HANDBOOK for
GRADUATE STUDY

&

BEST PRACTICES FOR TEACHING

in the
Department of Anthropology
University of Colorado, Boulder

2013-2014

★Graduate Student Resources in the USA http://www.gradresources.org/

- **The Graduate School**
  http://www.colorado.edu/GraduateSchool/current/index.html
  - **Funding Opportunities**
    http://www.colorado.edu/GraduateSchool/funding/index.html
  - **Campus Resources for Graduate Students**
    http://www.colorado.edu/GraduateSchool/resources/

- **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://honorcode.colorado.edu/

- **Mental Health Resources**
  http://www.colorado.edu/mentalhealthresources/

- **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 [Prospectus Defense]
- 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 1, 2013

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 already enrolled. If you are with us, welcome to the program; if you are thinking about applying, we appreciate your interest and we are happy to answer questions that are not addressed in this document.

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 through the program 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 stage into more specific courses and ultimately into your own specific research program. At the PhD level, students write and present a preliminary paper (a problem-oriented overview of research for the area and topic they plan to study) from which they produce and defend a specific dissertation proposal (the prospectus). It is expected that the student will revise the proposal and submit it to outside funding agencies such as the Fulbright Foundation, the Wenner-Gren Foundation, the National Science Foundation, and the Social Science Research Council among many others. The preliminary paper and prospectus also prepare the student to 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 pursue additional work in order to 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, research, 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, participate in departmental committees, seek out relevant activities going on around campus, and keep abreast of the exciting research going on in the Boulder area. Plan to participate in regional and national meetings, including presenting papers or posters at them. As you move further into the research phase of your graduate career, submit your work for publication. 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!

Arthur Joyce
Professor and Director of Graduate Studies

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HANDBOOK

for

GRADUATE STUDY

in the

Department of Anthropology
University of Colorado Boulder

2013-2014

Including references to the
University of Colorado Graduate School Rules
http://www.colorado.edu/GraduateSchool/policies/

June 19, 2012 Printing

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

Transfer credits from accredited institutions are accepted by CU-Boulder only after approval by the department chair/program director and the dean of the Graduate School, and under conditions outlined at http://www.colorado.edu/catalog/catalog10-11/graduate/admissionandenrollmentpolicies.html. Transfer credit is defined as any credit earned at another accredited institution, credits earned on another campus of the CU system, or credits earned as a nondegree student within the CU system. Students seeking a degree from CU-Boulder must complete the majority of their course work while enrolled as degree-seeking students. 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. See step-by-step instructions in Department Procedures and Policies.

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 ethnohistory, 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 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 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); 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, political economy, applied anthropology, medical anthropology, science, technology and society studies, nationalism and ethnic identity, post-colonialism, tourism, history and memory, and visual anthropology. Areas of regional expertise in the department include Latin America, Native America, Atlantic Canada, South Asia, Southeast 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 in the Anthropology Graduate Program

All entering graduate students (MA and PhD) must take the first year Proseminar (ANTH 5795) 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.

DEPARTMENTAL 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 Advisor

Our department understands that as students go through our graduate program their interests may change and they may wish to change advisors to better facilitate their graduate training. Also, archaeology faculty sometime encourage shifts in advisors, to give graduate students significant research experience in different areas and to facilitate their hiring once they have completed their degrees. Students may change advisors, and when they do so are required to notify, in writing, the faculty members concerned, as well as the Graduate Program Assistant and the Graduate Committee. Students should also understand that if the advisor-student relationship becomes strained for any reason we would encourage them to contact the Ombuds Office. They provide a confidential source of help for productively dealing with conflicts to facilitate positive solutions. The Ombuds Office is located in ARCE, Room 25, 3100 Marine St., East Campus, phone 303-492-1574, and online at http://ombuds.colorado.edu

A template for your letter advising the Graduate Committee of the change can be found in the appendix under "Paperwork and Petitions".

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 Director 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 Director.

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 the attached Manual of Best Practices.

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. The Breternitz Award, the Goldstein-Altman Award and the Ferris Award are supported by three recent endowments to the department, offering field research funds to graduate students of archaeology, cultural and biological anthropology respectively.

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.
[See http://www.colorado.edu/GraduateSchool/funding/index.html for details and deadlines.]
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. Courses must be taken for credit in order to count toward a graduate degree, (i.e. no pass/fail or audit). 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 under Graduate School Rules (and, by extension, Financial Aid loan officers). 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.
Doctoral graduate students who have already met their six-semester TA quota must have formally presented their preliminary paper (and/or Prospectus) to their advisory committee before they will be considered for future TA positions.

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 of their advisees. Mid-semester, supervising faculty are asked to observe and evaluate each student working under them as a TA. (Note: GPTIs are not defined as faculty and should not evaluate their peers.) The completed forms will be placed in each student's file and used in considering future appointments. TA evaluations are open-record documents.

Second, formal meetings of the faculty to evaluate graduate students are held midway through the academic year (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 Guided/Independent Study for the doctoral degree (see MA limit below) the Department of Anthropology will not allow more than six hours of guided study toward the PhD.

Independent Study may not exceed 25% of the requirements for the Master's 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

Entering Candidacy for the MA and PhD
Tips and instructions for all the procedures and paperwork involved are detailed in the appendix.

Anthropology Exam Flowchart
A simplified map of exams, committees, and essential documents can be found in the appendix.

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 for Fall and Spring Terms are announced by email from the Graduate School 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://uggs.colorado.edu/grants.html

Transfer of Credit Step-by-Step
3 steps:

- Address a letter detailing transfer of credit request to the Graduate Committee. Have your advisor sign the letter and the Grad School form: http://www.colorado.edu/GraduateSchool/academics/_docs/transfercredit.pdf. Attach syllabus and a transcript. (An unofficial transcript is acceptable at this stage.)

- The Grad Committee will evaluate the syllabi from your previous institution to determine whether courses indicated are consonant with our MA requirements. Committee signs approval.

- The Grad Program Assistant will send your signed Transfer of Credit Application to the Grad School. Attach original transcripts, as per Grad School requirements.

Petitions: 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. This letter must be endorsed by the student's advisor and accompanied by appropriate documentation.
The Graduate Director will, if appropriate, consult with the student's advisor and other 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 the entire faculty for a formal vote. A template for your petition can be found in the appendix under "Paperwork and Petitions".

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 http://registrar.colorado.edu/staff/pdf/RO_Graduate_Program_Change_Form_2013.pdf ;
(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.
(4) International students need new immigration documents to reflect the change. Your GPA should contact brian.a.brown@colorado.edu in International Admissions.

Incomplete applications will not be considered. Internal applications must be submitted to the department by December 1 (or last faculty meeting of the Fall term) to continue on as a PhD student in the following Spring Semester, and by May 1 (or last faculty meeting of the Spring Term) to continue in the following Fall Semester, unless otherwise notified.

NOTE: Because this constitutes admission to a new degree program, the University Registrar requires a new petition for resident tuition status, even if you are currently classified as a Colorado resident. Find the Petition Packet at: http://registrar.colorado.edu/students/petitionpacket.html

You need to complete this portion of your petition shortly after the end of the term. Please see the due dates for tuition classification petitions at:
http://registrar.colorado.edu/students/tuition_petition_instructions.html

GRADUATE CURRICULUM IN ARCHAEOLOGY

Master's Degree in Anthropology with a focus 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 5795 Proseminar — 3 hours
- One graduate level Anthropology seminar not in the student's subdiscipline (= any non-split-level graduate seminar, including Bridging Seminars) — 3 hours
- ANTH 5000 Quantitative Methods — 3 hours

Other required courses:

- ANTH 5345 Archaeological Theory — 3 hours
- ANTH 5390 Research Methods 1 (Laboratory Methods) — 3 hours
- ANTH 5400 Research Methods 2 (Spatial Analysis) — 3 hours
- ANTH 5460 Archaeology in Contemporary Society — 3 hours
- One or two elective graduate courses chosen with advisor — 3-6 hours
- ANTH 6950 Thesis — 4-6 hours

Total 30 hours

NOTE: Any transfer credit or other proposed substitutions for required coursework should be addressed by petition to the Graduate Committee. See 'Requesting Exceptions' in Department Policies and Procedures above.

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.

Doctoral Degree in Anthropology with a focus in ARCHAEOLOGY

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 and the additional requirements for the MA (see Core Requirements above) within the first two years. (See also "Transfer of Credit" in PhD Requirements below.) Beginning graduate students in the PhD program must clarify the foreign language expectations with their advisor during their first semester.

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 (in addition to any taken for the MA) 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
[FYI Dr. McCabe's ANTH 5600 is considered a 7000-level seminar.]

3) Two other electives with advisor's approval (5000 level or above, but cannot be "split" (i.e. 4000/5000) courses within the Anthropology Department without advisor's permission. 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.

Master's Degree in Anthropology with a focus in ARCHAEOLOGY

Graduate Curriculum for the Master's Degree

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 5795 Proseminar — 3 hours
- One graduate level Anthropology seminar not in the student's subdiscipline (= any non-split-level graduate seminar, including Bridging Seminars) — 3 hours
- ANTH 5000 Quantitative Methods — 3 hours

Other required courses:

- ANTH 5345 Archaeological Theory — 3 hours
- ANTH 5390 Research Methods 1 (Laboratory Methods) — 3 hours
- ANTH 5400 Research Methods 2 (Spatial Analysis) — 3 hours
- ANTH 5460 Archaeology in Contemporary Society — 3 hours
- One or two elective graduate courses chosen with advisor — 3-6 hours
- ANTH 6950 Thesis — 4-6 hours

Total 30 hours

NOTE: Any transfer credit or other proposed substitutions for required coursework should be addressed by petition to the Graduate Committee. See 'Requesting Exceptions' in Department Policies and Procedures above.

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 School website 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. Any proposed substitutions for required coursework should be addressed by petition to the Graduate Committee. See Departmental Procedures and Policies section above for 'Petitions: Requesting Exceptions' and 'Transfer of Credit' step-by-step instructions.

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.

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 for the MA 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). See Thesis Committee and Thesis Requirements below.

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 required 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.
- 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 the 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 committee 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. After oral exam, Graduate Committee Representative writes a letter informing student of outcome.

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, Intermediate Area) 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 page below.

Registration for Anthropology Department MA Comprehensive Examination
ARCHAEOLOGY

(NOTE: The Graduate Program Assistant will need the information below to prepare and coordinate your exam with faculty.)

Comps Semester (circle one) Spring Fall Year _____

Name _____ Date _____

Specific topic areas_____

Specific geographic areas_____

- ➔ **Complete this form with your advisor. Faculty select Oral Comps Committee.**
- ➔ **Return signed form to Graduate Program Assistant by third week of term.**
- ➔ **Committee membership will be reviewed by the Graduate Director.**

****

Oral Comprehensive 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 MA Comps Record, which will be filed in the department. Additional names and signatures may appear on the MA Comps Record. If Advisor is also Grad Committee Representative for Archaeology, faculty must choose second examiner. The outcome of the comprehensive exam will be reported to the Graduate School when you file for candidacy in your final semester.

Comprehensive Exams are scheduled by the Graduate Program Assistant.

*Advisor: _____ _____
name signature

*Grad Comm. Rep: _____ _____
name signature (optional)

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

Advisory committee member (if needed). _____ _____
name signature

Committee Approval: _____
Graduate Director's signature

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.

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 at least two weeks prior to the thesis defense.

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 a Candidacy 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.) It must be signed by the student's advisor and submitted to the Graduate Program Assistant, who will verify that curriculum requirements on the Anthropology Pre-Candidacy Worksheet have been met. Allow one week for the Graduate Director to review the Candidacy Application prior to filing it with the Graduate School. See Tips for Entering Candidacy in the appendix.

Graduation Kit

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.

MA GRADUATION KIT
Archaeology

Due second week of final semester

Name _____ Final Semester _____

During **first two weeks** of final semester:

- **Submit Online Graduation Application (on Student Portal).**
- **Submit Candidacy Application to Department.**
- **Notify Department of members on exam committees, as below. The Graduate Program Assistant will need this information to coordinate your exam with faculty and the Grad School.** See also TO-DO List from GPA.

Final Exam/Thesis Defense Committee for **Thesis Plan**:

It is the candidate's responsibility to schedule the exam. When a date has been agreed upon, the names of the faculty signing this document will be forwarded to the Graduate School for pre-approval as your examining committee. Committee membership must be reviewed by the Graduate School at least two weeks prior to any exam or defense.

_____

Signature of advisor/Committee Chair

_____

Second Advisory Committee Member (name or signature)

_____

Third Advisory Committee Member (name or signature)

The three signatures above must appear on the title page of the thesis you submit to 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, but the chair must be physically present.

Doctoral Degree in Anthropology with a focus in ARCHAEOLOGY

Graduate Curriculum for the PhD

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 and the additional Anthropology requirements(see Core Requirements for the MA above) within the first two years. (See also "Transfer of Credit" in PhD Requirements 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, (in addition to any taken for the MA) 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
[FYI Dr. McCabe's ANTH 5600 is considered a 7000-level seminar.]

3) Two other electives with advisor approval
5000 level courses or above, but those taken in the Anthropology Department cannot be "split" (i.e. 4000/5000) courses.
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 'Requesting Exceptions' in Department Policies and Procedures above.

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

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.

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. Students entering the PhD program who did not earn their MA from this department are expected to take all of the requirements for the MA degree except as noted under "Transfer of Credit" below. Transfer of credit is permitted only with the approval of the student's advisor and through an approved petition to the Graduate Committee (see 'Petitions' in Departmental Procedures and Policies above.

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. Courses must be taken for credit in order to count toward a graduate degree, (i.e. no pass/fail or audit).

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 prior to the semester of being admitted to candidacy. Up to 10 hours may be taken in the semester in which admission to candidacy is approved (i.e. semester of successful defense of Prospectus). Course work and work on the dissertation may proceed concurrently in any combination throughout the doctoral program.

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. The Archaeology faculty will allow up to 12 semester hours of credit for high quality graduate work completed elsewhere to be transferred to this university, subject to approval from the student's advisor, the Graduate Director, and the Dean of the Graduate School. Any proposed substitutions for required coursework should be addressed by petition to the Graduate Committee. See 'Petitions: Requesting Exceptions' in Departmental Procedures and Policies above, along with step-by-step instructions.
Graduate School procedures and forms for your official University record can be obtained online 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.

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 (See Advisor and Advisory Committee above) 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.

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.

