

*The Illustrated*

University of Arizona

SCHOOL OF ANTHROPOLOGY

***GRADUATE STUDENT HANDBOOK***



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## TABLE OF CONTENTS

IMPORTANT CHANGES	3
I. INTRODUCTION	4
Director of Graduate Studies and Advising Office Staff	
Subfields and Divisions	
Resources	
Forms	
II. SATISFACTORY ACADEMIC PROGRESS	8
Minimum GPA requirement	
Annual Self-Evaluation	
III. THE MASTER OF ARTS DEGREE IN ANTHROPOLOGY	11
Addition of the MA Program	
Major Advisor	
MA Committee	
Course Requirements	
MA Plan of Study	
Deadlines for the Completion of Requirements	
Time Limitations for the Master's Degree	
Transfer Coursework	
Minimum Registration and Leave-of-Absence Policies	
Full-Time Status	
MA Research Using Human and Animal Subjects	
MA Research Write-Up (Thesis or Report)	
MA Oral Examination	
Continuation in the Ph.D. Program	
IV. THE DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE IN ANTHROPOLOGY	18
Unit and Residence Requirements	
Minimum Registration and Leave-of-Absence Policies	
Full-Time Status	
900 Waivers of Non-Resident Tuition	
Use of Graduate Coursework from the MA Degree	
Use of 400-Level Coursework	
Grade (GPA) Requirements	
Time Limit for Completion of the Ph.D. degree	
Course Requirements for Major Foci	
<i>Archaeology</i>	
<i>Biological Anthropology</i>	
<i>Linguistic Anthropology</i>	
<i>The Joint Ph.D. in Anthropology and Linguistics (ANLI)</i>	
<i>Sociocultural Anthropology</i>	
Dual Ph.D. Program with Near Eastern Studies	
Minors in Anthropology Subfields (Unit Requirements)	
Synthetic Concentrations in Anthropology	
<i>Applied Anthropology</i>	
<i>Ecological Anthropology</i>	
<i>Medical Anthropology</i>	
<i>Anthropology, History and Memory</i>	
<i>Southwest Land, Culture, and Society (SWLCS)</i>	
<i>Archaeology of the Mediterranean World</i>	
Requirements for the Minor in Anthropology for Students Majoring	

in other Disciplines	
Unit Requirements for the Doctoral Dissertation	
Statistics Requirement	
Cross-Listed Courses	
Foreign Language Proficiency	
Doctoral Plan of Study	
V. Ph.D. EXAMINATIONS AND OTHER RITES OF PASSAGE	33
MA Outside of Anthropology	
Comprehensive Exams	
Advancement to Candidacy	
Finalizing the Dissertation Committee	
Dissertation Proposal	
Ph.D. Research Using Human & Animal Subjects	
Continuation in the Ph.D. program	
VI. STAGES FOR PRODUCING THE DISSERTATION	41
Taking Dissertation Units	
Conducting Dissertation Research	
Writing the Dissertation	
Final Oral Ph.D. Examination (“Dissertation Defense”)	
Submitting the Final Copy of the Dissertation	
Reminder on the Matter of “Time to Degree”	
VII. RESEARCH ASSISTANT AND TEACHING ASSISTANT APPOINTMENTS	46
Graduate Research Assistantships (RAs)	
Graduate Teaching Assistantships (TAs)	
VIII. OTHER FINANCIAL SUPPORT FOR GRADUATE STUDENTS	53
School of Anthropology Fellowships & Scholarships	
Graduate College Funding	
Other Funding Opportunities	
Alumni Activities	
APPENDIX A: Anthropology Faculty Eligible to Serve on MA & Ph.D. Committees	58
APPENDIX B: Useful URLs	59
APPENDIX C: Faculty Qualified to Administer Foreign Language Proficiency Exams	60
APPENDIX D: Criteria for Assigning Teaching Assistantships and Instructor Roles to Graduate Students	61
APPENDIX E: Alternative Formats for the Doctoral Dissertation	63
APPENDIX F: Suggested Strategies for Effective Scheduling of Graduate Work	65

## **IMPORTANT RECENT CHANGES TO THE HANDBOOK**

**Last Update: June 2017**

### **Major revisions and updates:**

**SoA Subdivision requirements and course lists updated**  
**Policy on “Incompletes” spelled out**  
**New Graduate College policies incorporated**  
**All URL’s updated**

## I. INTRODUCTION

The faculty and staff of the School of Anthropology are pleased to welcome you to the graduate program in Anthropology. Upon completion of the MA degree, you will have demonstrated, through academic studies and research, a mastery of basic ideas and concepts in your field, and you will have written a potentially publishable research report or thesis. The doctoral degree requires distinguished achievement in academics and research, resulting in a dissertation that makes a substantive contribution to knowledge in your field of study.

