forms**

There are a number of forms you will need to turn in to the Graduate School as you progress toward your degree. Most forms you will need can be accessed from:

<http://www.colorado.edu/GraduateSchool/current/index.html>

- **Forms not available online**

Graduate School forms not available online can be obtained from the Anthropology Department Graduate Program Assistant, for example:

Diploma card (not available as an attachment)

- **Schedule form**

Sample below.

Department of Anthropology
MA DEGREE Checklist – Thesis Plan

Students: Please use the following checklist to help you keep track of deadlines, forms to submit, and departmental procedures. Items you need to take care of are in bold, and some have deadlines. This checklist supplements, but does not replace, the policies and procedures in the Department's *Handbook for Graduate Study* or those of the Graduate School (website below). The Anthropology Graduate Program Assistant (GPA; aka Valerie) can answer questions and help as needed.
(Biological Anthropology students on Plan I: Skip down to Semester of Thesis Defense.)

Year of "MA Comps" (Archaeology and Cultural Anthropology students)

- **Read the appropriate sections of the Department's *Handbook for Graduate Study* and the Graduate School's *Master Graduate Packet – Thesis Plan*, available online at http://www.colorado.edu/GraduateSchool/academics/master_graduation_packet_thesis.html**
- **Obtain reading list and sample exam questions from GPA in Hale 350.**

Semester of "MA Comps" (Archaeology and Cultural Anthropology students)

- **Sign-up for Comprehensive Exam using ANTH registration form (from GPA).** Deadline _____
- **Select advisory committee (3 dept faculty) and notify GPA of members selected.**
1 _____ 2 _____ 3 _____
- Dept defines Comprehensive Exam Committee (Grad Committee representative in subdiscipline + advisor + member of advisory committee): 1 _____ 2 _____ 3 _____
- Exam Committee prepares questions. GPA schedules a quiet place and a computer for student to take written exam and time and place for oral exam during the following week.
- After oral exam, Graduate Committee Representative writes a letter informing student of outcome; copy goes in file.

Semester of Thesis Defense (thesis defense = final examination)

- **Fill out a *Diploma Card (Application for Diploma)*.** Available from GPA. Deadline _____
Submit *Notice of Intent to Graduate* to GPA by third week of the semester.
- **Review the appropriate sections of the Graduate School's *Master Graduate Packet – Thesis Plan*, available online at http://www.colorado.edu/GraduateSchool/academics/master_graduation_packet_thesis.html**
- **Complete *Candidacy Application for an Advanced Degree*.** Available online at:
<http://www.colorado.edu/GraduateSchool/academics/index.html>
Note: The Graduate School must receive your completed, signed application at least two weeks before the Thesis Defense. **Please submit application--with your advisor's signature--to GPA three weeks prior to defense, to allow time for review and gathering signatures of Grad Director and Chair.**
- GPA checks *Candidacy Application* for completion of requirements. Grad Director and Chair sign. GPA submits *Candidacy Application* and *Diploma Card* to Grad School for approval.
- **Schedule date and time for thesis defense** (allow 2 hours). Use *Scheduling Memo* below, fill out the top and target dates. Give a copy of the form to each of your committee members. Use the collected data to set a time agreeable to all members, then inform GPA, who will reserve a room for you. NOTE: Standard procedure is to provide a complete draft of your thesis to your committee at least two weeks before the defense, and after your advisor has approved the thesis for distribution to the committee.

See Grad School specifications and deadlines at:

<http://www.colorado.edu/GraduateSchool/academics/index.html>.

(Scroll down to the bottom of the page.)