Once completed, the Preliminary Paper should be distributed to all (three) 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, including literature review and pertinent theory, is probably complete. The Preliminary Paper is fundamentally different from the Dissertation Prospectus (see "Dissertation Prospectus, below). The Preliminary Paper must be completed *before* the PhD Comprehensive Examination (Prospectus Defense) 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

Beginning graduate students in the PhD program must clarify the foreign language expectations with their advisor during their first semester.

Students in the PhD program must demonstrate proficiency in a foreign language prior to filing their dissertation with the Graduate School. In order to ensure adequate preparation for field work, doctoral students need to take the following steps in their first year of study:

1) Meet with their advisory committee and develop a detailed plan. (See below.)
2) Include the detailed plan and timetable in their Plan of Study for the first year.

Working with their advisory committee, the student shall meet to discuss the means, type (verbal, written, both) and level (e.g. intermediate, advanced, superior) of proficiency that best fits the needs of the student's study and research program. The appropriate means, type and level of language assessment must be agreed upon, in writing—along with a timetable for fulfilling the requirement—by all three members of the student's advisory committee. (If the committee is unable to reach a unanimous agreement, the student's advisor may cast the deciding vote.) The signed agreement shall be submitted to the Graduate Committee for approval and placed in the student's file during the first year of doctoral study. 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 language testing facility 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. A copy of the signed agreement shall be attached to the student's first Annual Plan of Study. Admission to candidacy for the PhD requires formalization of the means by which this requirement will be met.

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 during their first year of study. 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 an NSF dissertation proposal: http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=11690
(Other possibilities might include Fulbright, SSRC, or Wenner-Gren.)

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 conducting research with live subjects must have a Human Research Committee or Institutional Animal Care and Use Committee approval number on file (as appropriate) prior to undertaking research. See Quick Reference for links.

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 student who wishes to become a candidate for the PhD degree must file a Candidacy Application form to the Graduate School at the time of the PhD Prospectus Defense. (See appendix for tips.) It must be signed by the student's advisor and submitted to the Graduate Program Assistant, who will verify that curriculum requirements on the Anthropology Pre-Candidacy Worksheet have been met.

This application must include the date of completion of the foreign language requirement as well as the means by which it was/will be completed. The Graduate School will not approve any dissertation involving research with human or live animal subjects without prior approval. The IRB or IACUC approval number (if needed) should be reported on this application.

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]*

- See appendix for tips on how to fill out this application form and a sample Pre-Candidacy Worksheet.

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 hold current appointments to the Graduate Faculty at the University of Colorado (see Graduate Faculty Membership below), 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 (see below), 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.

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.

> *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 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.*

***Graduate Faculty Membership:** Appointments to the CU Graduate Faculty are made by the Dean of the Graduate School and are not necessarily tied to teaching appointments. The Graduate Program Assistant can petition for special appointment of proposed committee members who do not hold a regular appointment.

All doctoral defenses within our department: (1) will be widely advertised, which includes providing an announcement of the public presentation on the CU Events Calendar at http://events.colorado.edu/oePublicForm.aspx (selecting Academic Calendar as the event categorization); (2) will include one formal public presentation—time limited to 30 minutes—of the results of the dissertation prior to the actual defense; (3) will hold a Q&A for the public—also time limited to 30 minutes—after the public presentation and this will be moderated by the dissertation advisor; (3) will be open only to the defending student and his/her committee for the actual defense; and (4) may hold a formal reception, depending on the wishes of the defending student. (Please note this reception is not intended to take the place of the formal graduation ceremony at the end of the academic year.)

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, including a signed agreement from your advisory committee regarding completion of the Foreign Language Requirement. Follow specifications in the Handbook.
- 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 and assessment.
- Complete dissertation research.
- Write dissertation.
- Pass PhD Final Examination (oral defense of dissertation).

Time Limit

The Graduate School expects students to 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

Master's Degree in Anthropology with a BIOLOGICAL focus

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 5795 Proseminar — 3 hours
- One graduate level Anthropology seminar not in the student's subdiscipline (= any non-split-level graduate seminar, including Bridging Seminars) — 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

TOTAL CREDITS: 30 hours

Doctoral Degree in Anthropology with a BIOLOGICAL focus

Course work beyond the MA must 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 5000-level graduate class in Biological Anthropology (see Core Requirements above for suggestions) 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 below.)

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. [FYI Dr. McCabe's ANTH 5600 is considered a 7000-level 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.

Master's Degree in Anthropology with a BIOLOGICAL focus

Graduate Curriculum for the Master's Degree

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 5795 Proseminar 3 hours
- One graduate level Anthropology seminar not in the student's subdiscipline (= any non-split-level graduate seminar, including Bridging Seminars) 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. See 'Requesting Exceptions' in Department Policies and Procedures above.

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

TOTAL CREDITS: 30 hours

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.

Transfer of Credit

A Request for Transfer of Credit form can be obtained from the Graduate School website 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. Any proposed substitutions for required coursework should be addressed by petition to the Graduate Committee. See 'Petitions: Requesting Exceptions' in Department Policies and Procedures above, along with step-by-step instructions.

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

Independent/Guided Study

Students in the Department of Anthropology can take no more than six hours of independent/guided 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.

THESIS PLAN (PLAN I) for the MA

The minimum number of semester hours for the MA 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 Graduate Committee.

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/VCResearch/HRC/index.html**
- **Animal Research Committee** **http://www.colorado.edu/VCResearch/integrity/animalcare/Protocols.html**

Admission to Candidacy

A student who wishes to become a candidate for a Master's degree must file a Candidacy 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.) It must be signed by the student's advisor and submitted to the Graduate Program Assistant, who will verify that curriculum requirements on the Anthropology Pre-Candidacy Worksheet have been met. Allow one week for the Graduate Director to review the Candidacy Application prior to filing it with the Graduate School.

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.

Graduation Kit

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.

MA GRADUATION KIT

Master's in Anthropology (Biological)--Thesis Plan

Due second week of final semester

Name _____ Final Semester _____

During **first two weeks** of final semester:

- **Submit Online Graduation Application (on Student Portal).**
- **Submit Candidacy Application to Department.**
- **Notify Department of Members on Exam Committee, as below. The Graduate Program Assistant will need this information to coordinate your exam with faculty and the Grad School.** See also TO-DO List from GPA.

Final Exam/Thesis Defense Committee for **Thesis Plan**:

The names of the faculty signing this document will be forwarded to the Graduate School for pre-approval as your examining committee. Committee membership must be reviewed by the Graduate School at least two weeks prior to any exam or defense.

_____

Signature of advisor/Committee Chair

_____

Second Advisory Committee Member (name or signature)

_____

Third Advisory Committee Member (name or signature)

The three signatures above must appear on the title page of the thesis you submit to 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, but the chair must be physically present.

PLAN II (COURSEWORK PLAN) FOR THE MA

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 a Candidacy Application form to the Graduate School by the end of the third week of the final semester. It must be signed by the student's advisor and submitted to the Graduate Program Assistant, who will verify that curriculum requirements on the Anthropology Pre-Candidacy Worksheet have been met. Allow one week for the Graduate Director to review the Candidacy Application prior to filing it with the Graduate School.

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. After oral exam, Graduate Committee Representative writes a letter informing student of outcome;

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.

MA GRADUATION KIT

Non-Thesis Plan in Biological Anthropology

(NOTE: The Graduate Program Assistant will need the information below to prepare and coordinate your exam with faculty and the Grad School.)

Comps Semester (circle one) Spring Fall Year _____

Name _____ Date _____

Specific topic areas_____

- ➔ **Complete this form with your advisor. Faculty select Oral Comps Committee.**
- ➔ **Return signed form to Graduate Program Assistant by third week of term.**
- ➔ **Committee membership will be reviewed by the Graduate Director.**

****

Oral Comprehensive 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 MA Comps Record, which will be filed in the department. Additional names and signatures may appear on the MA Comps Record. If Advisor is also Grad Committee Representative for Biological Anthropology, faculty must choose second examiner. The outcome of the comprehensive exam will be reported to the Graduate School on a Final Exam Report by the Graduate Program Assistant.

Comprehensive Exams are scheduled by the Graduate Program Assistant.

*Advisor: _____ _____
name signature

*Grad Comm. Rep: _____ _____
name signature (optional)

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

Advisory committee member (if needed). _____ _____
name signature

Committee Approval: _____
Graduate Director's 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 requirements. 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.

Doctoral Degree in Anthropology with a BIOLOGICAL focus

Graduate Curriculum for the PhD

Course work beyond the MA must 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 5000-level graduate class in Biological Anthropology (see Core Requirements above for suggestions) 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 below.)

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. [FYI Dr. McCabe's ANTH 5600 is considered a 7000-level 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.

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 of the PreQualifying Exam

The written component will be taken across two days, consisting of a 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 the written and oral 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 three Biological faculty members must participate in the oral exam. If one or two members cannot be physically present, they may take part via conference call, Skype, or similar means.

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 at least 12 hours of course work (required and/or elective).
- Complete and submit a Plan of Study, including a signed agreement from your advisory committee regarding completion of the Foreign Language Requirement. Follow specifications in the Handbook.
- Read widely and begin developing ideas for dissertation research. Obtain a reading list for the Pre-Qualifying Exam from the Graduate Program Assistant.

- Complete Preliminary Paper.
- Establish an advisory committee.
- Pass doctoral pre-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 and assessment.
- 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.

Registration for Anthropology Department
PhD Qualifying Examination in Biological Anthropology

(NOTE: The Graduate Program Assistant will need the information below to prepare and coordinate your exam with faculty.)

Exam Date ___Spring ___Fall of Year _____

Name _____ Date _____

- ➔ **Complete this form with your advisor.**
- ➔ **Return signed form to Graduate Program Assistant by** second week of semester.

PhD Qualifying Exam Committee*

NOTE: The three members indicated by an asterisk (*) must be present at the oral portion of this exam and their signatures must appear on the PhD Qualifying Exam Report for the student's departmental file. Additional names and signatures may appear on this report.

*Advisor: _____ _____ _____
name signature

*Second examiner _____ _____
selected by faculty: name signature (optional)

*Third examiner _____ _____
selected by faculty: name signature (optional)

Other committee _____ _____
member approved name signature
by faculty (if needed.)

Committee Approval: _____
Graduate Director's 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. Courses must be taken for credit in order to count toward a graduate degree, (i.e. no pass/fail or audit).

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 prior to the semester of being admitted to candidacy. Up to 10 hours may be taken in the semester in which admission to candidacy is approved (i.e. semester of successful defense of Prospectus). Course work and work on the dissertation may proceed concurrently in any combination throughout the doctoral program.

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. Any proposed substitutions for required coursework should be addressed by petition to the Graduate Committee. See 'Petitions: Requesting Exceptions' in Departmental Procedures and Policies above, along with step-by-step instructions.
Graduate School procedures and forms for your official University record can be obtained online 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.

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 (See Advisor and Advisory Committee above) 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.

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*.

Once completed, the Preliminary Paper should be distributed to all (three) 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, including literature review and pertinent theory, is probably complete. The Preliminary Paper is fundamentally different from the Dissertation Prospectus (see "Dissertation Prospectus, below). The Preliminary Paper must be completed *before* the PhD Comprehensive Examination (Prospectus Defense) 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

Beginning graduate students in the PhD program must clarify the foreign language expectations with their advisor during their first semester. Students in the PhD program must demonstrate proficiency in a foreign language prior to filing their dissertation with the Graduate School. In order to ensure adequate preparation for field work, doctoral students need to take the following steps in their first year of study:

1) Meet with their advisory committee and develop a detailed plan. (See below.)
2) Include the detailed plan and timetable in their Plan of Study for the first year.

Working with their advisory committee, the student shall meet to discuss the means, type (verbal, written, both) and level (e.g. intermediate, advanced, superior) of proficiency that best fits the needs of the student's study and research program. The appropriate means, type and level of language assessment must be agreed upon, in writing—along with a timetable for fulfilling the requirement—by all three members of the student's advisory committee. (If the committee is unable to reach a unanimous agreement, the student's advisor may cast the deciding vote.) The signed agreement shall be submitted to the Graduate Committee for approval and placed in the student's file during the first year of doctoral study. 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 language testing facility 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. A copy of the signed agreement shall be attached to the student's first Annual Plan of Study.

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 during their first year of study. 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. See NSF website: http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5407

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 conducting research with live subjects must have a Human Research Committee or Institutional Animal Care and Use Committee approval number on file (as appropriate) prior to undertaking research. See Quick Reference for links.

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 student who wishes to become a candidate for the PhD degree must file a Candidacy Application form to the Graduate School at the time of the PhD Prospectus Defense. (See appendix for tips.) It must be signed by the student's advisor and submitted to the Graduate Program Assistant, who will verify that curriculum requirements on the Anthropology Pre-Candidacy Worksheet have been met.

This application must include the date of completion of the foreign language requirement as well as the means by which it was/will be completed. The Graduate School will not approve any dissertation involving research with human or live animal subjects without prior approval. The IRB or IACUC approval number (if needed) should be reported on this application.

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]

- See appendix for tips on how to fill out this application form and a sample Pre-Candidacy Worksheet.

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 hold current appointments to the Graduate Faculty at the University of Colorado (see Graduate Faculty Membership below), 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 (see below), 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.

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.

> *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 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.*

***Graduate Faculty Membership:** Appointments to the CU Graduate Faculty are made by the Dean of the Graduate School and are not necessarily tied to a teaching appointment. The Graduate Program Assistant can petition for special appointment of proposed committee members who do not hold a regular appointment.

All doctoral defenses within our department: (1) will be widely advertised, which includes providing an announcement of the public presentation on the CU Events Calendar at http://events.colorado.edu/oePublicForm.aspx (selecting Academic Calendar as the event categorization); (2) will include one formal public presentation—time limited to 30 minutes—of the results of the dissertation prior to the actual defense; (3) will hold a Q&A for the public—also time limited to 30 minutes—after the public presentation and this will be moderated by the dissertation advisor; (3) will be open only to the defending student and his/her committee for the actual defense; and (4) may hold a formal reception, depending on the wishes of the defending student. (Please note this reception is not intended to take the place of the formal graduation ceremony at the end of the academic year.)

GRADUATE CURRICULUM IN CULTURAL ANTHROPOLOGY

Master's Degree in Anthropology with a CULTURAL focus

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 5795 Proseminar — 3 hours
- One graduate level Anthropology seminar not in the student's subdiscipline (= any non-split-level graduate seminar, including Bridging Seminars) — 3 hours
- ANTH 5000 Quantitative Methods or an approved "Tools" course (See below.) — 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

TOTAL CREDITS: 30 hours

***NOTE:** Any transfer credit or other proposed substitutions for required coursework should be addressed by petition to the Graduate Committee. See 'Requesting Exceptions' in Department Policies and Procedures above.