This handbook is designed to guide you through the administrative complexities of your degree program, and to help you meet all School and Graduate College requirements. Information and materials in this handbook cover nearly all of the academic activities pertaining to the Master of Arts (MA) and Doctor of Philosophy (PhD) degrees in Anthropology at the University of Arizona. It is important that you acquaint yourself with all requirements and that you remain informed of changes in requirements throughout your graduate career (see Appendix B for useful URLs). We will also strive to keep you abreast of changes in program requirements by e-mail.

Although officially you are a student in the UA Graduate College, your work is primarily regulated, governed, and evaluated by the faculty of the School of Anthropology. The Graduate College sets certain minimum, essential requirements for completion of graduate degrees, which can be found in the Graduate College Policies and Procedures webpage (<https://grad.arizona.edu/policies>). The School of Anthropology has additional requirements, which are outlined in this document. You are responsible for satisfying **both** sets of requirements. Internal *and* Graduate College forms must be completed and turned in to the Advising Office or submitted via GradPath upon taking each step towards your degree(s). Forms required by both the School and the Graduate College must clear the Anthropology Advising Office. Note that while almost all of these forms are online, a few, such as the *Request for Change of Program* form and the *Application for Advanced Status* form, must be submitted in hard copy.

### Subfields and Divisions

The School of Anthropology takes a “Four-Field” approach. When you applied for your graduate studies at Arizona, you indicated a subfield of Anthropology in which you wanted to focus your work (Archaeology, Sociocultural, Biological, Linguistic, or Applied Anthropology). Your application was evaluated and approved by faculty in that subdiscipline. Should you desire to switch subfields during your academic career, you must have permission to do this from the new subfield's faculty. They may require you to complete other courses and/or examinations to determine your qualifications in their field. The faculty of the newly chosen subfield has the right to decline your request if they believe you are unqualified or lack the proper background.

### The Director of Graduate Studies and Advising Office Staff

The **Advising Office** consists of the Director of Graduate Studies and the Program Coordinator. The Director of Graduate Studies (Dr. Robert Schon) is available during walk-in office hours (dates and times are posted on his office door—Haury 321) or by appointment to be arranged via e-mail ([rschon@email.arizona.edu](mailto:rschon@email.arizona.edu)). Program Coordinator, Scott Ellegood (520-621-1767, [ellegood@email.arizona.edu](mailto:ellegood@email.arizona.edu)) is also available in the main office to answer questions related to your degree program and to listen to your suggestions or concerns as a student of the School and The University of Arizona. (All conversations with Advising Office personnel are treated in accordance with FERPA's guidelines concerning confidentiality (<https://ed.gov/policy/gen/guid/fpco/ferpa/index.html>)).



## Resources

### Computing Facilities

Wireless access to University networks is available throughout most of the campus. You may use computer labs in libraries and other locations across campus with current university identification (CatCard; <http://www.catcard.arizona.edu/>). The Social and Behavioral Sciences Research Institute (SBSRI, <https://sbsri.sbs.arizona.edu>) also maintains a space where graduate students can work on grants and receive guidance. The College of Social and Behavioral Sciences also maintains a Geographic Information Systems (GIS) lab for student use in the Harvill Building called CASA (the Center for Applied Spatial Analysis; <http://www.casa.arizona.edu/>).

### Cube Room

The “Cube Room,” (124 Haury) is a Graduate Student workspace consisting of assigned cubes, a soundproof meeting room, and a communal table. Priority for cube assignments goes to students working on their dissertations. Please contact Catherine Lehman ([cml@email.arizona.edu](mailto:cml@email.arizona.edu)) to request a cube. You can use your mailroom key to access the Cube Room.

### Long-Term Study Rooms

The UA Main Library maintains small lockable private spaces for PhD candidates working on their dissertations. Assignments are for one year. See <http://new.library.arizona.edu/visit/spaces/long-term-study-room> for more information.

Another, little known, quiet study space is the Arizona State Museum Library: <http://www.statemuseum.arizona.edu/collections/library-archives>, located right across the street.

### Disability Resource Center

The Disability Resource Center (DRC) offers a variety of resources and supports for students (<http://drc.arizona.edu>).

### UA Graduate Center

The University of Arizona Graduate Center is an excellent resource for University-wide graduate student and postdoctoral scholar support: <http://gradcenter.arizona.edu/home>.

### AGUA

Anthropology Graduate Students at the University of Arizona (AGUA) is open to all graduate students in the School of Anthropology. AGUA organizes a lecture series and sponsors various activities. It also meets periodically to discuss the concerns of students and ideas for improving the program. AGUA representatives also attend faculty meetings and sit on some committees. See <http://agua.arizona.edu> for more information.