- Day of thesis defense, GPA gives *Master's Examination Report* and *Final Grade Card* to advisor for signatures at exam. GPA submits *Master's Examination Report* and final examination grade to Grad School. Candidate provides thesis signature page for committee signatures.
- **Submit thesis electronically:**
http://www.colorado.edu/GraduateSchool/academics/thesis_sub.html
- **Congratulations! Please provide a copy of your thesis for our Reading Room collection.**

Department of Anthropology
MA DEGREE Checklist – Non-Thesis Plan

Students: Please use the following checklist to help you keep track of deadlines, forms to submit, and departmental procedures. Items you need to take care of are in bold, and some have deadlines. This checklist supplements, but does not replace, the policies and procedures in the Department's *Handbook for Graduate Study* or those of the Graduate School (website below). The Anthropology Graduate Program Assistant (GPA; aka Valerie) can answer questions and help as needed.

Year of "MA Comps"

- Read the appropriate sections of the Department's ***Handbook for Graduate Study*** and the Graduate School's ***Master Graduate Packet – Non-Thesis Plan***, available online at http://www.colorado.edu/GraduateSchool/academics/master_graduation_packet_non_thesis.html
- Obtain reading list and sample exam questions from GPA.

Semester of "MA Comps" (= final examination)

- Sign-up for Comprehensive Exam using ANTH registration form (from GPA). Deadline _____
- Fill out ***Diploma Card (Application for Diploma)***. Available from GPA. Deadline _____
- Complete ***Candidacy Application for an Advanced Degree***. Available online at: <http://www.colorado.edu/GraduateSchool/academics/index.html>
Cultural Anthropology: Fill out supplementary information (below) for Graduate Program Assistant.
Note: **Please submit application--with your advisor's signature--to GPA one week prior to deadline, to allow time for review and gathering signatures of Grad Director and Chair.**
- Ask advisor to approve and sign ***Candidacy Application*** and turn in same to GPA.
Deadline _____
- GPA checks ***Candidacy Application for an Advanced Degree*** for completion of requirements. Graduate Director and Dept Chair sign. GPA submits ***Candidacy Application*** and ***Diploma Card*** to Graduate School for approval.
- Dept defines Comp Exam Committee (Grad Comm Rep in subdiscipline + advisor + member of advisory committee): 1 _____ 2 _____ 3 _____
- Exam Committee prepares questions. GPA schedules a quiet place and a computer for student to take written exam and time/place for oral exam during the week following written examination.
- After oral, Graduate Committee representative writes a letter informing student of outcome; copy goes in file. GPA submits ***Master's Examination Report*** to Grad School.

Supplementary Information for Candidacy to the Master’s Degree in Cultural Anthropology

The Graduate Assistant and Director will need this specific information prior to approval of your application for candidacy. The following worksheet is intended for your information and ours.

Departmental Requirements

II. Please identify which courses you took to satisfy the following requirements:

“Tools” course_____

Ethnographic Area Course_____

Waivers and Substitute Coursework

II. If any departmental requirement has been waived (by petition to the Graduate Committee) please identify equivalent training in either:

A. Coursework from any other degree program (including other CU campuses) officially transferred to CU Grad School to fulfill a Cultural MA requirement at UCB (See Handbook Appendix I):

B. Guided/Independent Study. Please give details of the focus/topic of any courses that apply:

Petition for substitution/waiver of above requirement granted by Graduate Committee? _____

Department of Anthropology PhD DEGREE Checklist

Students: Please use the following checklist to help you keep track of deadlines, forms to submit, and departmental procedures. Items you need to take care of are in bold, and some have deadlines. This checklist supplements, but does not replace, the policies and procedures in the Department's *Handbook for Graduate Study* or those of the Graduate School (website below). The Anthropology Graduate Program Assistant (GPA; aka Valerie) can answer questions and help as needed.

1st Semester in PhD Program

- **Read the appropriate sections of the Department's *Handbook for Graduate Study and the Graduate School's Virtual Doctoral Graduate Packet***
http://www.colorado.edu/GraduateSchool/academics/doctoral_graduation_packet.html
- **Select advisory committee (advisor + 2 other anthropology faculty)** and notify GPA of members selected. This is part of the application for students admitted from MA program.