"TOOLS" courses: The tools requirement is intended to provide a graduate student in cultural anthropology with a skill or set of skills that will enhance his or her research capabilities. Typically this involves training in a particular methodological technique or analytical process. Considering the expanding range of research in cultural anthropology, the tools requirement could also include the acquisition of a communicative or creative skill, such as digital image processing and analysis.
The thirteen courses listed below have been approved as satisfying the tools requirement.
A student may petition the graduate committee to substitute another course to fulfill the tools requirement, but it must be consistent with the intention of acquiring a skill that will enhance the student's research capabilities.
"Tools" courses can be completed at any time during the first two years of your graduate program.

See next page for a list of approved "Tools" courses.

Approved "Tools" Courses are:

ANTH 5000	Quantitative Methods (MBAC 6031 for Dual MA/MBA)
ATLS 3010	Digital Media 1
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 5041	Museum Administration
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.

Doctorate in Anthropology with a CULTURAL focus

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 with advisor's endorsement). 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 below.)

Required course work:

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

Foreign language requirement:

Because language proficiency is essential to research in cultural anthropology, incoming graduate students in cultural anthropology are expected to identify and begin study of a foreign research language as soon as possible, preferably no later than the first year. For languages not available at the University of Colorado, students are encouraged to begin or advance their language proficiency during the summer following their first year.

Elective course work (12 hours):

1) At least two additional 7000 level seminars in Cultural Anthropology.
   [FYI Dr. McCabe's ANTH 5600 is considered a 7000-level seminar.]

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 'Requesting Exceptions' in Department Policies and Procedures above.

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

Master's Degree in Anthropology with a CULTURAL focus

Graduate Curriculum for the Master's Degree

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 5795 Proseminar — 3 hours
- One graduate level Anthropology seminar not in the student's subdiscipline (= any non-split-level graduate seminar, including Bridging Seminars) — 3 hours
- ANTH 5000 Quantitative Methods or an approved "Tools" course (See below.) — 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

TOTAL CREDITS: 30 hours

***NOTE:** Any transfer credit or other proposed substitutions for required coursework should be addressed by petition to the Graduate Committee. See 'Requesting Exceptions' in Department Policies and Procedures above.

"TOOLS" courses: The tools requirement is intended to provide a graduate student in cultural anthropology with a skill or set of skills that will enhance his or her research capabilities. Typically this involves training in a particular methodological technique or analytical process. Considering the expanding range of research in cultural anthropology, the tools requirement could also include the acquisition of a communicative or creative skill, such as digital image processing and analysis.
The thirteen courses listed below have been approved as satisfying the tools requirement.
A student may petition the graduate committee to substitute another course to fulfill the tools requirement, but it must be consistent with the intention of acquiring a skill that will enhance the student's research capabilities.
"Tools" courses can be completed at any time during the first two years of your graduate program.

See page 64 for a list of approved "Tools" courses.

Advisor

An MA student's advisor should provide guidance in completing degree requirements, including the thesis (for students on Plan I). 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.

Foreign Language

Because language proficiency is essential to research in cultural anthropology, incoming graduate students in cultural anthropology are expected to identify and begin study of a foreign research language as soon as possible, preferably no later than the first year. For languages not available at the University of Colorado, students are encouraged to begin or advance their language proficiency during the summer following their first year.

Transfer of Credit

A Request for Transfer of Credit form can be obtained from the Graduate School website 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. Any proposed substitutions for required coursework should be addressed by petition to the Graduate Committee. See 'Petitions: Requesting Exceptions' in Department Policies and Procedures above, along with step-by-step instructions.

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

Independent/Guided 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.

Thesis Plan (Plan I) Students who opt to write a thesis should see **Plan I: Thesis Option** below.

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 a Candidacy 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. It must be

signed by the student's advisor and submitted to the Graduate Program Assistant, who will verify that curriculum requirements on the Anthropology Pre-Candidacy Worksheet have been met. Allow one week for the Graduate Director to review the Candidacy Application prior to filing it with the Graduate School. See 'Tips for Entering Candidacy' in the appendix.

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 Thesis Option below.)

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 may take part via conference call, Skype, or similar means. After oral exam, Graduate Committee Representative writes a letter informing student of outcome;

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 (below) must be signed and submitted to the department within the first two weeks of the term in which the student will sit for the comprehensive exam. After the Graduate Director approves your registration, the names on this form will be forwarded to the Graduate School for pre-approval as the Examination Committee. (Any additional examiners may sign a separate document at the time of the exam for the student's file.) A diploma card, Candidacy Application, and Anthropology Pre-Candidacy Worksheet should be submitted to the Graduate Program Assistant along with your registration form.

The comprehensive examination comprises the entire final exam for the Master's degree on Plan II 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 except for students who opt to write a thesis. For those students, the Thesis Defense is the final exam. See Plan I: Thesis Option below.

Graduation Kit

Cultural students under Plan II will need to notify the Graduate Program Assistant in writing of their plans to take Comprehensive Exams and to graduate at the beginning of their final term as a Master's student. Please use the form on the following page and see the Graduate Program Assistant for an Anthropology Pre-Candidacy Worksheet form corresponding to the Handbook requirements the year you were admitted to this degree program.

MA GRADUATION KIT
Non-Thesis Plan in Cultural Anthropology

(NOTE: The Graduate Program Assistant will need the information below to prepare and coordinate your exam with faculty and the Grad School.)

Name _____ Date _____

Specific topic areas_____

Specific geographic areas_____

During **first two weeks** of final semester:

- **Submit Online Graduation Application (on Student Portal).**
- **Submit Candidacy Application to Department.**
- **Notify Department of Members on Exam Committee, as below.**

****

Oral Comprehensive 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 MA Comps Record, which will be filed in the department. Additional names and signatures may appear on the MA Comps Record.
If Advisor is also Grad Committee Representative for Cultural Anthropology, faculty must choose second examiner. The outcome of the comprehensive exam will be reported to the Graduate School on a Final Exam Report by the Graduate Program Assistant.
Comprehensive Exams are scheduled by the Graduate Program Assistant.

*Advisor: _____ _____
name signature

*Grad Comm. Rep: _____ _____
name signature (optional)

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

Advisory committee member (if needed). _____ _____
name signature

Committee Approval: _____
Graduate Director's signature

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

THESIS OPTION

The minimum number of semester hours for the MA 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 Graduate Committee. All other requirements for a Master's in Anthropology within the Cultural curriculum apply.

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 Cultural 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/VCResearch/HRC/index.html**
- **Animal Research Committee http://www.colorado.edu/VCResearch/integrity/animalcare/Protocols.html**

Admission to Candidacy

A student who wishes to become a candidate for a Master's degree must file a Candidacy 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.) It must be signed by the student's advisor and submitted to the Graduate Program Assistant, who will verify that curriculum requirements on the Anthropology Pre-Candidacy Worksheet have been met. Allow one week for the Graduate Director to review the Candidacy Application prior to filing it with the Graduate School. See 'Tips for Entering Candidacy' in the appendix.

MA Comprehensive 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") as detailed above. Thesis Option students should use the form below to register for the Comprehensive Exam.

MA Final Examination under Plan I (thesis plan)

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 cultural anthropology.

Thesis Requirements and Procedures

A thesis may be of a research, expository, critical, or creative type. 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.

Graduation Kit

Cultural 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.

MA GRADUATION KIT

Cultural Anthropology—Thesis Option

Name _____ Final Semester _____

During **first two weeks** of final semester:

- **Submit Online Graduation Application (on Student Portal).**
- **Submit Candidacy Application to Department.**
- **Notify Department of members on exam committees, as below. The Graduate Program Assistant will need this information to coordinate your exam with faculty and the Grad School.** See also TO-DO List from GPA.

Final Exam/Thesis Defense Committee:
The signatures below will be forwarded to the Graduate School for pre-approval as your examining committee. Committee membership must be reviewed by the Graduate School at least two weeks prior to any exam or defense. These three signatures must appear on the title page of the thesis you submit to the Graduate School. All three members must participate in the exam. Student schedules thesis defense with committee. Results are submitted to Graduate School.

_____
Signature of advisor/Committee Chair

_____
Second Advisory Committee Member (name or signature)

_____
Third Advisory Committee Member (name or signature)

Oral Comps Committee (selected by faculty):
Register in first two weeks of term in which Comps will be taken. Graduate Program Assistant schedules Oral Comps. Results recorded in department files

_____
Signature of advisor

_____
Faculty Rep to Grad Committee (name or signature)

_____
Third Examiner selected by faculty (name or signature)

_____
Fourth Examiner selected by faculty (if needed)

Doctoral Degree in Anthropology with a CULTURAL focus

Graduate Curriculum for the PhD

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 below.)

Required course work:

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

Foreign language requirement:

Because language proficiency is essential to research in cultural anthropology, incoming graduate students in cultural anthropology are expected to identify and begin study of a foreign research language as soon as possible, preferably no later than the first year.
For languages not available at the University of Colorado, students are encouraged to begin or advance their language proficiency during the summer following their first year.

Elective course work (12 hours):

1) At least two additional 7000 level seminars in Cultural Anthropology.
   [FYI Dr. McCabe's ANTH 5600 is considered a 7000-level seminar.]

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 'Requesting Exceptions' in Department Policies and Procedures above.

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

***"TOOLS" courses:** The tools requirement is intended to provide a graduate student in cultural anthropology with a skill or set of skills that will enhance his or her research capabilities. Typically this involves training in a particular methodological technique or analytical process. Considering the expanding range of research in cultural anthropology, the tools requirement could also include the acquisition of a communicative or creative skill, such as digital image processing and analysis.

The thirteen courses listed below have been approved as satisfying the tools requirement.
A student may petition the graduate committee to substitute another course to fulfill the tools requirement, but it must be consistent with the intention of acquiring a skill that will enhance the student's research capabilities.
"Tools" courses can be completed at any time during the first two years of your graduate program.

Approved "Tools" Courses are:

ANTH 5000	Quantitative Methods (MBAC 6031 for Dual MA/MBA)
ATLS 3010	Digital Media 1
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.

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. Courses must be taken for credit in order to count toward a graduate degree, (i.e. no pass/fail or audit).

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 prior to the semester of being admitted to candidacy. Up to 10 hours may be taken in the semester in which admission to candidacy is approved (i.e. semester of successful defense of Prospectus). Course work and work on the dissertation may proceed concurrently in any combination throughout the doctoral program.

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. The Cultural faculty will allow up to 12 semester hours of credit for high quality graduate work completed elsewhere to be transferred to this university, subject to approval from the student's advisor, the Graduate Director, and the Dean of the Graduate School. Any proposed substitutions for required coursework should be addressed by petition to the Graduate Committee. See 'Petitions: Requesting Exceptions' policies in Departmental Procedures and Policies above, along with step-by-step instructions.
Graduate School procedures and forms for your official University record can be obtained online 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.

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 (See Advisor and Advisory Committee above) 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.

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.

Once completed, the Preliminary Paper should be distributed to all (three) 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, including literature review and pertinent theory, is probably complete. The Preliminary Paper is fundamentally different from the Dissertation Prospectus (see "Dissertation Prospectus, below). The Preliminary Paper must be completed *before* the PhD Comprehensive Examination (Prospectus Defense) 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

Because language proficiency is essential to research in cultural anthropology, incoming graduate students in cultural anthropology are expected to identify and begin study of a foreign research language as soon as possible, preferably no later than the first year. For languages not available at the University of Colorado, students are encouraged to begin or advance their language proficiency during the summer following their first year.

Students in the PhD program must demonstrate proficiency in a foreign language prior to filing their dissertation with the Graduate School. In order to ensure adequate preparation for field work, doctoral students need to take the following steps in their first year of study:

1) Meet with their advisory committee and develop a detailed plan. (See below.)
2) Include the detailed plan and timetable in their Plan of Study for the first year.

Working with their advisory committee, the student shall meet to discuss the means, type (verbal, written, both) and level (e.g. intermediate, advanced, superior) of proficiency that best fits the needs of the student's study and research program. The appropriate means, type and level of language assessment must be agreed upon, in writing—along with a timetable for fulfilling the requirement—by all three members of the student's advisory committee. (If the committee is unable to reach a unanimous agreement, the student's advisor may cast the deciding vote.) The signed agreement shall be submitted to the Graduate Committee for approval and placed in the student's file during the first year of doctoral study. 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 language testing facility 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. A copy of the signed agreement shall be attached to the student's first Annual Plan of Study.

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 during their first year of study. 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. See NSF website:
http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5388&org=BCS

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)

NOTE: Students conducting research with live subjects must have a Human Research Committee or Institutional Animal Care and Use Committee approval number on file (as appropriate) prior to undertaking research. See Quick Reference for links.

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.

Admission to Candidacy

A student who wishes to become a candidate for the PhD degree must file a Candidacy Application form to the Graduate School at the time of the PhD Prospectus Defense. (See appendix for tips.) It must be signed by the student's advisor and submitted to the Graduate Program Assistant, who will verify that curriculum requirements on the Anthropology Pre-Candidacy Worksheet have been met.

This application must include the date of completion of the foreign language requirement as well as the means by which it was/will be completed. The Graduate School will not approve any dissertation involving research with human or live animal subjects without prior approval. The IRB or IACUC approval number (if needed) should be reported on this application.

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]*

- See appendix for tips on how to fill out this application form and a sample Pre-Candidacy Worksheet.

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 hold current appointments to the Graduate Faculty at the University of Colorado (see Graduate Faculty Membership below), 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 (see below), 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.

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.

> *All students involved in any type of research which involves the use of human subjects must have been assigned a protocol number by the IRB committee which is to be listed on the signature page.*

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.

> *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 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.*

***Graduate Faculty Membership:** Appointments to the CU Graduate Faculty are made by the Dean of the Graduate School and are not necessarily tied to a teaching appointment. The Graduate Program Assistant can petition for special appointment of proposed committee members who do not hold a regular appointment.

All doctoral defenses within our department: (1) will be widely advertised, which includes providing an announcement of the public presentation on the CU Events Calendar at http://events.colorado.edu/oePublicForm.aspx (selecting Academic Calendar as the event categorization); (2) will include one formal public presentation—time limited to 30 minutes—of the results of the dissertation prior to the actual defense; (3) will hold a Q&A for the public—also time limited to 30 minutes—after the public presentation and this will be moderated by the dissertation advisor; (3) will be open only to the defending student and his/her committee for the actual defense; and (4) may hold a formal reception, depending on the wishes of the defending student. (Please note this reception is not intended to take the place of the formal graduation ceremony at the end of the academic year.)