### GPSC

The Graduate and Professional Student Council is a University-wide resource for graduate students. See <http://www.gpsc.arizona.edu> for more information.

### Graduate Student Academic Services (GSAS) (formerly Graduate Degree Certification)

The Graduate Student Academic Services office, located in the Graduate College, Administration Building, Room 316 (<http://grad.arizona.edu/gsas>), is responsible for overseeing all Graduate College requirements connected to your academic career. As noted above, almost all Graduate Degree Certification forms must first be processed through the Anthropology Advising Office.

### Grievances

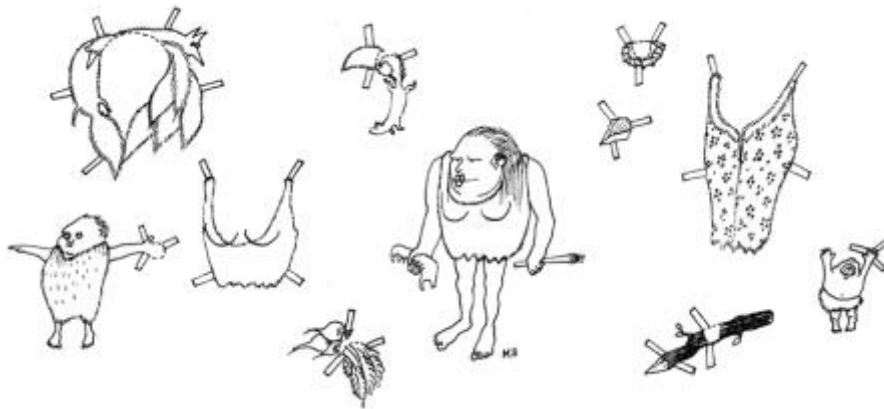
The UA School of Anthropology promotes a harmonious environment in which to work and seeks to intellectually nurture all of its students. However, as with any institution, sometimes things do not work perfectly. Please consult <https://grad.arizona.edu/policies/academic-policies/summary-grievance-types-and-responsible-parties> for appropriate grievance channels.

### E-mail Distribution List

To provide you with information about scholarship opportunities, lectures, program requirements and deadlines, we will add your UA email address to our e-mail distribution list. University regulations do not permit sending certain information to non-UA e-mail addresses, so it is important that you set up an official University of Arizona e-mail account as soon as possible. Please also provide written permission to the School of Anthropology's Website Committee Chair to create a profile for you on the School website. You will be able to edit its contents.

### Faculty Committees

Current membership of faculty on committees for admissions, teaching assistants and scholarship allocations, and human subjects is available in the Main Office (Haury 210).



### **Forms**

You are affiliated with a large, public, Research I University. The bureaucracy is thick. Your success at the University of Arizona partially depends on your ability to negotiate that bureaucracy. That means lots of (electronic) paperwork. The forms you will need to prepare and submit at various stages of your graduate training are mostly processed electronically through **GradPath**. Please see instructions on GradPath at the Graduate College web site (<http://grad.arizona.edu/GradPath>). Here is a general outline of the procedure:

### General

You are required to file a *Responsible Conduct of Research Statement* before you start filing GradPath forms. Be sure to file GradPath forms following the order in which they are arranged.

### MA Students

Upon entering the program, MA students need to file a *Request for Change of Program Form*, with the Graduate College in order to add the MA to their PhD. (The default program setting is PhD, so the MA must be added to it.) This form is submitted in hard copy. Then, via GradPath, student must file: 1) an *MA Plan of Study* (generally by the end of the 2nd semester); and 2) a *Master's Committee Appointment* form. If you wish to transfer graduate credits earned at other institutions, you should file a *Transfer Credit* form on GradPath. See Section III below for details of the transfer credit policy for MA students. After a successful MA thesis defense, a *Master's Completion Confirmation* form is filed by the Program Coordinator. Prior to the submission of this form, your Committee Chair is required to send the Program Coordinator written confirmation of the date you successfully defended your MA thesis.

### PhD Students

If you wish to transfer graduate credits earned at other institutions, you should file a *Transfer Credit* form on GradPath during your first year. See pp. 14-15 below for details of the transfer credit policy.

Before the Doctoral Comprehensive Exam, PhD students need to file: 1) a *PhD Plan of Study* (generally by the end of the 2nd semester of the PhD program); 2) a *Comprehensive Exam Committee Appointment* form; and 3) an *Announcement of Doctoral Comprehensive Exam*.