1 _____ 2 _____ 3 _____

2nd Semester in Biological PhD Program only:

- Register for PhD Qualifying Examination within first three weeks of the semester

Semester of Preliminary Paper Discussion

- **Prepare Preliminary Paper.**
- **Schedule date and time for Review of Prelim Paper** (allow 2 hours). Use *Scheduling Memo* attached. Fill out the top and dates. Give a copy of the form to each of your committee members. Use the collected data to set a time agreeable to all members, then inform GPA, who will reserve a room for you. NOTE: Standard procedure is to provide a complete draft of your Prelim Paper to your committee after your advisor has approved the paper for distribution and at least two weeks before the discussion.
- On the day of discussion, GPA will provide your advisor with a form for the committee to sign.

Semester of Prospectus Defense (Grad School refers to this as "PhD Comprehensive Exam")

[Note: You must allow at least one month between Prelim Paper discussion and Prospectus Defense.]

- **Select target date for Prospectus Defense.**
- **Select examining committee** (advisory committee plus two additional members, all of whom should be appointed to the CU Graduate Faculty*, and one of whom should be from "outside" the department).
4th Member _____ 5th/Outside Member _____
- **Notify GPA of membership of committee and provide contact information for each member.**
Provide current CV of outside member, if needed for appointment to Graduate Faculty*.
*See Graduate Faculty Membership at <http://www.colorado.edu/GraduateSchool/policies/>
- **Complete Candidacy Application for an Advanced Degree.** Available online at:
<http://www.colorado.edu/GraduateSchool/academics/index.html>

Note: The Graduate School must receive your completed, signed application at least two weeks before the Prospectus Defense. **Please submit application--with your advisor's signature--to GPA three weeks prior to defense, to allow time for review and gathering signatures of Grad Director and Chair.**

- GPA checks *Candidacy Application* for completion of requirements. Grad Director and Dept Chair sign. GPA submits *Candidacy Application* to Grad School for approval.
- **Schedule time and place for Prospectus Defense.** Use *Scheduling Memo* attached. Fill out the top after choosing a suitable week and give a copy of the form to each of your committee members. Use the collected data to set a time agreeable to all members. Inform Grad Assistant, who will reserve a room for you.
- Day of defense, GPA gives advisor *Doctoral Examination Report* and *Final Grade Card* for signatures at exam. GPA submits signed *Doctoral Examination Report* to Grad School.

Semester of Dissertation Defense

- **Complete *Diploma Card***, available from GPA in Hale 350. Deadline _____

Notify Grad School of exact dissertation title and complete *Doctoral Leaflet* Deadline _____

Form online at <http://www.colorado.edu/GraduateSchool/academics/#academicforms>

Student selects dissertation committee (advisor +advisory committee+1 other+ 1 outside) and provides names and contact information to dept. plus current CV of outside member, if needed for appointment to Graduate Faculty. ***See Graduate Faculty Membership at**
<http://www.colorado.edu/GraduateSchool/policies/>

1. _____ 2. _____ 3. _____
 4. _____ 5. _____

- Student schedules time and place for Dissertation Defense (allow 2 hours). Use *Scheduling Form* attached.
 Fill out the top after choosing a suitable week and give a copy of the form to each of your committee members. Use the collected data to set a time agreeable to all members. Inform Grad Program Assistant, who will reserve a room for you and any A/V equipment you might need.
 - Student schedules a Dissertation Pre-check appointment with Grad School.
- FYI: Day of defense, Grad Assistant gives advisor *Doctoral Examination Report* for signatures at exam. Grad Assistant submits signed *Doctoral Examination Report* and Final Grade Card to Grad School. Candidate provides Signature Page and makes arrangements for advisor and at least one other member to sign after approving final draft.

Deadline _____

- Student schedules final check of dissertation with Grad School. Submits electronically:
http://www.colorado.edu/GraduateSchool/academics/thesis_sub.html

Congratulations!