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, including a signed agreement from your advisory committee regarding completion of the Foreign Language Requirement. Follow specifications in the Handbook.
- 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 and assessment.
- Complete dissertation research.
- Write dissertation.
- Pass PhD Final Examination (oral defense of dissertation).

Time Limit

The Graduate School requires students to 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

Grad School Rules http://www.colorado.edu/GraduateSchool/policies/downloads/GSRules2001.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. [Thus, student must notify Anthropology Department of date and exam committee membership three 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. [Thus, 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. [Thus, 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. Majority of committee must be present on campus. [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.

Anthropology Exam Flowchart

Forms filed in the Grad School are in **BOLD CAPS.**
Required number of examiners in parentheses ***(#)***.

MASTER'S EXAMS — **FORMS**

ARCHAEOLOGY—Plan I (Thesis Plan) → comps (3) →
DIPLOMA CARD
CANDIDACY APP
THESIS DEFENSE (3)
+ FINAL GRADE

BIOLOGICAL ANTHROPOLOGY—Plan I (Thesis Plan) →
DIPLOMA CARD
CANDIDACY APP
THESIS DEFENSE (3)
+ FINAL GRADE

Plan II (Non-thesis Plan) →
DIPLOMA CARD
CANDIDACY APP
COMPS REPORT (3)

CULTURAL ANTHROPOLOGY—Plan II (Non-thesis plan) →
DIPLOMA CARD
CANDIDACY APP
COMPS REPORT (3)

Plan I (Thesis Option) → comps (3) →
DIPLOMA CARD
CANDIDACY APP
THESIS DEFENSE (3)
+ FINAL GRADE

DOCTORAL EXAMS — **FORMS**

BIOLOGICAL — Pre-Qualifying → Prelim (3) → **CANDIDACY PROSPECTUS (5)** →
DIPLOMA CARD
DISS. DEFENSE (5)
+ FINAL GRADE

ARCHAEOLOGY
CULTURAL — Prelim (3) → **CANDIDACY PROSPECTUS (5)** →
DIPLOMA CARD
DISS. DEFENSE (5)
+ FINAL GRADE

APPENDIX II

Annual Plan of Study for Graduate Degree in Anthropology

University of Colorado Boulder 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 IRB or IACUC approval in advance. Protocol to be submitted by_____*(date)*

Student Signature: _____ Date: _____

Advisor and Committee:

_____ Date: _____
(signature of advisor)

_____ _____ _____
(names of other advisory committee members, for thesis or dissertation or as appropriate)

Approval: Signature of Faculty Representative to the Graduate Committee

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

PLAN OF STUDY GUIDELINES

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

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?

II. Attach Pre-Candidacy Worksheet (until you have officially entered candidacy with the Grad School).

III. List the following:

- **A.** Any coursework not included on Pre-Candidacy Worksheet, using the format below. *****
- **B.** Desired remaining courses and tentative schedule**:** (Please refer to the graduate handbook for requirement in your sub-discipline.)
- **C.** Non-course experience (include awards, grants, attendance or presentations at professional meetings, service to the department, GTP workshops attended, and other accomplishments)
- **D.** TA/GPTI Assignments (Course number & title, instructor, year & semester)
- **E.** Foreign Language Plan. (**PhDs and all Cultural grads**. Approved by advisory committee: specify courses or other training. See Handbook for details in your subdiscipline.)

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

_____, _____, _____

IV. Attach:

- a preliminary reading list (compiled in consultation with your advisor, to be included the year that MA Comprehensive Exams/PhD-Qualifying Exams are taken and subsequent years **until ABD**.)
- your CV

V. Exceptions to the Annual Plan of Study Requirement:
Once the Grad School has approved a student's candidacy for the MA or PhD, s/he will be required to submit an updated CV only, with "permanent" contact information and including:

- awards and grants (with $ amounts),
- attendance or presentations at professional meetings,
- peer-reviewed publications,
- name of employer (if not CU).
- CV does not require cover page or advisor's approval.

***Format for Additional Courses Taken**

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)		
(*reading and outline to develop preliminary paper)*		Dufour	Spring 2005
ANTH 8990: Dissertation Hours	(3)	Dufour	Spring 2007

APPENDIX III

SAMPLE

ANTHROPOLOGY PRE-CANDIDACY WORKSHEET

for an advanced degree in the Department of Anthropology

_____ _____ _____

(Student's name) (Year admitted) (Advisor's signature)

- **For the MA: Cultural Anthropology (or equivalencies for student entering at the PhD level)**

REQUIREMENT	*FULFILLED BY*	*CREDITS*	*WHEN TAKEN*	*GRADE*
ANTH 5795 Proseminar				
*Outside/Bridging Seminar	ANTH			
ANTH 5000 Quant. Meth. or Tool				
ANTH 5780 Core Cultural				
ANTH 5785 Adv. Cultural Seminar				
ANTH 5840 Ethnographic Area				
Approved ANTH Elective (5000+)	ANTH			
Approved ANTH Elective (5000+)	ANTH			
Approved ANTH Elective (5000+)	ANTH			
Elective as above or Thesis (4-6 hrs)	ANTH			

Maximum 6 credits for 3000/4000-level courses taken in another department **Total 30**

*Anthropology Department Seminar outside the student's subdiscipline or a Bridging Semianr

- **For the PhD: Cultural Anthropology** **18 credits beyond the MA**

ANTH 7300 Research Methods				
7000-level Cultural ANTH Seminar				
7000-level Cultural ANTH Seminar				
ANTH 5840 or ANTH 5000+ course				
ANTH 5840 or ANTH 5000+ course				
Elective Graduate Course				
Foreign Language Requirement				
ANTH 8990 Dissertation				

Total 30

WAIVERS AND TRANSFER CREDITS

MA maximum 9 transfer credits PhD maximum 21 credits

TRANSFER CREDITS	REQUIREMENT WAIVED	DATE APPROVED BY GRAD COMMITTEE

Undergraduate credits applied toward the Master's (maximum 6). Disallowed for PhD.

3000/4000 level courses	**GUIDED/INDEPENDENT STUDY** (max 6 credits for either degree)

APPENDIX IV

PhD 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

_____
Additional signatures (optional)

APPENDIX V

ENTERING CANDIDACY FOR THE MA

Your **Anthropology Pre-Candidacy Worksheet** is our record of how you met your curriculum requirements in the Department of Anthropology. This record remains in the department. Your worksheet should be approved by your advisor and reviewed by the Graduate Director **before you apply to the Graduate School** to formally enter candidacy for your MA. The Candidacy Application must be submitted to the Graduate School *early* in your final semester in the Master's Program, after departmental approval.

Students must be registered full time during the semester in which they defend their final exam, whether that is a thesis defense—Plan I, or an oral defense of comps—Plan II . (Grad School Rule)

Non-thesis Plan

Your Comprehensive Exam is your final exam. You need to file for candidacy with the Grad School at the beginning of your final semester and notify Grad Program Assistant of your specific topical and/or geographic areas so your Oral Comprehensive Exam can be composed and scheduled. Your advisor will be able to tell us who should be on your Oral Comps Exam Committee.

A written application for admission to candidacy for the MA degree can be accessed online at http://www.colorado.edu/GraduateSchool/academics/index.html. Remember to change the name of the file, so you can save it, e.g. JacksonCandapp2011.

On your Candidacy Application, list 30 hours of graduate level coursework (no more, no less, no pass/fail or audit) **at CU**. See Handbook for exceptions, transfer credits, etc. The application must be approved by your advisor and reviewed by both the Graduate Director and Grad Program Assistant early in your final semester.

Thesis Plan

Students doing research using live subjects must have a Human Research Committee or Institutional Animal Care and Use Committee approval number on file (as appropriate) prior to undertaking research. The Graduate School will not approve any thesis involving research with human or live animal subjects without prior approval by either the:

- **Human Research—Institutional Review Board**
  http://colorado.edu/VCResearch/integrity/humanresearch/index.html
  or the
- **Animal Research Committee**
  http://colorado.edu/VCResearch/integrity/animalcare/index.html

You must have passed your comprehensive exam before the Graduate School will approve your Candidacy Application. (Students rarely take Comps and defend a thesis in the same semester.)
A written application for admission to candidacy for the MA degree can be accessed online at http://www.colorado.edu/GraduateSchool/academics/index.html. The IRB or IACUC approval number (if needed) should be reported on this application. Remember to change the name of the file, so you can save it, e.g. JacksonCandapp2011.

On your Candidacy Application List 30 hours of graduate level coursework (no more, no less, no pass/fail or audit) **at CU**, including 4-6 thesis hours. See Handbook for exceptions, transfer credits, etc. The application must be approved by your advisor and reviewed by both the Graduate Director and Grad Program Assistant early in your final semester.

ENTERING CANDIDACY FOR THE PHD

Your **Anthropology Pre-Candidacy Worksheet** is our record of how you met your curriculum requirements in the Department of Anthropology. This record remains in the department. Once you and your advisor agree that requirements have been met and you are ready to defend a prospectus, you can **apply to the Graduate School** to formally enter candidacy for your PhD.

Students must be registered for at least one course credit of course hours or dissertation hours during the semester that they defend their Prospectus. (Grad School Rule)

PhD Comprehensive Examination (Prospectus Defense) and Admission to Candidacy
Students must have a Human Research Committee or Institutional Animal Care and Use Committee approval number on file (as appropriate) prior to undertaking research. The Graduate School will not approve any dissertation involving research with human or live animal subjects without prior approval by either the:

- **Human Research—Institutional Review Board**
  http://colorado.edu/VCResearch/integrity/humanresearch/index.html
  or the
- **Animal Research Committee**
  http://colorado.edu/VCResearch/integrity/animalcare/index.html

A written application for admission to candidacy for the PhD degree can be accessed online at http://www.colorado.edu/GraduateSchool/academics/index.html. The IRB or IACUC approval number (if needed) should be reported on this application. Remember to change the name of the file, so you can save it, e.g. JacksonCandapp2011.

The application must be approved by your advisor and reviewed by both the Graduate Director and Grad Program Assistant **at least one week prior** to your Prospectus Defense. If you have not yet completed the foreign language requirement, the Grad School will note it as a deficiency toward your PhD until it is documented. Please note the following guidelines from the Graduate School when filling out your Candidacy Application:

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

List 30 hours of coursework at CU (list no more than 30, no pass/fail or audit, all 5000-level +). This can include courses you used for your Masters, as long as you list 18 hours taken after you were granted the MA. If you received your MA at another institution, please discuss Transfer of Credit with your advisor, so you have a total of 30 hours on record at CU and have documented MA equivalencies for the Department of Anthropology.

NOTE: You can only get credit for **10 dissertation hours** prior to the semester you enter candidacy, so list only 10 hours. Excess credits must be forfeited. You can, however, list the dissertation hours you are taking the semester of your defense; these still count toward your final total. All dissertation hours are listed with a grade of IP (In-Progress) until you defend your dissertation.

ANTH 7000: If you took more than one section of this Current Research Topics seminar, please give the title/topic of each, so the Grad School does not question your record.

FOREIGN LANGUAGE REQUIREMENT: Please notify Graduate Program Assistant at this time as to how you have fulfilled/will fulfill your foreign language requirement and how that will be documented.

APPENDIX VI

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/graduate-program-museum-field-studies

Designed for working museum professionals and graduate students in other departments, the Professional Certificate program is comparable to the Master of Science degree program, without cognate (disciplinary specialty) coursework and the thesis or project.

If desired, certificate students are able to take specialty coursework through their home department or through the non-degree study plan available in the ACCESS program through Continuing Education. Certificate students may also take a hands-on practicum as appropriate and available.

The application for the Professional Certificate is available by contacting the Museum and Field Studies office:
Janet Bensko, Graduate Program Coordinator
Museum and Field Studies Program
Phone: 303-492-5437
Email: janet.bensko@colorado.edu

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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.

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GRADUATE CERTIFICATE IN WOMEN AND GENDER STUDIES

http://wgst.colorado.edu/graduate

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. WGST@colorado.edu

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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: Penny Bates 303-735-1043 envsgrad@colorado.edu

REMOTE SENSING CERTIFICATE

From the Aerospace Engineering Sciences Department
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
Phone 303-492-8591 Email: emery@colorado.edu or aerograd@colorado.edu
In Anthropology, contact Professor Payson Sheets payson.sheets@colorado.edu

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From the Graduate Teacher Program…
http://www.colorado.edu/gtp/certificates

PROFESSIONAL DEVELOPMENT CERTIFICATE FOR PREPARING FUTURE FACULTY http://www.colorado.edu/gtp/pdc-preparing-future-faculty

The Professional Development Certificate for Preparing Future Faculty is for graduate students and postdoctoral fellows who are interested in pursuing an academic career track. Teaching is not a requirement for the PDC, rather participants complete a project under the guidance of a faculty mentor. Workshops attended may cover teaching issues or professional development

GRADUATE TEACHER CERTIFICATE IN COLLEGE TEACHING

http://www.colorado.edu/gtp/certification-college-teaching

The Graduate School of the University of Colorado at Boulder considers the employment and training of graduate teachers to be a professional apprenticeship that shapes the professoriate of the future. To recognize and reward graduate teachers who devote time to improving their teaching, the Graduate School offers a Certificate in College Teaching through the Graduate Teacher Program. Although such certificates are not officially recognized at the state or national level, graduate students report that they are an asset when pursuing employment in postsecondary institutions. In North America more than 80 research institutions currently offer similar certificates at the graduate level. The Certificate in College Teaching may be awarded to all graduate students, postdoctoral fellows, and faculty who complete the requirements and evaluation successfully.

PROFESSIONAL DEVELOPMENT CERTIFICATE FOR PREPARING FUTURE PROFESSIONALS IN BUSINESS, GOVERNMENT, INDUSTRY AND THE ARTS

http://www.colorado.edu/gtp/pdc-business-government-industry-arts

…offers graduate students the opportunity to pursue an internship off campus. The Graduate Teacher Program works with Career Services on this certificate.

APPENDIX VII

DUAL MA/MBA DEGREE PROGRAM

Please see the following site for the most current details and contacts at Leeds School of Business: http://leeds.colorado.edu/dualdegrees#mba/maanthropology

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 biological anthropology and must complete 30 hours of graduate work in the anthropology program.