After the Comprehensive Exam, a *Results of Oral Comprehensive Exam* form will be sent to the Committee Chair via GradPath. A *Prospectus/Proposal Confirmation* form will be filed by the Program Coordinator in GradPath.

Before the dissertation defense, PhD student needs to file: 1) *Doctoral Dissertation Committee Appointment* form; and 2) *Announcement of Final Oral Defense* form.

After a successful final defense, a *Results of Final Oral Defense* form will be sent to the Committee Chair via GradPath.

**When you file a Plan of Study, you should meet with the DGS to go over your list of courses in person.** We recommend that you file your *Plan of Study* immediately after meeting with the DGS. If you are filing a *Plan of Study* more than a few weeks after meeting with the DGS, you might send an email to the DGS to refresh their memory. After filing a GradPath form, student should track the approval process by logging on to GradPath. If your form is held up by your advisor or the DGS, they may have overlooked the email notification. Do not hesitate to contact them.

The Graduate College checks any discrepancies between courses listed in the *Plan of Study* and the courses taken by the student. If you are taking courses different from the ones you listed in your *Plan of Study*, you should modify your *Plan of Study* on GradPath. The modified *Plan of Study* needs to be approved by your advisor and the DGS. Since they may not know whether this is the first-time submission or a modification of an older one, please notify your advisor and the DGS by email that this is a modified *Plan of Study* and explain which courses have been substituted by what.

Additional forms are placed on the Graduate College web site:

(<https://grad.arizona.edu/forms/gsas>). It is a wise idea to familiarize yourself with the Graduate College site early in your graduate career since it and the Graduate College's main site (<http://grad.arizona.edu/>) are the principal sources of information you will need to navigate the UA system efficiently and successfully. **Remember that you are required to meet BOTH the School of Anthropology's and the Graduate College's requirements for successful progress toward your degree.** More information on forms is provided in each relevant section throughout this handbook.

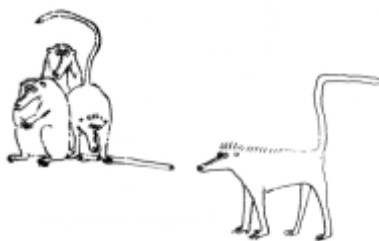
## II. SATISFACTORY ACADEMIC PROGRESS

We have developed a set of criteria for monitoring student progress through the program. These standards assist faculty in their annual evaluations of student progress toward degree completion and, equally important, they help students assess their own progress. Annual evaluations are made by the faculty members of the student's subdivision, based primarily on recommendations by the advisor or the student's committee.

Criteria for satisfactory academic progress towards the completion of your post-baccalaureate degrees include the following:

1. Submission of an annual self-evaluation and a successful annual evaluation by the subdiscipline faculty (see the section on annual self-evaluation above);
2. Regular meetings with your advisor(s) on a schedule negotiated between you and your advisors;
3. Adherence to appropriate schedules (outlined below), including completion of MA thesis and written and oral exams, and timely filing of plans of study and dissertation proposals;
4. Fulfillment of all formal Graduate College requirements (GPA, etc.) as specified in the Graduate Catalog;
5. Your potential to complete a rigorous research-oriented degree program and to make a professional contribution to the field of anthropology demonstrated through your performance in required courses, and on term papers, exams, MA or PhD research, your MA thesis/report, grant proposals, and drafts of your PhD dissertation.

The schedule below is provided as a guide to help you evaluate your academic progress, and to help you predict whether you are at risk of receiving an "unsatisfactory" evaluation from the anthropology faculty. In evaluating a student's progress through the program, the faculty takes into consideration individual circumstances, such as joint majors or minors that require extra class work, particularly demanding or prolonged fieldwork or laboratory studies, health concerns, and the exigencies of work and family. You will not be penalized automatically if you fail to keep up with the idealized schedule. However, if your progress through the program is slowed for any reason you should discuss the situation with your advisor in order to determine a solution. Slow progress coupled with a lack of contact with your advisor puts you at a much greater risk of receiving an "unsatisfactory" evaluation. **Communication is the key;** it is incumbent upon all students to maintain open lines of communication with their faculty advisors.



Should the faculty determine that you are not making satisfactory academic progress towards your next degree, they will inform you in annual evaluation letters and specify what you need to do to bring your progress up to acceptable standards. If you fail to respond appropriately and promptly to the specified goals, you will be subject to penalty. Penalties for failing to meet guidelines for satisfactory academic progress range from being excluded from consideration for fellowships, grants, or TA positions to disqualification from the program.