- **Please provide a copy of your dissertation for our Reading Room collection.**

SCHEDULING MEMO

TO:
FROM:
TODAY'S DATE:

RE: Scheduling time for Master's Thesis Defense, Preliminary Paper Discussion,
Prospectus Defense, Dissertation Defense, or _____ (Indicate one)

Please cross out the times when you **CANNOT** attend. Sign here_____

Date:	Mon	Tues	Wed	Thurs	Fri
8:00-9:00					
9:00- 10:00					
10:00 - 11:00					
11:00 - 12:00					
12:00 - 1:00					
1:00-2:00					
2:00-3:00					
3:00-4:00					
4:00-5:00					

Date:	Mon	Tues	Wed	Thurs	Fri
8:00-9:00					
9:00- 10:00					
10:00 - 11:00					
11:00 - 12:00					
12:00 - 1:00					
1:00-2:00					
2:00-3:00					
3:00-4:00					
4:00-5:00					

**Registration for Anthropology Department
PhD Qualifying Examination in Biological Anthropology**

Exam Date ____ Spring ____ Fall of Year _____

Name _____

Date _____

- ➔ **Leave a copy of this form with your advisor.**
- ➔ **Faculty select Exam Committee.**
- ➔ **Return signed form to Graduate Program Assistant by end of third week of Spring Semester.**

PhD Qualifying Exam Committee*

NOTE: The three members indicated by an asterisk () must be present at the oral portion of the comprehensive exam and their signatures must appear on the form reporting the outcome of the exam. Additional names and signatures may appear on this record for the student's departmental file. If one member cannot be physically present he/she should plan to participate via conference call, Skype, or similar means.*

*Advisor:

name

signature

*Second examiner

selected by faculty:

name

signature

*Third examiner

selected by faculty:

name

signature

Other committee

member approved

by faculty.

name

signature

Committee Approval:

Graduate Director name

signature

APPENDIX VIII

REGISTRATION PLANNING and FREQUENTLY ASKED QUESTIONS

Tuition and Fee Calculator

See the Bursar's Bill Estimator at <http://www.colorado.edu/bursar/now/tuitfeebill.html>.

Full-time Status and Minimum Registration Requirements

I. For Academic Purposes: For purposes of deciding full-time registration status under Graduate School Rules, a student must meet **one** of the following criteria:

Master's students

- one who is carrying a minimum of 5 credits of graduate level course work
- 8 credits of combined undergraduate and graduate course work
- at least 1 master's thesis hour
- at least 1 hour of "Master's Candidate for Degree" [zero credit course, charged by Bursar at 3 hrs.]

Doctoral students

- one who is carrying a minimum of 5 credits of graduate level course work prior to passing the comprehensive exam
- 8 credits of combined undergraduate and graduate course work prior to passing the comprehensive exam [Undergrad hours do NOT count toward the PhD]
- at least one doctoral dissertation credit prior to passing the comprehensive exam
- a minimum of 5 dissertation hours after passing the comprehensive exam

II. For Financial Aid purposes graduate students must be registered **at least HALF TIME**.

"Half-time" registration is defined by Financial Aid as **4 credit hours**, any term. (Exception: ANTH 6940 does not count toward degree, so = zero credit hours by financial aid's definition.)

Be aware that **financial aid is prorated according to the number of credit hours on your schedule**, so for complete details from the source, visit the Office of Financial Aid at

<http://www.colorado.edu/finaid/graduate.html>.

Students whose scholarships require them to be enrolled "full time" will need to enroll for 9 credit hours, in accordance with federal guidelines.

Frequently Asked Questions

Q: What is the least number of hours I can be registered for?