Archaeology: A dual MA/MBA would provide graduate students interested in a career in cultural resource management with the skills needed to manage the business side of a contract archaeology company along with a strong background in anthropological archaeology. The dual MA/MBA degree would also be an ideal background for archaeologists interested in working for federal and state agencies as well as students interested in museum management.
Biological Anthropologists: For those interested in biological anthropology, a dual MA/MBA degree can be extremely relevant. There is an increasing need for leaders with skills in both business and science, especially conservation-based science. Given there are over 700 natural history, anthropology, archaeology and science and technology museums in the U.S. alone, a joint degree gives the type of training that can lead to management positions. Such joint degrees are also appropriate for individuals interested in working for NGO's, especially those focusing on conservation issues. There are also increasing opportunities in biomedical research, including the public health sector.
Cultural Anthropologists: The combined MA/MBA degree would also be of special interest to cultural anthropology graduate students who intend on pursuing a non academic career track. This combined degree would provide knowledge and skills that would prepare an individual for employment in development organizations, NGOs, consulting firms or businesses. Considering that more anthropologists are securing employment in non-academic rather than in academic positions, the dual degree may open opportunities that neither degree would provide on their own.

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 tuitclass@colorado.edu.

Dual MA/MBA Program

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 requirements of the respective programs. 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 MA/MBA offers you the opportunity to earn both degrees together in less time than if the degrees were earned sequentially.

Admission to the Dual Degree Program

- Students must apply and be admitted to each program separately.
- Students must meet the application requirements and admissions standards for each program, and are urged to have a conversation with the Anthropology faculty member who is most closely aligned with their interests prior to submitting an application. It is important that students clearly indicate their interest in the dual degree program in their Personal Statement to the Department of Anthropology.
- For admission to the MBA program, at least two years of full-time post-graduate work experience is strongly recommended. Work experience adds relevance and depth to the learning process and allows greater contribution to classroom discussions and project work.
- 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 departments exclusively, and in the second year, courses are taken in the other department exclusively.

Description of Curriculum
It is generally advisable for a student to begin in the Department of Anthropology. In that case, the student will enroll in a full load of Anthropology courses during their first year in the program, as described below:

The required first year courses for all graduate students:
- ANTH 5795 Proseminar.
- One graduate level Anthropology seminar (can include a Bridging Seminar) not in the student's subdiscipline.
- ANTH 5000 Quantitative Methods (required of Archaeology & 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 Archeological Research Methods II,
- ANTH 5460 Archaeology in Contemporary Society,
- Required MA Thesis (6 hrs.).

Cultural Anthropology:
- ANTH 5780 Core Course in Cultural Anthropology
- ANTH 5785 Advanced Seminar in Cultural Anthropology;
- One ethnographic area course or independent study, plus four 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 hours (6 courses) in graduate level biological anthropology courses and, in consultation with their advisor, other courses in related disciplines.
- MA thesis is expected.

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

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

A dual degree student will enroll in a combination of Anthropology and MBA courses during the 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):
- Organizational Management requirement (3 credits): choice of Managing Organizational Change, Negotiation & Conflict Management, or Executive Leadership.
- Three additional business electives to complete a total of 43 MBA credit 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 MA Anthropology program.
- All remaining coursework required for MA Anthropology will be taken during the third or fourth year.

Graduation Requirements:
- 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).
- Both degrees will be awarded simultaneously.
- 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.
- 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.

Preparation
In preparation for the quantitative nature of the MBA program, Anthropology students lacking a quantitative background are strongly advised to strengthen those skills prior to beginning the MBA program. Please contact the MBA Programs office for additional advice.

For more information contact

Professor Arthur Joyce
Graduate Director
Department of Anthropology
arthur.joyce@colorado.edu
(303) 735-3055

Anne Sandoe
Director of MBA Programs
anne.sandoe@colorado.edu
(303) 492-1832

If you would like to talk with an MBA admissions advisor, please call 303-492-8397 or email leedsmba@colorado.edu to make an appointment.

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Admission while enrolled in the Anthropology Graduate Program:

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/mbaadmissions#overview. This will include: Responses to several essay questions and 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 an MBA admissions advisor, please call 303-492-8397 or email leedsmba@colorado.edu to make an appointment.

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Anthropologists seeking non-academic career options might also consider:

1) **the CU Business Intensive Certificate**:
http://leeds.colorado.edu/certificates#.

2) **Professional Development Certificate for Preparing Future Professionals in Business, Government, Industry and the Arts**
http://www.colorado.edu/gtp/pdc-business-government-industry-arts

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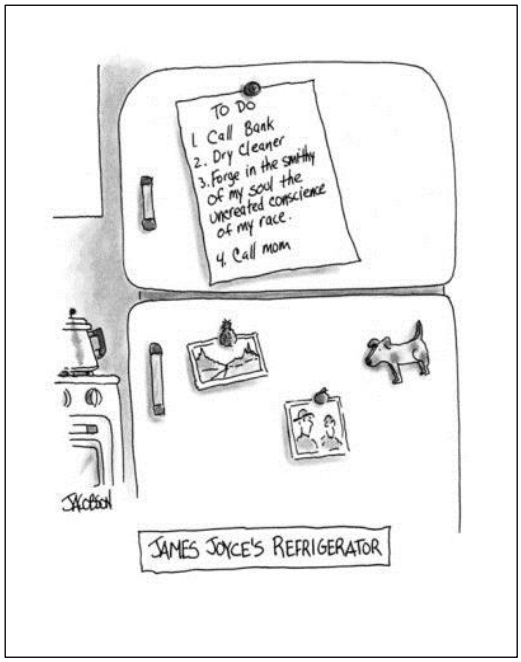
APPENDIX VIII

PAPERWORK

On the following pages you will find…

TO-DO LISTS *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**



POST YOUR TO-DO LIST WHERE YOU CAN REFER TO IT REGULARLY

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

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

- **Anthropology Pre-Candidacy Worksheet** (corresponding to Handbook requirements in your subdiscipline at the time of admission to your graduate degree program.)
  This is an internal document for Department of Anthropology records only, issued by Anthropology Graduate Program Assistant. Not to be confused with Candidacy Application to the Grad School.
- **Schedule form (if you prefer not to use an online planner)** Sample below.
- **Exam registration forms** found elsewhere in this Handbook.

TO-DO LIST for the MA Degree– 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 students and Cultural Anthropology students on Thesis Option Plan)

- **Sign-up for Comprehensive Exam using ANTH registration form in Handbook.**
- **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)

- **Submit Graduation Application *online in the myCUinfo Student Portal***

- **Inform GPA of names of your exam committee members 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

- **Notify GPA of advisory committee/members selected for exam committee.**
  1 _____ 2 _____ 3 _____

- **Complete C*andidacy Application for an Advanced Degree***. Available online at: http://www.colorado.edu/GraduateSchool/academics/index.html Use data on pre-candidacy worksheet in your Plan of Study to fill out application.
  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 Grad Prog Asst. three weeks prior to defense, to allow time for review and gathering signatures of Grad Director and Chair.**

- GPA checks *ANTH Pre-Candidacy Worksheet (in Plan of Study)* for completion of ANTH requirements.

- GPA and Grad Director review C*andidacy Application* for completion of Grad School requirements. Grad Director and Chair sign. GPA submits C*andidacy Application* to Grad School for approval.

- **Schedule date and time for thesis defense** (allow 2 hours). Use *Scheduling Memo* or use an online planner. 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. **Please submit names of examiners and exam date to Grad Prog Asst. three weeks prior to defense, to allow time for review and gathering signatures of Grad Director and Chair. Exam Committee must be approved by the Grad School two weeks prior to defense.**
  See Grad School specifications and deadlines at:
  http://www.colorado.edu/GraduateSchool/academics/index.html.
  (Scroll down to the bottom of the page.)

- Exam committee membership is submitted to Grad School for approval at least two weeks prior to defense.

- Day of thesis defense, GPA gives pre-approved *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**.

YOU ARE ON YOUR OWN FROM THIS POINT ON. DEAL DIRECTLY WITH GRAD SCHOOL.

- **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

TO-DO LIST for the MA Degree– 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 _____
- **Submit Graduation Application *online in the myCUinfo Student Portal*** Deadline _____
- GPA checks *ANTH Pre-Candidacy Worksheet (in Plan of Study)* for completion of ANTH requirements.
- **Complete C*andidacy Application for an Advanced Degree*.** Available online at**:** http://www.colorado.edu/GraduateSchool/academics/index.html Use data on pre-candidacy worksheet in your Plan of Study to fill out application.
  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.**
- GPA and Grad Director review C*andidacy Application* for completion of Grad School requirements. Grad Director and Chair sign. GPA submits C*andidacy Application* to Grad 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.

Department of Anthropology
PhD DEGREE TO-DO LIST

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**. (review of preliminary research prior writing a prospectus)

- **Schedule date and time for review of Prelim Paper** (allow 2 hours). Use *Scheduling Memo* below or use an online planner. 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 and file in your departmental records.

Semester of Prospectus Defense (Grad School refers to this as "PhD Comprehensive Exam")
[Note: As a courtesy to your examiners, 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*.

- **Schedule time and place for Prospectus Defense**. Use *Scheduling Memo* below or use an online planner. Set a time agreeable to all members and inform GPA, who will reserve a room for you.

Committee membership must be pre-approved by Grad School **at least two weeks prior to defense, so advise GPA of your committee membership and exam date three weeks prior.**

- GPA checks *ANTH Pre-Candidacy Worksheet (in Plan of Study)* for completion of ANTH requirements including how Foreign Language Requirement will be fulfilled.

- **Complete C*andidacy Application for an Advanced Degree***. Available online at: http://www.colorado.edu/GraduateSchool/academics/index.html (See 'Entering Candidacy" in Handbook appendix.)

- GPA and Grad Director review C*andidacy Application* for completion of Grad School requirements. Grad Director and Chair sign. GPA submits C*andidacy Application* to Grad School for approval. NOTE: Your completed, signed application must be submitted to the Grad School with the outcome report of your Prospectus Defense. **Please submit application--with your advisor's signature--to GPA at least one week prior to defense, to allow time for any approval contingencies.**

- Day of defense, GPA gives advisor *Doctoral Examination Report* for signatures at exam. GPA submits signed *Doctoral Examination Report* to Grad School.

Semester of Dissertation Defense

- **Submit Graduation Application *online in the myCUinfo Student Portal***

- **Notify Grad School of exact dissertation title and complete *Doctoral Leaflet*** Form online at http://www.colorado.edu/GraduateSchool/academics/#academicforms Provide department with a copy for your files and for public posting.

- 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.

- ***Graduate Faculty Membership:** Membership on the University faculty does not automatically constitute an appointment to the graduate faculty. Appointments to the CU Graduate Faculty are made by the Dean of the Graduate School .The GPA can petition for special appointment of proposed committee members who do not hold a regular appointment.

1. _____ 2. _____ 3. _____

4. _____ 5. _____

- Student schedules time and place for Dissertation Defense (allow 2 hours). Use *Scheduling Form* below or use an online planner. 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. Committee membership must be pre-approved by Grad School **at least two weeks prior to defense, so advise GPA of your committee membership and exam date three weeks prior.**

- Student schedules a Dissertation Pre-check appointment with Grad School.

FYI: Day of defense, GPA gives advisor *Doctoral Examination Report* for signatures at exam. GPA submits signed *Doctoral Examination Report* and Final Grade Card to Grad School.

(CONT NEXT PAGE)

- **Candidate provides Signature Page** and makes arrangements for advisor and at least one other member to sign after approving final draft.

Sumbitting Your Dissertation to the Graduate School

FROM THIS POINT FORWARD, DEAL DIRECTLY WITH THE GRAD SCHOOL.

- 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					

TEMPLATE
LETTER OF PETITION TO THE GRADUATE COMMMITTEE

DATE

The Graduate Committee
Department of Anthropology
University of Colorado, Boulder

To the Graduate Committee,

I would like to submit a petition to use my coursework [training] in XXXXXXXX to satisfy my XXXXXX requirement for the [MA/PhD] degree in Anthropology. [Justify substitution; attach transcripts, as appropriate.] My advisor has approved this coursework as part of my curriculum for the [MA/PhD] Degree in [Cultural/Biological Anthropology/Archaeology]. His/her signature appears below.

The courses I have taken include the following: XXXXXXXXX
These courses are equivalent to the XXXXXX curriculum requirement in the Department of Anthropology.
[I have completed a Transfer of Credit application to the Graduate School so that these hours will appear on my UCB transcript and I have attached a syllabus for courses taken at another campus or institution].

Thank you for your consideration,

[Student Name] [Faculty Advisor Name]

_____ _____
Signature, Date Signature, Date

_____
Graduate Committee Decision

_____
Signature of Grad Director

TEMPLATE
NOTICE OF CHANGE OF ADVISOR

DATE

The Graduate Committee
Department of Anthropology
University of Colorado, Boulder
Attention: Michelle Sauther, Graduate Director

To the Graduate Committee,

This letter is to advise the department of my change of advisor [reason]. I have discussed this change with both my current and prospective advisors and they have agreed to the change. Their signatures appear below.

Thank you for your consideration,

[Type student name here.]

_____
Signature, Date

[Type initial faculty advisor name here.]

_____
Signature, Date

[Type new advisor name here.]

_____
Signature, Date

_____
Signature of Grad Director, Date

BEST PRACTICES FOR

TEACHING ASSISTANTS

&

GRADUATE PART TIME INSTRUCTORS

in the

Department of Anthropology
University of Colorado, Boulder

2012-2013

Manual of Best Practices

for ***Teaching Assistants &***

Graduate Part Time Instructors

***BEFORE YOU BEGIN*:** **CU Graduate School & Anthropology Department Requirements for Teaching Appointments** p. 110

The Graduate Teacher Program p. 111

General Guidelines—the Basics pp. 112-113

Teaching Assistant Guide pp. 114-119

Practical Advice pp. 120-123

TURNITIN.COM and Plagiarism p. 124

Student Behavior pp. 125-127

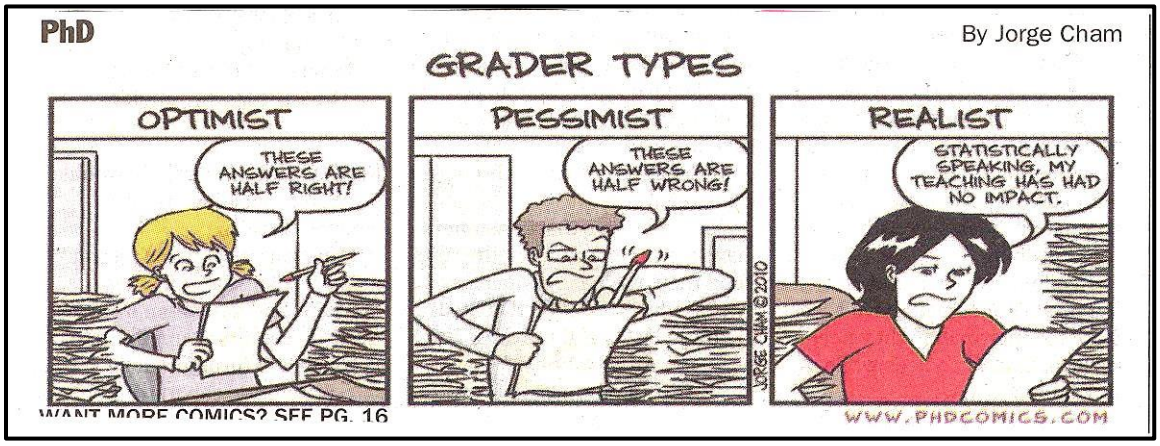
Things I Wish I Knew Before I Started Teaching pp. 128-129

Online Archive of TA/GPTI Resources p. 129

Teaching Contentious Topics pp. 130-131

Teaching Generation Z and other advice from *Higher Ed Online* P. 131

How TAs and RAs Are Selected p. 132-133



BEFORE YOU BEGIN: CU GRAD SCHOOL & ANTHROPOLOGY DEPARTMENT REQUIREMENTS for TEACHING APPOINTMENTS

Pre-appointment Graduate Teacher 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: http://gtp.colorado.edu/.