**Model schedule for satisfactory progress toward the Ph.D. degree for students entering the program with a Bachelor's degree only:**

Timetable	Milestone
end of 2 <sup>nd</sup> semester	MA plan of study filed with Graduate College
end of 4 <sup>th</sup> semester	Coursework for MA completed ( $\geq 33$ units); MA thesis/paper completed or well underway
end of 5 <sup>th</sup> semester	MA thesis/paper completed and defended
end of 6 <sup>th</sup> semester	Comprehensive Examination committee formed
end of 7 <sup>th</sup> semester (or within three semesters of completing MA)	Doctoral plan of study filed with Graduate College
end of 8 <sup>th</sup> semester (or within two years of completing MA)	Written and oral Comprehensive Examinations passed
end of 9 <sup>th</sup> semester (or within six months of passing comps)	Dissertation proposal accepted by dissertation committee
end of 14 <sup>th</sup> semester (or within three years of passing comps)	Dissertation draft completed and defense scheduled

**Model schedule for satisfactory progress toward the PhD degree for students who enter the program with a Master's degree from another university or UA discipline:**

Timetable	Milestone
end of 2 <sup>nd</sup> semester	Comprehensive Examination committee formed, and Doctoral Plan of Study filed with graduate college
end of 5 <sup>th</sup> semester (or within two years of entering program)	Written and oral Comprehensive Examinations passed
end of 6 <sup>th</sup> semester (or within 6 months passing comps)	Dissertation Proposal accepted by committee
end of 12 <sup>th</sup> semester (or within three years of passing comps)	Dissertation draft completed and defense scheduled

Be aware that these model timelines only provide certain milestones for gauging your progress through the program. They do not include all obligations and coursework requirements. Refer to “Sample Degree Completion Timetables” (Appendix E) and specifications for the MA and PhD degrees (above) for more specific information about required courses. Note that the Graduate College has additional minimum requirements for MA/PhD students. These are summarized here: (<https://grad.arizona.edu/gsas/degree-requirements>).

***Graduate College policy stipulates that the dissertation must be completed within five (5) years of passing the oral component of the Comprehensive Examination. If it is not, the entire Comprehensive Examination process must be repeated, even if the student has a defensible dissertation draft in hand! Since being invited to re-take the Comprehensive Examination is a privilege requiring endorsement of the relevant subdiscipline and the full faculty rather than an entitlement and because faculty are not obliged to reconstitute themselves as a committee for the student’s convenience, being required to re-take the Comprehensive Examination is a very serious matter and should be avoided at all costs.***

### **Minimum GPA Requirement**

The minimum GPA requirement set by the Graduate College is 3.00 (on a 4.0-high scale). Should your grade-point average fall below this requirement, you will be placed on academic probation by the Graduate College. If at the end of the following semester you do not raise your cumulative average to 3.00 or higher, the Graduate College will terminate your graduate studies. **No student on academic probation may hold a scholarship, assistantship, or fellowship.** To maintain good standing within the School of Anthropology, your GPA at the time of completion of all MA requirements should be higher than 3.50. Similarly, your GPA at the time of completion of all course credits required for PhD major and minor should be higher than 3.50. If your GPA falls below a 3.50, you may become ineligible for SoA funding.

### **Annual Self-Evaluation**

The faculty in each of the main subfields of Anthropology meet yearly to consider the progress of students in that subfield. Students are informed of the results of these discussions in writing. Students must submit a self-evaluation in advance of this meeting each year so that the faculty has the necessary information to reach a fair evaluation of each student’s progress. Submission of the annual self-evaluation by the deadline announced by the advising office is one of the criteria defining Satisfactory Academic Progress. Student records do not reveal extenuating circumstances that may have resulted in a grade of ‘Incomplete,’ nor do they include information on awards, papers published, delivered at meetings, etc. Forms needed for the self-evaluations are distributed by the Advising Office by e-mail early in the Spring semester. First year students are not expected to fill out the form as completely as more advanced students do. You should meet with your principal advisor to discuss your progress and obtain their signature of approval. If you will be in the field, leave a note on file stating briefly what you are doing. If your advisor is on sabbatical or other leave-of-absence, the Director of Graduate Studies can sign the self-evaluation form in their stead.

### III. THE MASTER OF ARTS DEGREE IN ANTHROPOLOGY

#### Addition of the MA Program

All PhD-track incoming students who matriculate in the graduate program of the School of Anthropology are registered in the PhD program in terms of the Graduate College record-keeping system. However, if you come to our program without a prior anthropology MA degree, you first need to complete the MA requirements and earn an MA degree. For this, you need to file a *Change of Program* form (<https://arizona.app.box.com/v/grad-gsas-changeprogram>) at your earliest convenience (but no later than the end of the second week of classes) to request the addition of a MA program to the current PhD program. Unless you file this form, you cannot access MA-related forms on GradPath. After your Change of Program form is processed by the Graduate College, MA-related forms are added to your GradPath profile.