A: For purposes of deciding full-time registration status under Graduate School Rules, a student must meet one of the following criteria:

Master's students

- one who is carrying a minimum of 5 credits of graduate level course work
- 8 credits of combined undergraduate and graduate course work
- at least 1 master's thesis hour*
- at least 1 hour of "Master's Candidate for Degree" [ANTH 6940]*

*NOTE: Students on financial aid will also need to meet requirements of the Financial Aid Office. Please make an appointment with your Financial Aid advisor.

Doctoral students

- one who is carrying a minimum of 5 credits of graduate level course work prior to passing the comprehensive exam
- 8 credits of combined undergraduate and graduate course work prior to passing the comprehensive exam [Note that undergrad credits DO NOT count toward the PhD.]
- at least one doctoral dissertation credit prior to passing the comprehensive exam*
- a minimum of 5 dissertation hours after passing the comprehensive exam

*NOTE: Students on financial aid will also need to meet requirements of the Financial Aid Office. Please make an appointment with your Financial Aid advisor.

Ph.D. students must be registered as full time, regular degree-seeking students at CU Boulder, for a minimum of 5 dissertation hours during the semester in which they pass the final examination.

Q: 'Am I registered "Full Time"?'

A: For anyone receiving financial aid, present or past, this is a 2-part question:

Part 1--If you are asking this question relative to your academic standing with the Grad School, see page 19 of the Grad School Rules on their website for full details:

<http://www.colorado.edu/GraduateSchool/policies/index.html>.

Part 2--If you are asking this question because you need to qualify for or maintain financial aid, you are probably covered by half-time registration. However, the amount of aid you are eligible for is prorated according to how many credit hours you are carrying. So, to avoid unpleasant surprises, MAKE AN APPOINTMENT WITH YOUR FINANCIAL AID ADVISOR.

Calling the front desk at Financial Aid may or may not get you a comprehensive, individualized answer. Also, watch out for ANTH 6940, which is charged at 3 hours of credit, but amounts to zero registration for financial aid purposes, since it does not count toward your degree.

Please be aware that neither Lesa nor Valerie is qualified to answer questions about financial aid or taxes.

Q: Do I have to be registered the semester I defend my thesis/prospectus/dissertation?

A: Yes. Registration as a regular degree-seeking CU-Boulder student is required for all graduate students during the doctoral comprehensive exam, master's comprehensive-final exam and thesis or dissertation defense.

Q: What if I have Financial Aid? Are the registration requirements the same?

A: For Financial Aid purposes (loans, deferments, etc.) graduate students must be registered at least HALF TIME to qualify or maintain their status. (See Tuition and Fee Calculator above.)

Please note: The amount of financial aid you qualify for is prorated according to the number of credit hours you are carrying. For individualized details, make an appointment with your financial aid advisor. See also the Office of Financial Aid website at: <http://www.colorado.edu/finaid/grad.html>

Full-time: A graduate or professional student who is enrolled in at least nine semester hours in a fall, spring or summer term.*

Half-time: A graduate or professional student who is enrolled in at least four semester hours in a fall, spring or summer term. (ANTH 6940 does not qualify. See above.)*

**Because candidate for degree courses #6940-6949 are not counted towards a student's degree, they cannot be included in the semester hour calculation for financial aid eligibility and/or loan deferment.*

These definitions do not change any academic definitions determined by the Schools or Colleges. They only determine a graduate student's eligibility for federal and state financial aid programs. This also impacts a graduate student's eligibility to defer repayment on their federal student loans. Beginning fall semester 2008, a graduate student must be enrolled in at least 4 credit hours per semester to be eligible for a loan deferment on any federal loans. If you are not and you have federal loans, you will be subject to entering either your grace period or repayment, whichever is applicable.

Q: What if I used up all my thesis hours and I still need to defend my thesis?

A: If you have already used up your 6 credit maximum for your thesis, but have not yet defended, you still must be registered during the term that you defend your thesis. ANTH 6940: Master's Candidate for Degree, is a pass/fail placeholder for this purpose. Note that it is charged at 3 hours of credit by the Bursar but does not count toward your MA. Therefore, it equals zero credit in terms of financial aid registration requirements.