- TA's should be proactive and show courtesy to their faculty supervisor by contacting him/her well in advance of their assignment. This will promote a mutually-beneficial teaching relationship.
- International students please note special GTP workshops for those new to the educational setting in the United States.

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 by 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 TAS—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 for all Instructors-of-Record (including recitation TAs, Lab TAs, etc.) at the University of Colorado via a Faculty Course Questionnaire (**FCQ**) administered during the final weeks of the term. Results are reported to the department administrators and to the instructor.
- Is done every semester by supervising faculty member of each TA in the Department of Anthropology.
- 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

Where to get keys to classroom media cabinets:
http://www.colorado.edu/its/classrooms/index.html

TEACHNG ASSISTANT GUIDE
ANTHROPOLOGY DEPARTMENT

Michelle Sauther
Graduate Director 2010-2013

Adapted, in part, from The University of Colorado at Boulder Graduate Teacher Program International TA Manual: A Problem-based Approach, Fall 2006.

Allocation of Department Funds (from the Anthropology Graduate Handbook)

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.

The Importance of Being a TA/GPTI

To the Department

- TAs provide vital assistance to instructors or professors in basic teaching duties, specifically leading recitations and/or labs, and serving as a liaison between faculty and students.

- The TA's role as recitation leader or lab facilitator is extremely important, because TAs encounter students at the introductory level and are their first personal contact with their discipline. The experience that the students have with the TA may determine whether or not they develop enough interest in the discipline and pursue it further in future courses.

- Serving as a TA is a good way to learn how the TA's department specifically and the university at large work.

- GPTIs on the other hand supplement the faculty by actually serving as instructors of record usually for lower level undergraduate courses. When assigned to teach large classes, teaching assistants may be assigned to GPTIs or faculty to assist them with running recitation sessions, facilitating labs, and grading exams. As such they achieve experience in and the responsibility of all aspects of teaching.

To Undergraduate Students

Many undergraduate students spend their first two years in large lecture classes.
TAs, have direct contact with students via recitations or labs and by holding office hours. The time spent interacting with undergraduate students plays a large part in determining how they view the entire academic process. Interactions between TAs/GPTIs and undergraduate students may be the deciding factor in the latter's choosing a major and, thus, a career path. This shows that TAs/GPTIs can have a profound impact in the future life of undergraduate students.

To the University

Well-trained TAs and GPTIs who perform their tasks effectively can contribute to improving the quality of undergraduate education at CU-Boulder. This is also a very important factor in retaining a diverse and enthusiastic body of students.

For Professional Development

An assistantship or instructorship provides a training ground where graduate students learn to teach, as well as learning about how the department and the university as a whole function. TAing for various professors

allows for personal contact with those who are active in their field, and may be helpful in the subsequent job search. Even if a teaching career may not be what you desire, you will gain valuable skills in time management and human relations which are applicable to other aspects of life. There is, of course, an immediate monetary benefit in the form of a tuition waiver and a monthly salary, which helps the pursuit of graduate degrees at CU-Boulder.

Types of Teaching Assistants

GPTI: Graduate Part-Time Instructors supplement the faculty by actually serving as instructors of record usually for lower level undergraduate courses. When assigned to teach large classes, teaching assistants may be assigned to GPTIs. In our department the GPTI are responsible for their own syllabi, course requirements, midterms, and final exams. However, they should always develop their syllabi to fit common expectations for an established course. A good way to do this is to ask faculty who commonly teach the course to provide them with a copy of their syllabus.

Recitation Section TA: The TA is responsible for a section within a large lecture course. The lecture is usually given by a faculty member (the instructor of record). The lecture class is split into small recitation sections of 20 or 30 students who meet twice a week or so to clarify lecture topics or go over homework problems.

Lab Section TA: The TA is responsible for a section of a laboratory class. There is a faculty of record, but it is the TA who assists students with experiments and other hands-on assignments, does all of the grading and assigns student grades.

Grader TA: The TA is responsible only for grading exams and assignments.

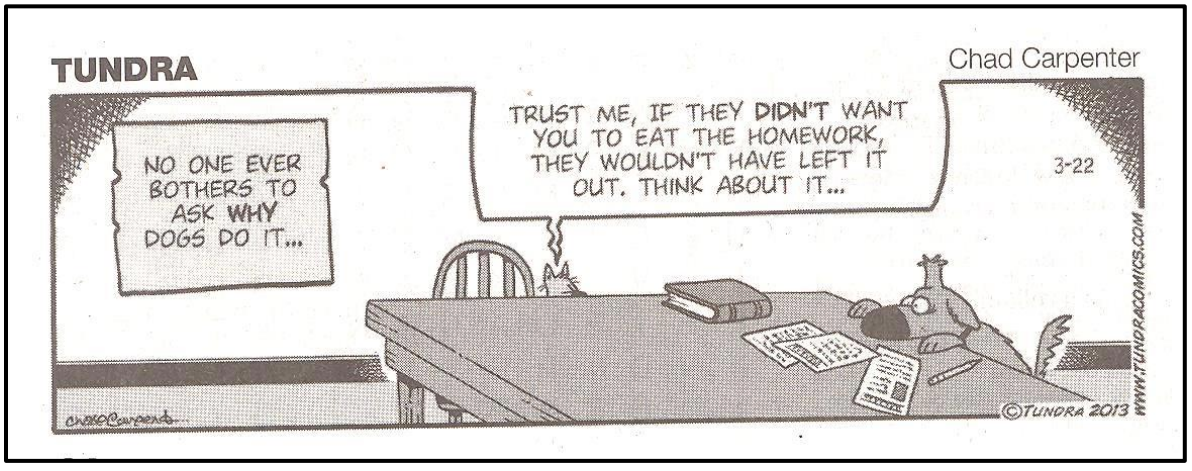
Course TA: The TA is responsible for assisting faculty in their formal classes. The work done varies by class, but normally includes meeting with students, providing notes for the class, helping develop exams and grading them.

Understanding your Role as a TA

The department of Anthropology at CU is lucky in that we have a variety of excellent teacher-scholars. Pedagogy, the art and science of teaching, is also practiced a variety of ways and no two faculty will probably teach their classes in the same manner. As such, it is important to understand the needs and requirements for each faculty as you provide your services as teaching assistants. One of the best ways to be sure you are meeting the needs of the faculty you are assigned to is to have a formal contract or agreement regarding your expected duties. Many faculty may have such contracts that make your duties explicit. Others may not. Either way it is extremely important that you both have a clear understanding of these expectations right from the start. If the faculty does not have a particular list of duties, ask them! This can include the following:

- What are the goals of the course? (Reviewing the syllabus and text will also help TAs grasp the content and scope of the course. Reviewing old exams the professor used in previous courses will help them delineate the importance attached to the various themes and topics to be covered in the course.)
- How many class sessions (lectures) am I required to attend? All of them?
- Will I be required to present any of the lectures?
- What are my grading responsibilities? How much time will grading take?
- Will I be expected to construct exams or contribute exam questions for the midterm and final exam?

- Should I develop a section syllabus?
- Who is responsible for conducting review sessions?
- How many office hours am I required to hold?
- How much freedom will I have in designing/teaching my own recitations (highly structured with much supervision from the professor or free-form without much supervision)?
- What sort of teaching methods should I employ in recitations? Should I ask questions and lead discussion? Should I lecture and re-teach what the professor or instructor taught? Should I use a study guide to lead my recitations? Should I focus on issues that I felt were unclear during lectures or in the assigned reading? Should I get students to work in pairs or in small groups? What about employing debates, roleplays, and other more active and interactive methods of learning? Should I give them a quiz during every recitation?
- How closely should I coordinate what I offer in recitations with that of the other TAs assigned for the same course? How uniform should our content and approach be?
- Are students required to come to recitation? How much of their grade will attending and participating in recitation count for?
- How do you want me to handle argumentative or disruptive students?
- How should I handle suspected or clear-cut cases of cheating on exams, assignments, or projects? How does the Honor Code apply to recitations?
- What should I do if I have a student who seems to have personal (i.e. psychological, emotional, or family) problems?
- Will a faculty member ever observe my recitation?
- What should I do and to whom should I speak if something comes up (an illness, or an emergency) and I am unable to conduct my recitation?
- Will you be expected to solve problems and answer questions about the lecture in sections?



TAs for Recitations:
Recitations are usually held for one hour, once a week for 20-40 students in a class.
Graduate students, faculty and sometimes advanced undergraduates may lead recitation sections. Individual faculty will inform you regarding what is entailed but methods used in recitations may include:
1. summarizing the main lecture,
2. recapitulating difficult issues and concepts covered during lecture,
3. answering students' questions,
4. leading discussions based on lecture and assigned readings,
5. leading small group problem solving,
6. organizing pair work or pair discussions,
7. solving problems on the board,
8. setting up student debates,
9. guiding student presentations,
10. helping students give project presentations,
11. giving quizzes,
12. going over answers to exams,
13. facilitating the preparation of drafts of student papers,
14. giving feedback sessions on student works
15. leading review sessions for exams, or
16. having guest speakers, and so on.

When using any of these methods, TAs need to be capable of providing essential help to their students, and must have a good understanding and mastery of their roles as TAs.

TAs for Labs:
TAs lead labs, grade student papers, and hold office hours. In some cases, what the TAs have to do may be decided in advance by the professor or instructor, while in other cases TAs may be given more freedom to run their recitations or labs in ways of their choosing.

TAs for recitations and courses should attend all lectures given by their faculty mentor and be familiar with the material being presented. They should obtain all handouts and take notes as needed so they may help to answer specific questions students may have later during recitation or office hours.

GPTIs' Basic Roles
As an instructor of record (this means being responsible for the course and students' final grades), Graduate Part-Time Instructors prepare for and conduct classes (by lecture, discussion, demonstration, and/or whatever method is best suited to the course content). They keep all course records and turn in final grades to the Registrar at the end of the semester. As an instructor of record for large classes, GPTIs supervise TAs assigned to their course. They hold regular meetings with the TAs and hand out or clearly communicate their expectations as would any faculty member.

- GPTIs may also grade assignments, or share or supervise this task with TAs.
- GPTIs design tests with or without their TAs' assistance.
- GPTIs hold consistent office hours each week, and allow students the opportunity to arrange an appointment at other times when necessary.
- GPTIs keep all course records and turn in their final grades to the Registrar at the end of the semester.
- GPTIs do not evaluate their peers. This is the responsibility of supervising faculty and/or the Graduate Director.

Absences and Illnesses

If for any reason TAs or GPTIs are unable to perform assigned duties on a particular day, they should telephone the department chair, department administrative assistant, or graduate director immediately. A class may never be canceled without prior notice or approval. If a substitute is asked to cover the class being taught by a GPTI, the person must be approved by the chair, and in the case of a TA by the professor or lead instructor. The bottom line is that students have paid for instructional time, and graduate student teachers as well as faculty must meet this commitment.

University Requirements

Note that all employed graduate students, whether or not they are pursuing Graduate Teacher Certification, are required to attend a session on CU's Sexual Harassment Policy at the GTP Fall Intensive or later. Please see the GTP web site (http://gtp.colorado.edu/) for dates. A record of your attendance will be noted on your employer record in Human Resources.

The Dual Role of Graduate Students and TAs/GPTIs

Becoming a TA/GPTI presents new challenges for the graduate student in general and for international graduate students in particular. The dual challenge of delivering instruction to students (with backgrounds and expectations different from one's own) and making progress toward achieving one's advanced degree requires good time management and a high degree of professionalism. Course preparation, office hours, and grading need to be balanced against one's required reading, writing, and research. How this balance is achieved will be a little different for each department and for each graduate student, but there are many shared issues and experiences. It might be worthwhile to ask the advice of more advanced students who have successfully managed their responsibilities for teaching and who are making adequate progress toward completion of their degree.

Rapport with students

As a liaison between faculty and undergraduate students, TAs are in constant contact with undergraduates both in recitations and office hours throughout the semester. Although it is important that they remain open and approachable to students, appropriate balance between closeness with students and reserve must be established. In other words, personal relationships with students should not compromise TAs' and GPTIs' roles.

Evaluation by the Anthropology Department

Our department has recently revised the formal evaluation of our teaching assistants. THE TA OBSERVATION AND PERFORMANCE RATING FORMS has a number of formats, some with itemized criteria, some which allow the faculty of record to provide a narrative, one which allows classroom observation, or a combination of the above. These are public documents and each TA will be provided with a copy of their own evaluation. The role of this document is not punitive, but rather to help faculty mentor you in your development as a teacher, to note strengths and weaknesses and to provide a way for the graduate committee to assess your performance as our Teaching Assistants. (Note: GPTIs are not defined as faculty and should not evaluate their peers.)

Faculty Course Questionnaires (**FCQ**s), which the University distributes in all course sections near the end of the semester, have proven to be a less reliable instrument for evaluating our TAs and are consulted only in special cases.

PRACTICAL ADVICE

Advice concerning grades

- Each professor handles his or her grading policy a bit differently. Be sure to check grading procedures with individual professors at the beginning of the semester.

- It is usually a good idea to mention problems that arise, particularly over grade disputes, to the other TAs you are working with, as well as the professor for whom you are a TA. This has the double benefit of advising them as to the kinds of problems that they may encounter, while at the same time ensuring that you have not made an error.