Students admitted to our program with a prior anthropology MA degree are not required to take any action in this regard. If you have earned an MA degree in other disciplines and wish to use it as a substitute for an anthropology MA degree, see the section, V. PhD EXAMINATIONS AND OTHER RITES OF PASSAGE; MA Outside of Anthropology.

#### Major Advisor

Upon admittance to the Anthropology graduate program, a first-year advisor will be assigned to you. This action is taken to ensure that at least one faculty member is tracking your progress and is available to counsel you on important issues relating to your graduate training. You are not obliged to retain this advisor beyond your first year, nor are you discouraged from seeking guidance from other faculty members. Prior to registration for your third semester, you should make every effort to identify your choice of major advisor. With the help of your major advisor, you can soon identify two additional members from appropriate areas to serve on your MA committee. Please remember that committee formation requires the mutual consent of all committee members. Inform the Advising Office of the composition of your committee and of any changes in your advisor or committee composition as quickly as possible.

One of the roles of the major advisor is to look after the interests of the student as relevant to their professional training. Accurate, timely documentation of progress through the program is very important. It is always in your best interest to pursue and track carefully the completion of necessary paperwork. No one knows better than you the timing and status of changes in your plans, needs, and achievements. Thus, along with your major advisor, you should take an active role in keeping forms up to date and making sure requirements are met on time.



#### Master's Committee Composition

Ordinarily, Master's degree committees are composed of no fewer than three members. Two members must be University of Arizona faculty who hold tenure-track or continuing-eligible appointments at the rank of Assistant Professor or above, of whom at least one must be a member of the School of Anthropology's core faculty (see Appendix A). The third member can include faculty members from other

units and continuing-status positions within the University who have permanent approval to chair or serve as members of graduate committees in Anthropology. Other non-core and adjunct faculty can serve on committees only with special approval of the Graduate College. The requisite "Special Member" form must be submitted by the Graduate Coordinator. Speak to the Graduate Coordinator if you have questions about when a Special Member Form is required and when it is not. Tenure-track faculty members in other UA departments may be included on committees without filing special forms, however they may not *chair* committees in Anthropology. Unless special approval is obtained, the chair of the MA committee *must* be a member of the UA School of Anthropology's core faculty (Appendix A).

As soon you have decided on your MA topic and MA committee, you should complete the *Master's/Specialist Committee Appointment* form on GradPath.

### Course Requirements

The minimum unit requirement for the MA is 33 (three of these required units are MA thesis or report hours). In addition to the requirements in your major focus (see sections by subfield below), *all* students are required to take the core class, Anthropology 608A, "History of Anthropological Theory." If a core class is not being offered, please consult your advisor regarding appropriate substitutions.

In addition to the above requirements, you must enroll for at least three units of Anthropology 909 (Master's Report) or Anthropology 910 (Master's Thesis), in consultation with your major advisor. Other courses for the MA degree should also be chosen in consultation with your advisor.

### Master of Arts Plan of Study

Students in MA programs must complete a *Master's Plan of Study* form by the end of their first year. You should list all courses that you plan to use for your MA degree in consultation with your major advisor. You also need to meet with the DGS in person to discuss your list of courses before you submit your Plan of Study through GradPath. Courses listed for the MA degree must be 500-level or above. The Graduate College's course unit requirements and definitions can be found on their website (<https://grad.arizona.edu/gsas/degree-requirements/masters-degrees>), and you should review this information carefully before completing the Master's Plan of Study form. Note that at least half of the units to be used towards an MA degree must be in courses for which a letter grade (A, B, C, rather than Pass/Fail) is awarded. "900" level courses are not assigned letter grades. You should list on the "Master's Plan of Study" courses totaling a minimum of 33 units, **including** the 3 (or more) units of MA Thesis or Research Report hours (ANTH 909 or 910, respectively).

The MA Plan of Study must be submitted through GradPath. Your advisor and the DGS will need to approve it on GradPath based on the meetings that they have had with you. The "Expected Completion Date" section of the form is especially important since diplomas are ordered *ahead of time* by the Graduate College. If you will not be completing the degree on the date indicated, please contact the Graduate Coordinator to adjust your record.

Official name changes must be submitted to the Registrar's Office *prior to* notifying the Graduate College and Anthropology Advising Office! (<http://registrar.arizona.edu>)

### Deadlines for the Completion of Requirements

You must check the deadlines by which requirements must be met to graduate in a particular semester as they change every year.