Q: Can't I register for fewer hours while I'm in the field?

A: A student not being required to maintain full-time status and not using campus facilities may claim off-campus status, which allows registration for three rather than the minimum of five dissertation credit hours. Off-campus status (3 credits of dissertation hours) is considered part-time by the Graduate School. All University considerations for part-time status apply. However, for Financial Aid purposes, you must be registered for at least 4 credit hours. Contact your financial aid advisor for final word on this requirement.

Q: Can I take a leave of absence?

A: A PhD student is required to register continuously as a full-time student, for a minimum of five dissertation hours in the fall and spring semesters of each year, beginning with the semester following the passing of the comprehensive examination and extending through the semester in which the dissertation is successfully defended (final examination).

Students who need to leave the University for a period of time may apply to the Time Off Program for up to one year. **Doctoral candidates who've passed their comprehensive examinations are not eligible.** However, doctoral students who are required to maintain continuous registration may petition for an exception in order to participate in the Time Off Program for parental leave or other extenuating circumstances. Participation in the Time Off Program does not extend the student's time limit, but may be used as a reason when applying for an extension, should that become necessary.

Q: How many dissertation hours should I register for?

A: According to the Graduate School Rules:

- A student may not register for more than 10 dissertation credit hours in any one semester, including summer.

- Not more than 10 credit hours taken in semesters prior to the semester in which the comprehensive examination is passed may be counted in the 30 dissertation hours required for the degree.
- Not more than 10 dissertation hours of credit taken the semester in which the comprehensive examination is passed may be included in the 30 credit hours required for the degree.

Q: How many of my exam committee members must be present at a defense?

A: "We say the chair and majority of the committee has to be present, but we don't state specifically how other members have to participate. I would say to make sure the department and entire committee is in agreement with the plan and how the member will participate."---from the Graduate School Student Advisor

If one member is participating remotely, their signature [on the Final Exam Report] "... can be done via fax [scan] if appropriate. The student **does** need two original signatures on the signature page with the dissertation/thesis, but that needs to be the chair and one other member..." January 2010

TEACHING ASSISTANTS

Q: How many office hours am I required to keep if I'm a teaching assistant?

A: Typically, you should be available two hours per week at fixed times that would accommodate most students' schedules. The course instructor may adjust that number, depending on your teaching load.

DROPPING AND ADDING COURSES, CONCURRENT REGISTRATION, CHANGE OF RECORD

You can see all the deadlines for dropping, adding, and other changes on the Registrar's Office website here: http://registrar.colorado.edu/students/registration/registration_packet/drop_add.html

Requests for changes to the current semester should come on a special action form. Requests for changes to past semesters should come on Change of Record forms. The Graduate School does not have these forms or hand them out, we direct them to the academic department to pick them up.

Please remember that any special action forms or change of record form submitted to our office must be signed by the instructor of the course, and should not be signed by a staff member in the department. Also, anytime a form requires the dean's signature, the Graduate School requires a petition to be attached written by the student, explaining the extenuating circumstances that lead to the late add or drop request. For changes to pass/fail or no/credit status after the deadline, the Graduate School requires the instructor's signature, even though the Registrar may not require it.

Just a reminder that final grade cards for master's thesis hours, doctoral dissertation hours, project or recital hours must be signed by the faculty instructor, not by a staff member.

The Concurrent Registration program is the program by which a student who is enrolled on the Boulder campus can take a course at the CU Denver/HSC or CU Colorado Springs campus but pay the fees and tuition for that course through their Boulder campus bill. Please remember that participation in this program requires a letter of approval from the student's faculty advisor or graduate director. That should be attached to the form and sent or delivered to the Graduate School.