- Many professors will sit down with their TAs to correct a few exams, so as to determine how each question will be scored and to make sure that all those who are grading are (roughly) doing so using the same scale. Even so, problematic answers to test questions are bound to arise; for example, where it is unclear how much partial credit a given answer should receive. To a certain extent, each TA must use his or her own judgment. Still, it is often a good idea to send out an e-mail to the other TAs for the class as well as to the professor asking how a particular answer should be scored (and perhaps suggesting an answer to this question).

When you pass out exams and/or papers, announce your policies concerning questions on grades to the students. Here are a few policies you might want to adopt:

- Do not take questions on grades the day you distribute an exam or paper. There are almost always a few students who are disappointed or angry about the grade they have received, and it is best to let them calm down before speaking with them about their grade. Instead, remind them of your office hours, and invite them to come see you then to discuss any questions they may have.

- Remind your students that they can appeal the grade or score you have given them to the professor for whom you are a TA. However, ask them to discuss the grade with you first. You may have made an error, or you may change your mind as to what score to assign a student. Should you meet with a student, explain your reasons for giving the student the score you did a couple of times, and if he or she continues to argue with you, then you should bring the conversation to a close by advising the student to meet with the professor.

- Right after you collect a student's exam/paper it's a good idea to record the fact that the student has turned it in. This way, if you lose students' work you'll know it.

- Keep at least two copies of your students' grades for a class, in case (for example) the thumb drive/computer you have saved their grades on should disappear or malfunction. Also, be sure to record your students' grades before you return their exams to them. Recollecting exams is annoying; when some of your students have thrown them out, it can become a serious problem.

- Remember, unless he or she expressly states otherwise, final decisions on grades are the professor's.

Meeting and Corresponding with Students

- Remind your students of your office hours, especially before exams or papers. Also, be prepared to have students who cannot make your office hours. Meetings with such students should be arranged via e-mail.

- You should leave your door open when meeting with a student in your office. This can greatly reduce the possibility of uncomfortable, and potentially litigious, situations.

- Save all of the e-mails your students send you. This can be done by setting up a folder in your e-mail account, with the name of your class as the title. Old messages can be helpful in many ways, not least when students complain that they have not been able to contact you.

Helping Students with Problems Outside of the Class

On occasion, your students may come to you with problems outside the scope of the class. Such problems may include anything from trouble with some other class, or picking a major, to conflicts with family members, financial difficulties, psychological conditions such as depression or eating disorders, and even sexual violence. The University of Colorado has a number of offices set up to address these problems, and you may wish to help your students contact these offices.

Student Resources and Related Links on the Grad School website:
http://www.colorado.edu/GraduateSchool/resources

Student Classroom and Course-Related Behavior

While we hope your TA experience is positive in developing your skills as an instructor, conflicts can arise between students and the TA. This is unfortunate, but you should be prepared and know what to do. As noted above, if you cannot resolve a student's issue about grades you should have them meet and discuss this with the instructor of record. If you are a GPTI you have the ultimate authority regarding grades, but you should also feel free to consult with the Graduate Director. AT NO POINT IS AGGRESSIVE BEHAVIOR TOWARDS YOU TO BE TOLERATED. If a student becomes either physically or verbally aggressive you should immediately leave the room, and either contact someone at the front desk in the Anthropology Office or call the Campus Police.

University of Colorado Police Department
1050 Regent Drive
303-492-6666 (non-emergencies, for emergencies dial 911)
http://www.colorado.edu/police

Maintains a full-service police department. Officers, who are state certified, respond to reports of criminal acts and emergencies both on and off campus.

There is a code of student conduct at CU that requires students to maintain respectful behavior and the University can and will carry out punitive measures towards students who do not follow these codes.

More specifically, the University of Colorado has a policy about student classroom and course-related behavior. For questions and or guidance on these issues or to file a complaint, go to:

Office of Student Conduct

http://www.colorado.edu/policies/student-classroom-and-course-related-behavior

Difficulties with the Professor

Establishing clear and straightforward communication is extremely important and many problems are often simply the result of miscommunication. However, if any conflict between you and the professor for whom you are a TA arise such that you believe the resolution requires outside assistance, you can contact the Ombuds Office. The Ombuds Office assists students, faculty, and staff in resolving complaints or disputes with other individuals, offices, or departments within the university. *The Ombuds Office maintains impartiality and confidentiality in working with individuals.*

Ombuds Office
Center for Community N440
303-492-5077
http://www.colorado.edu/Ombuds

More Tips for TAs and GPTIs

The Syllabus

TAs may decide to develop a recitation syllabus, distribute it and explain it to their recitation class. Everyone in class should have a course syllabus and understand the important points as well. Syllabi should focus on the following:

a) Contact information (mainly name, e-mail address, office & office hours)
b) Required (and optional if any) texts and materials
c) Attendance policy
d) Assignments – number and type of, and due dates
e) Preferred format of written work
f) Exam dates
g) Make-up exam and assignment policies
h) Grading and late work policies
i) Extra credit policy (if applicable)
j) Extra help and/or tutoring options (if any)
k) Emergency policy (what constitutes an emergency and what to do)
l) Cell phone policies (e.g., turning off the ringer while in class)
m) Students' personal needs such as disability support and accommodation (look for handouts and the university emails regarding diversity statement on the syllabus)

Credibility

Students will be watching TAs and GPTIs closely to gauge their professionalism and qualifications to be an instructor. If TAs' mastery of the subject matter is not visible, their overall control of the class might be jeopardized. TAs need to model and expect professional behaviors: preparedness, punctuality, enthusiasm for the subject, good organization, neatness of written work, and respect for all people and viewpoints.

Communicating In and Outside of Class

- Students often neglect to learn their instructors' names. TAs can solve this problem by writing their name on the board for the first several sessions. Also, be clear about how instructors want to be addressed (e.g. first name or last name). At CU-Boulder as in many other universities in the US, it seems customary for TAs to be addressed with their first names, although this might be contrary to the cultures from which many international students come.

- TAs can take roll during the first several weeks of class to learn students' names. After that, if attendance is required an attendance sheet can be passed around for students to sign with the date written at the top. This can be very helpful to prove the number of times students attended the recitation.

- Email is a great way for students to ask TAs questions and get a quick response. TAs should keep up with their messages. Also, communications with students should not be deleted until after the semester has ended. TAs may need to prove something they or any of their students said; saved messages keep record of their interactions. If necessary, crucial interactions can be printed and filed, since some students may come back for clarification of their grades after the semester is over.

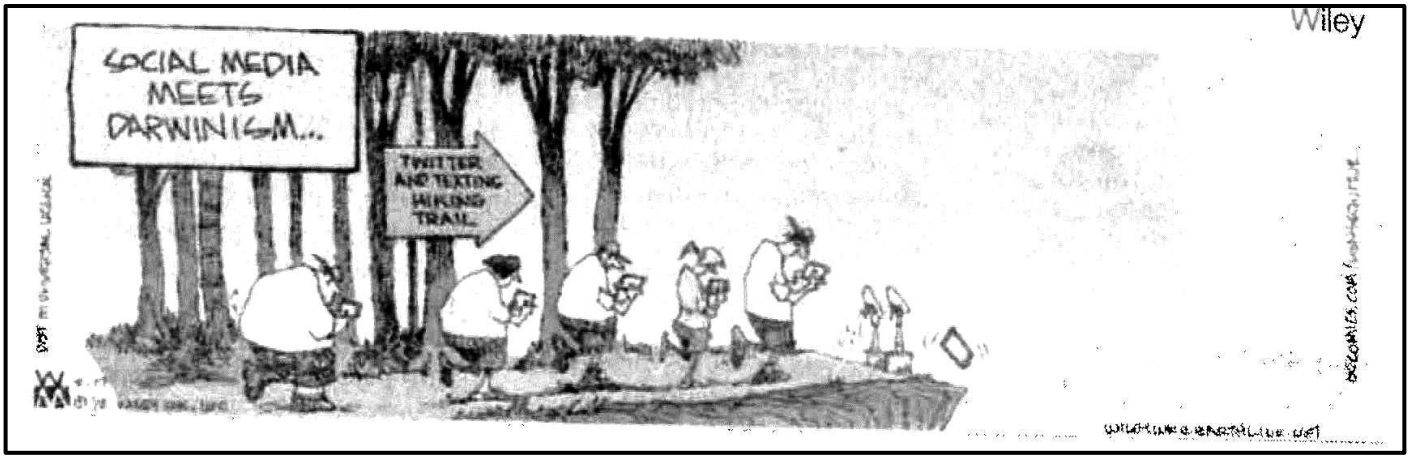
Handling Assignments and Grading

- If possible, TAs should have a stapler available when students hand in assignments and tests because many forget to staple their work together. Carrying some paper clips to hold loose papers together is also useful.

- It helps to use a red or colored pen for grading. Students appreciate brief comments on what is done well in addition to where improvement could be made rather than simple grades or points without justification.

- It is against university policy to return papers or tests by leaving them in a public place; they should be handed back in class.

- TAs should return any graded papers toward the end of a recitation or class to avoid causing students to be distracted from the planned lesson for the day. TAs should give some group feedback (such as grade range, their overall satisfaction with the students' performance and what they would like their students to do better in the future, including clarifying concepts that seemed to trip up many students).



Thoughts for Faculty [and TAs] on Turnitin.com [and plagiarism]

CU has joined a growing number of colleges and universities that use http://Turnitin.com . *Turnitin* works by comparing an uploaded paper to the web sites, scholarly articles available online, and all previously uploaded papers. It provides a report that highlights similarities and gives an overall numerical "originality score." *Turnitin* should be looked upon as an opportunity for faculty and students to partake in CU's continuing pursuit of academic excellence. We hope members of the CU community view *Turnitin* as a beneficial way to maintain academic integrity. In a perfect world, no one would need a service like this; but until then, we hope *Turnitin* will prove a useful tool for students and professors. Toward that end, we propose two principles:

First, Integrity should be everyone's concern in every class:

- *Turnitin* should help maintain an atmosphere of trust and honesty in the classroom, not just catch misconduct.

- We hope professors who use *Turnitin* will announce that they are doing so.
Reasonable steps will be taken to help students understand the rules of writing and citing.

- We hope professors will give students the chance to submit their papers to *Turnitin* whenever it is reasonable.

- Personally identifiable student information should not be included in papers submitted to *Turnitin.*

Second, *Turnitin* should be used fairly and appropriately:

- *Turnitin* should be used consistently - for example, for all papers or according to a random schedule - and that students will not be singled out except where there is reasonable cause to do so.

- Results from *Turnitin* should be interpreted carefully. Several minor coincidences of word usage should not be labeled as plagiarism.

Adapted from The University of Oklahoma's website.
http://www.ou.edu/honorcouncil/

Please feel free to contact me with any questions you may have about academic ethics and integrity.

Best, Vincent
Vincent.McGuire@Colorado.edu
303-735-3019

Student Classroom and Course-Related Behavior

Introduction

Students and faculty each have responsibility for maintaining an appropriate learning environment. Students who fail to adhere to behavioral standards may be subject to discipline. Faculty have the professional responsibility to treat students with understanding, dignity and respect, to guide classroom discussion and to set reasonable limits on the manner in which students express opinions.

Disruptive students in the academic setting hinder the educational process. Although disruptive student conduct is already prohibited by regent Laws and the Students' Rights and Responsibilities Regarding Standards of Conduct, the purpose of this policy is to clarify what constitutes disruptive behavior in the academic setting; what actions faculty and relevant Assistant/Associate Dean's offices may take in response to disruptive conduct; and the authority of the Office of Judicial Affairs to initiate disciplinary proceedings against students for disruptive conduct.

What Constitutes Disruption?

"Disruption," as applied to the academic setting, means behavior that a reasonable faculty member would view as interfering with normal academic functions. Examples include, but are not limited to: persistently speaking without being recognized or interrupting other speakers; behavior that distracts the class from the subject matter or discussion; or in extreme cases, physical threats, harassing behavior or personal insults, or refusal to comply with faculty direction.

Civil expression of disagreement with the course instructor, during times when the instructor permits discussion, is not in itself disruptive behavior and is not prohibited.

Some disruptive students may have emotional or mental disorders. Although such students may be considered disabled and are protected under the Rehabilitation Act/ADA, they are held to the same standards of conduct as any student.

Policy

- Students are required to adhere to the behavior standards listed in the Rights and Responsibilities Regarding Standards of Conduct and to refrain from disrupting classes and other academic settings.

- If a student is disruptive, the faculty member and/or the relevant Assistant/Associate Dean's office may ask the student to stop the disruptive behavior and warn the student that such disruptive behavior can result in academic or disciplinary action.

- A faculty member is authorized to ask a student to leave the classroom or other academic site if the faculty member deems it necessary. If the faculty member does this, s/he shall file a Disruptive Classroom Incident Report with the Office of Judicial Affairs and the Assistant/Associate Dean of the College or Department Chair (as determined by the College) within 24 hours. The Office of Judicial Affairs shall provide the student with a copy of the report.

- A faculty member may also exclude the student from the classroom or other academic area pending resolution of the matter by: (1) informing the student of the exclusion, (2) informing the student of his/her rights to request an expedited review of the exclusion, and (3) by immediately referring the matter to the Office of Judicial Affairs by submitting the Disruptive Classroom Incident Report and informing the relevant Assistant/Associate Dean of the College. If such exclusion occurs, and if the student requests a review, the Office of Judicial Affairs shall review the exclusion within three business days of the date the student requests the review.

- Nothing in this policy prohibits an immediate call to the University of Colorado Police or referral of the matter to another policy office, as determined to be appropriate by the classroom instructor.

Possible Sanctions

Authority of Instructor and Relevant Assistant/Associate Dean's Office

- Warning
- Exclusion from the instructor's classroom or academic area, pending expedited review by Judicial Affairs
- Academic sanction, if course participation is a component of the final grade and is indicated in the course syllabus

Authority of the Office of Judicial Affairs

- Warning
- Educational Sanctions, such as classes, papers or community service
- Disciplinary Probation
- Suspension
- Expulsion
- Exclusion from any part of or all of campus

Authority of the Chancellor or Vice Chancellor

- Summary Suspension
- Exclusion from any part of or all of campus

Documentation

Instructors should be aware that notes of the dates, times, witnesses and details of the incidents of disruption, and the impact of the disruption on those present, may be important in any future proceedings which may be necessary. Referrals to the Office of Judicial Affairs require written documentation containing factual and descriptive information. The student is entitled to see this documentation.