### Time Limitations for the Master's Degree

Under current Graduate College rules, graduate course credits to be applied toward an MA degree, **including transfer courses**, must have been earned **not more than six years prior** to the completion of all requirements for that degree. In addition, the School of Anthropology expects a student to complete a MA degree within three years of admission. A student's failure to complete a MA degree within three years can constitute a sufficient reason for the denial of the student's continuation in the program,

although the MA committee may allow longer time at its discretion within the time limitation set by the Graduate College.

### **Transfer and Non-Degree Coursework**

No more than 20% of the minimum number of units required for a Master's Degree can be transferred from other accredited institutions. In the School of Anthropology, that means no more than 6 units can be transferred from another university. Transfer of credit toward an advanced degree will not be made unless the grade earned was A or B, and unless it was awarded graduate credit at the institution where the work was completed. Grades of transfer work will not be used in computing the student's grade-point average. Students who wish to transfer credit must submit a *Transfer Credit* form in GradPath before the end of their first year of study. Please consult with your advisor and the Director of Graduate Studies to decide which courses should and can be transferred toward your graduate degree in Anthropology. Bring unofficial copies of all relevant coursework transcripts and syllabi, if possible.

A maximum of twelve (12) units of graduate courses taken as an unclassified (non-degree seeking) graduate student at the University of Arizona may be transferred for the MA degree.

### **Transfer of Credits into the Master's Program for UA Bachelor's Degree Holders**

University of Arizona Bachelor's degree recipients who are accepted for post-baccalaureate studies in the School can transfer in up to 12 units of UA 500-level courses taken while enrolled as an undergraduate as long as these courses were not used to satisfy course requirements for a UA Bachelor's degree.

The Graduate College defines three specific limits on the 12 units taken prior to acceptance into the program:

1. For students admitted before Fall 2014, no more than six units of University of Arizona undergraduate coursework at the 400-level can be applied toward a UA Master's program, and then **only if they were not used toward a Bachelor's degree**. For students admitted from Fall 2014 forward, 400-level courses may no longer be used for a MA or Ph.D. Plan of Study.
2. No more than 12 units of coursework taken with graduate non-degree seeking status may be used toward a Master's degree (this is true regardless of whether or not one holds a Bachelor's degree from the University of Arizona).
3. Transfer work may not exceed 20% of the required number of units for the Master's degree being sought. (The Anthropology Master's degree requires 30 units plus three units of thesis/report credit, so no more than 6 units of transfer work may be applied). See: <http://grad.arizona.edu/academics/program-requirements/masters-degrees/credit-requirements>

**Note that students can only apply a total of 12 units from the above three categories.**

### **Minimum Registration and Leave-of-Absence Policies**

To maintain active status in the graduate program at the MA level, you must enroll for a minimum of three graduate units per semester. Once all coursework has been completed and a minimum of Master's thesis/report credits are earned, the continuous registration threshold drops to one unit per semester (see <http://grad.arizona.edu/academics/policies/enrollment-policies/continuous-enrollment>). **Please remember "continuous enrollment" is NOT the same as "full-time status"!**

If you allow your registration to lapse in any given term, you must reapply to the School of Anthropology and to the Graduate College, *with no guarantee of readmission*. If you must interrupt your graduate work for some reason, you should apply for a formal leave-of-absence (LOA). **Whether you have an approved LOA on file or not, semesters during which you are not enrolled are counted by the Graduate College in your overall time-to-degree!** See also: <http://grad.arizona.edu/system/files/absence.pdf>.

### Full-Time Status

Some financial aids and student loans require the students to maintain full-time status. **International students are required to maintain full-time status.** To maintain full-time status, you need to take:

- 9 units a semester if you are not working as a TA/RA;
- 6 units a semester if you are working as a TA/RA; or
- 3 units of MA thesis or report a semester if you have completed all other MA requirements and are not working as a TA/RA.
- 1 unit of MA thesis or report a semester by applying for **Advanced Status** if you have completed all other MA requirements and are not working as a TA/RA. For this, you need to apply for Advanced Status each semester by the first day of the class.