***BEST PRACTICES FOR
TEACHING ASSISTANTS***

in the

*Department of Anthropology
University of Colorado, Boulder*

2010-2011

BEST PRACTICES FOR TEACHING ASSISTANTS IN THE DEPARTMENT OF ANTHROPOLOGY

CU GRAD SCHOOL & ANTHROPOLOGY DEPARTMENT REQUIREMENTS

Pre-appointment Program

Before a graduate student may begin a Graduate Part Time Instructorship (GPTI) or Teaching Assistantship, she or he must complete workshops on Discrimination and Harassment, C.U. Honor Code Policy, and a workshop on learning styles and/or teaching styles. For calendar and details, please see the Graduate Teacher Program website: www.colorado.edu/gtp

Concurrent Program

All TAs and GPTIs who teach in front of a class are required to:

1. Attend at least one general workshop in teaching skill development offered the University Graduate Teacher Program (1.5 to 2 hours)
2. Be observed while teaching by their faculty supervisors (i.e. Instructor of Record) at least once every semester that they teach. GPTIs should consult with the department Chair.
3. Discuss their teaching with their faculty supervisor at least once every semester.

Additional Program Guidelines

1. Participation in the University Graduate Teacher Program will be taken into account when equally qualified applicants for departmental funding are considered. Participation, however, does not guarantee a GPTI or TA position.
2. Students receiving a TA or GPTI appointment who *do not* complete *all required* teaching program elements will receive lowest priority consideration for future **teaching** positions and/or may have current appointments reassigned to other qualified students who have completed the requirements.
3. Any graduate student who is interested in learning to teach is encouraged to participate in the University Graduate Teacher Program.

GUIDELINES & ADVICE FOR TA'S—THE BASICS

TA appointments provide opportunities to:

- Acquire practical skills as a teacher
- Grow as a scholar through the challenge of teaching
- Observe and model a variety of different teaching styles
- Interact with students and become aware of their ideas and experiences
- Share your own academic enthusiasm and passion for knowledge

TA-ships come in different shapes and sizes:

TAs in lecture-only courses typically do the following:

- Assist the professor to gather, copy, and distribute course materials
- Provide technical & AV support for lectures
- Hold regular office hours to meet with students
- Occasionally give guest lectures at the invitation of the professor
- Assist to prepare, and to grade, course exams & assignments
- Assist to compile and submit final grades

TAs in courses with recitation or lab sections typically do the following:

- All of the above, plus
- Individually teach one or more weekly recitation or lab sections
- Coordinate their teaching with other TAs in the same course
- Attend weekly TA staff meetings with the professor

Professional standards for TA performance include:

- Professional self-presentation in dress and demeanor
- Professional email and verbal communication with students
- Professional work ethic and prompt completion of tasks
- Conscientious preparation for class, including doing the readings
- Punctuality in meeting classes and keeping student appointments
- Consistency and academic rigor in grading student assignments
- Teamwork & coordination with the professor and with other TAs

Normal expectations for TA performance include:

- Supporting the course plan and teaching philosophy of the professor
- Clarifying and performing any course-specific TA responsibilities
- Holding regular office hours and answering student questions
- Attending all course lectures and taking notes

Best practices for TA performance include:

- Working closely with professor and with other TAs
- Sharing ideas and suggestions for improving the course
- Devising ways to link recitation activities with lectures & readings
- Developing interpersonal skills in leading student discussions
- Being candid with students if you don't know the answer
- Relaying student feedback to the professor
- Being sensitive to individual student concerns and problems
- Returning student assignments and exams promptly
- Arranging group review sessions before exams and finals.

Evaluation of TA performance:

- Is done every semester by supervising faculty member of each TA
- Is reviewed by the entire faculty every May (first year students in both December and May)
- May result in discontinuance of TA support for substandard performance
"Your employment contract is subject to termination by either party to such contract at any time during its term, and you shall be deemed to be an employee-at-will."
--from the University of Colorado Graduate Student Appointment Manual

The most successful TAs:

- Do not panic
- Ask for help
- Share ideas
- Take it seriously
- And still have fun