Resources

- University of Colorado Police
    - Emergency 911
    - Non-emergency 492-6666
- Counseling 492-6766
- Cultural Unity Center 492-5667
- Disability Services 492-8671

- Judicial Affairs 492-5550
- Ombuds Office 492-5077
- Victim Assistance 492-8855
- University Counsel 492-7481
- Assistant/Associate Dean's offices in relevant schools and colleges

Disruptive Classroom Incident Report

The Disruptive Classroom Incident Report shall contain the following information:

- Date of Report:
- Student's Name:
- ID#:
- Instructor's Name:
- Instructor's Phone Number:
- Instructor's E-Mail:
- Title of Course, Course Number and Section:
- Date/Time/Location of Incident:
- Attach a detailed summary of the incident, including a description of the disruptive behavior.
- Witnesses:
- Action, if any, taken by the instructor (e.g. student warned, asked to leave the class, etc.):
- What is your recommended course of action and reasons for this recommendation?
- Instructor's Signature:

This campus policy has been reviewed and approved by the CU-Boulder Provost, Dean's Council and Boulder Faculty Assembly.

Date: October 18, 2001
Approved by: Richard L. Byyny, Chancellor
Authors: Offices of Judicial Affairs, Undergraduate Education, Diversity & Equity, Faculty Affairs

13 Things I Wish I Knew Before I Started Teaching

Compiled 2010 by Michaela Howells

Wise words from tried and true graduate teachers

1.) Mastering a subject and knowing how to communicate that mastery are two different things. Seek out new ways to talk about topics you already understand well. Different students learn in different ways; strive to reach out to all of them. **(Mark, Archaeology)**

2.) Learn everyone's name and use it. Students like to know they are not just an ID number **(Nicole, Cultural Anthropology)**

3.) It is okay to make mistakes. This was something I had been so afraid to do in front of students. In fact, making and admitting to your own mistakes provides for a better learning environment. If you do not know the answer to a question, say so. If you say something confusing or incorrect, bring it into the open and deal with issues as a class, and as a teacher. The old adage, "to err is human" rings true, and simply admitting to mistakes in the classroom can create a fun and interested atmosphere, and strong connections between you and the students. **(Larry, Biological Anthropology)**

4.) Prepare for recitation discussion but be flexible: As a TA you must prepare your notes ahead of time so as to know what you are going to do in a class that day. However, sometimes the discussion can veer off track and go in the direction the students want to go. It is important to control the class and follow your notes, but be flexible: give students a chance to explore different topics, differing view points, and a chance to ask questions. It is the TA's job to be able to fine tune the class to the needs of students. (**Magda, Cultural Anthropology**)

5.) I have found that students are very appreciative when an instructor (or professor) stops class to address a student that is behaving poorly. If a student it behaving in a manner to disrupt your lecture, chances are they are disrupting the learning process of their fellow students. On the first day I tell them if they plan to engage in these activities that can also plan to be called out publicly. Lastly, I have had an absolute blast teaching every course here at CU-Boulder. Most of the students are very committed to learning. Unfortunately some are not. Remember that you're here to get experience as a professor and professional. **(James, Biological Anthropology)**

6.) Use faculty as a resource not only for ideas on how to present a difficult concept/topic but also for troubleshooting classroom management issues. They have heard and seen it all and will usually have ideas on how to handle potentially difficult situations. **(Dana, Biological Anthropology)**

7.) Learn to use technology in the classroom early in your career. This applies to powerpoint/smart room techniques as well as using CULearn to post your syllabus, grades, lecture notes, handouts, etc. ITS offers 2 hour seminars to get you up to speed with this medium. I would say all students are using this in their classes and expect instructors to be up to date on this mode of communicating and teaching with students. **(Dana, Biological Anthropology)**

8.) First off, relax. You will quickly learn that you do not have to know EVERYTHING to be an effective teacher. Secondly, there are some students who will sleep no matter how great your lecture is! I used to get very nervous when I saw a student starting to doze off. Then I attended a lecture of one of the most dynamic, engaging, and brilliant professors I have ever met and noticed more than one student fast asleep. Bottom line, don't take it personally, be prepared, and remember to include the parts of that subject that first engaged and inspired you. **(Christine, Archaeology)**

9.) First, your teaching style will evolve, and there is no one correct teaching style. Be comfortable with yourself, and flexible. Each classroom is different, and it is important to teach to the style of the students. **(Larry, Biological Anthropology)**

10.) Don't refer to your students as kids/children--even when you are speaking with other TAs or graduate students. It is degrading and reinforces power differentials. They are adults just as you are and deserve respect. **(Nicole, Cultural Anthropology)**

11.) Take the time to study, learn from, and talk with other TA's and professors in your classes. Time passes quickly, and before long you will be teaching your own lecture courses. Take the time now to talk with others about teaching, about the challenges, and take the time in your own classes to watch your professors and learn from their experience. The students and classroom will teach you to be the best teacher, but there is no need to reinvent the wheel. Seize the opportunity to learn from other great teachers. **(Larry, Biological Anthropology)**

12.) Set some ground rules the first day of class. Make it perfectly clear that students they should not be late consistently. If you do this, the students will approach you after class and let you know that they may be late because they must walk across campus to attend your class. I always make a mental note of this, and I don't have a problem with those that come in late due to these circumstances. Be a bit of a hard ass at first. Don't tolerate any sleeping or using cell phones in class. You can always lighten up as the semester progresses but its difficult to get tough after you've been easy going. At least once a semester I have to stop in the middle of lecture to tell someone to quit text messaging, or talking, or what have you. It may make you feel uncomfortable to do this, but it makes the student more uncomfortable and they will stop their behavior immediately. **(James, Biological Anthropology)**

13.) Films, either in entirety or in part, are an important part of the recitation. However, it is what you show and how you show it that makes all the difference. Make sure you have time to frame, view, and discuss each film (or part of it). Without framing the films properly they can become a tool for "exotic" ogling rather than an educational experience. Make sure that you have clear goals as to the purpose of showing the chosen film: Will it help with what you are trying to teach? Will it add to the curriculum? Can you build on the information shown? (**Magda, Cultural Anthropology**)

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Online Archive of Anthropology TA/GPTI Resources

One of our PhD students set up a site on *PBworks* to post syllabi, class notes, quizzes and other materials which will help you develop and implement your own classroom lectures and discussions. This is a collaborative website for the free exchange of course materials (with permission of the author, of course).

The link to the site is: cuanthropologyteachingarchive.pbworks.com (You will need to copy/paste this address into your browser.)

This will take you to a login screen. You have to be an invited member to view the site, though. Contact adam.blanford@colorado.edu for an invitation.

Teaching Difficult or Contentious Topics

Adapted (considerably) by Kate Fischer from
http://codac.uoregon.edu/files/2011/02/Teaching_Challenging_Materials_GTF_Series-3.pdf

- Embrace controversy. It helps students learn to think critically, be empathetic scholars, and consider alternative perspectives.

- Lead with the science and/or vocabulary so students have concrete terms and examples to work with before you move into abstraction. Try to avoid vague statements that can be mistaken as opinion.

- What are the controversies within the/a literature? Present multiple sides of a controversy; if the controversy is, in your mind, one-sided (e.g., evolution vs. intelligent design), you still need to consider that it may not be so clear for students. You do not want to shut them off from considering what, to them, is an alternative viewpoint.

- Having *no* opinion can seem like apathy or dishonesty to students, but there is a fine balance between presenting one's own opinion as opinion, and presenting it as the Right Answer to complex issues. That line shifts depending on the topic, the size of the classroom, the possibilities for engaged discussion, and even class personalities. Be careful of sending a message along the lines of "Once you peasants finish stumbling around, I shall show you the right way to think about this."

- To avoid the above, make sure you have created a space where students feel comfortable questioning your position (but not your authority). Also make it clear that they are entitled to their own opinions but not their own facts. Think about how these topics will be tested.

- Establish ground rules for discussion. This might be a syllabus, or the group might decide on what rules they want to enforce, what assumptions they will begin from, and what a good model for discussion what might be. For example, students might have to respectfully restate each other's statements before disagreeing, or to take turns, or avoid using stereotypes. They might decide to only make statements that they would feel comfortable saying to the person or group being discussed.

- Provide time to reflect before asking for commentary. This might involve a brief writing prompt, questions sent out the night before, group work, or silent reflection. Embrace the silence. Do not expect students to contribute a fully formed argument moments after asking a question.

- Get out of the way. Let students take the discussion in unexpected directions. At the same time, be prepared to sum up both the class discussion and the course content at the end of the session, or to redirect when students veer wildly off course or make derogatory statements.

- Encourage equal participation. Are all students contributing? Are you calling more on males than females, or letting certain groups talk longer than others? We are not always aware of our own biases. Video tape consultations can help point out inconsistencies. Other possibilities include using tokens or moving around a circle.

- Think back to your own process in understanding the topic. Perhaps you were exposed to it at an early age, or maybe you had no idea that sex was not the same as gender until you were a senior in college. Students will likewise be at different points on their familiarity with a topic, and should not be expected to display the nuanced understanding of a graduate student. Demonstrating your own struggles can also help students feel comfortable asking questions.

RESOURCES

- Center on Diversity and Community http://www.uocodac.com/
- TEP Inclusive Teaching Website http://tep.uoregon.edu/resources/diversity/index.html
- Managing Hot Moments in the Classroom http://isites.harvard.edu/fs/html/icb.topic58474/hotmoments.html
- 101 Things You Can Do the First Three Weeks of Class http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/101thing.htm
- Teaching for Inclusion: Diversity in the Classroom http://cfe.unc.edu/pdfs/TeachforInclusion.pdf
- Tools for Teaching http://teaching.berkeley.edu/tools.html
- Teaching in Racially Diverse College Classrooms http://isites.harvard.edu/fs/html/icb.topic58474/TFTrace.html
- Diversity/Inclusive Teaching Tips http://www.indiana.edu/~icy/diversity.html
- Creating Your Syllabus http://www.crlt.umich.edu/gsis/P2_1.html
- The First Day of Class: What Can/Should We Do? http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/firstday.htm
- Teaching Controversial Issues http://cfe.unc.edu/pdfs/FYC21.pdf
- Journal of Educational Controversy http://www.wce.wwu.edu/Resources/CEP/eJournal/
- Teaching Students to Discuss Controversial Public Issues http://www.indiana.edu/~ssdc/cpidig.htm
- Guidelines for Discussion of Racial Conflict and the Language of Hate, Bias, and Discrimination http://www.crlt.umich.edu/publinks/racialguidelines.php
- Sensitive Topics in the Classroom http://teaching.berkeley.edu/sensitivetopics.html
- Teaching in Difficult Times and in Times of National or International Stress http://teaching.berkeley.edu/difficult_times.html
- Guidance For Instructors Concerning Class Discussions About The War In Iraq http://www.crlt.umich.edu/publinks/wariniraqdiscussion.php

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Teaching Generation Z

Higher Ed Online
http://www.insidehighered.com/advice/2013/01/16/essay-teaching-students-who-seem-unengaged?utm_source=VR2013MAYGSNewsletter&utm_campaign=ValMar2013&utm_medium=email

How TAs and RAs are Selected

TAs

1. **Seniority**: PhDs first, then MAs by seniority (but see limits of support below)
2. **Admissions package**: Contract in offer letter
3. **Training**: Labs require prior training.
   - Recitation TAs should have background in the subdiscipline.
   - Graders have more flexibility in terms of training in the subdiscipline.
   - Teaching experience can tip the balance among new grad students.
4. **Scheduling:** Some decisions have to be made on the basis of whose schedule will accommodate the course and/or section.
5. **Performance:** Contracts state that you are an "employee at-will". Failure to meet the obligations of your contract can lead to disqualification or even dismissal. FCQ's may be consulted as one criterion of evaluation.

Limits of support and Adequate Progress

- PhD students with six semesters of support in a TA position will be placed on a waitlist.
- MA students with four semesters of support in a TA position will be placed on a waitlist. Allowances will be made for students in dual degree and certificate programs.
- Exceptions may have to be made according to department need, but the caps are intended to give everyone a fair chance at being a TA.
- TAs must meet all the requirements of good standing outlined by the Grad School.
- PhD students with six semesters of support in a TA position who have not formally presented a Preliminary Paper and/or Prospectus to their advisory committee will not be considered for a TA position.

Distribution across subdisciplines

The Department attempts to give equal distribution of TA assignments to each subdiscipline. Variations may exist when: faculty are on leave and fewer courses are being offered in their subdiscipline as a result; demand for particular classes skews the balance among subdisciplines; number of PhD students in the field skews balance of TAs available in subfield; other unforeseen circumstances.

Q & A:

Q: If there is a huge waitlist for a class, can't we create another recitation section?
A: Only if the College of Arts and Sciences has funds for another TA salary. It is totally up to the Dean.

Q: Couldn't the Department just enroll fewer grad students, so they could all be fully supported?
A: The Department runs the risk of not having ENOUGH grad students to avoid cancellation of seminars due to low enrollments OR to teach labs and recitations in large lectures. We aim for the Goldilocks quota of 15 total new admits annually.

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RAs

The Department divides funds from an endowment equally among the three subdisciplines. Archaeology and Biological Anthropology then rotate those funds among their faculty so that, when their turn comes, one of them can hire a research assistant that year. Cultural Anthropology divides their portion equally among all their faculty so that all can hire hourly help every year. Some Cultural faculty may choose to 'bank' their portion for a year (if they are on leave or have funding from a grant, etc.), but the funds remain earmarked for that purpose.
Additional funds for research assistants are sometimes available through a grant that has been awarded to a faculty member.

Is the student a PhD or Master's Student?

PhD

Has the PhD student been TA for the maximum 6 semesters (not including summer classes)?

NO

YES → Normally they will be placed on a waiting list and will be considered if an opening occurs– this allows other PhD students a chance for this funding support.

Has the PhD student been offered a TA as part of their recruitment packet? These PhD students will have priority

Does the requested course conflict with the student's class schedule?

If we are unable to place the student into his/her requested courses does the student have the background to TA an alternative course?

Are there any reported problems with the student's prior TA courses?

MA → Eligible PhD students have priority *Unless* they are a new MA student and have been offered a TA as part of their recruitment packet OR a course requires special knowledge and no PhD student who applied fits this criteria.

Has the MA student been offered a TA as part of their recruitment packet? These MA students will have priority

Has the MA student been TA for the maximum 4 semesters (not including summer classes)?

YES → Normally they will be placed on a waiting list and will be considered if an opening occurs– – this allows other MA students a chance for this funding support.

NO

Does the requested course conflict with the student's class schedule?

If we are unable to place the student into his/her requested courses does the student have the background to TA an alternative course?

Are there any reported problems with the student's prior TA courses?

Among equally qualified MA applicants, has the MA had a number of TA positions but others had few or none? Consideration may go to MA students who are making good progress but have not yet had a chance to be a TA. This is to try and make sure all qualified MAs get some support.