<https://arizona.app.box.com/v/grad-gsas-advancedstatus>)

### MA Research Using Human and Animal Subjects

All research on human subjects, regardless of the source of funding, must fully comply with Federal human subjects rules, regulations, and requirements. Students who plan to undertake research using human subjects must complete a *Project Approval* form (PAF) and file it with the help of the School's Human Subjects Committee. Students may first take their proposal to the chair of this committee (check with Advising Office for current chair) for more specific advice on the appropriate and the required steps to follow, which may vary with the type of research. Be aware that getting full approval takes time, so plan ahead! The Human Subjects Committee in Anthropology will forward the PAF, after examination and recommendations, to the University-wide Human Subjects Institutional Review Board (IRB), whose members are responsible for final determination as to whether the project adequately protects the privacy, confidentiality, and basic rights of human subjects (<http://rgw.arizona.edu/compliance/human-subjects-protection-program>). The University-wide Committee may require changes before final approval is granted. All key personnel on projects involving human subjects must also complete an on-line test before final approval can be granted for the project: on line and paper training manuals are available through the University Office for the Responsible Conduct of Research, Human Subjects Office (see link above). All Graduate College forms that have human subjects sections requiring signature approval, such as the *Master's Application for Candidacy*, must be signed by the major advisor. Students doing research in Native American areas must check with the appropriate officials in the tribes affected, and abide by all federal regulations concerning research with Native American populations, materials, and areas.

An approval process similar to the one for human subjects also exists for research using animal subjects, including the handling of animal tissues post-mortem (<http://orcr.arizona.edu/iacuc>).

### Master's Research Write-Up

Your academic and research skills are verified by presenting the results of your MA research in one of two ways: (1) Submission of a professional-quality manuscript to the School (a.k.a. Master's Report); or (2) Submission of a formal Master's Thesis to the Graduate College. The intellectual content of the MA Report and the MA Thesis is identical. Both must represent substantive, original research of publishable quality. They differ in the required format. Most students normally elect to take ANTH 909 (MA Report), but the decision whether to write a MA Report or a formal MA Thesis should be taken in consultation with your major advisor. For those archaeology students who think they may wish to register as an RPA (Registered Professional Archaeologist), it is strongly suggested that they take ANTH 910 (Master's Thesis). All Master's Theses must be archived with the Graduate College:

<https://grad.arizona.edu/gsas/dissertations-theses/submitting-and-archiving-your-thesis>.

#### *Master's Report*

Students choosing to write a Master's report must register for a minimum of three units (maximum is six) of 909, or Master's Report units. The paper is evaluated by the student's committee and does not involve the Graduate College. Guidelines for the format of the paper are as follows:

- A. Paper is written as per the style guidelines of an important journal in your subfield.

B. Formatting must adhere to those outlined in the Graduate College Manual (available online at <http://grad.arizona.edu/degreecert/dissertations-theses>).

C. The student *must* submit final copies of the MA Report to the Anthropology Advising Office and to their major advisor.

### *Master's Thesis*

The decision on whether to write a formal MA thesis should be discussed with the chair of the student's MA committee. If you write a formal thesis, be sure to check in with the Advising Office for current microfilm, candidacy, and processing fees required by the Graduate College.

Students choosing to write a thesis must register for three units of 910, or Master's Thesis units. If taking ANTH 910 students must archive their thesis (with additional fees applied). Be sure to follow the formatting guidelines set forth in the Graduate College Manual for Theses and Dissertations. The manual is available on-line (<http://grad.arizona.edu/degreecert/dissertations-theses>). The thesis is bound and catalogued in the University Library and is listed with various indexing services such as the ProQuest/UMI. It therefore is important that you follow these guidelines exactly. The University has an on-line system for submission and archiving of theses and dissertations. Check the Graduate College web site (<http://grad.arizona.edu/>) for updated information on rules for submitting documents as well as formatting guidelines.

**NOTE:** It is essential to give your committee sufficient time to evaluate and comment on your thesis/paper before the MA defense. When scheduling the oral defense, plan on providing a complete draft of the MA thesis/paper to the entire committee **at least four weeks prior to the defense date**. It is up to you and your committee members to decide when and in what form the MA thesis/report, or sections thereof, will be distributed. Circumstances may dictate that some committee members need more time to review and comment on your thesis/paper. *However, you cannot expect your committee to agree to participate in the MA defense unless they have received a complete draft for comment at least six weeks in advance.*

### **The Master's Degree Oral Examination (MA Thesis/Report Defense)**

A final oral examination is required of *all* MA candidates in the Anthropology program. The exam must be scheduled in consultation with your committee and the Advising Office (see the section on Master's Research Write-Up). The exam must be taken several weeks before the end of the semester in which you plan to graduate (check the current academic calendar for specific dates). Students must be officially resident, that is paying tuition, and registered for at least three units if the oral exam is taken in Fall or Spring semester. Students who take the exam in the summer must register for one unit during the appropriate session. Summer-session examinations are possible only if all members of the faculty committee agree to participate. Faculty members have the right to refuse to administer MA oral examinations in the summer (often an important period for faculty field research), the last week of classes, and during final exams week. All committee members are expected to attend the examination, but minimally the chair (or one of the co-chairs) and another committee member, along with the defending student, should be physically present. Committee members who cannot physically attend the examination should still participate through phone or internet video connections. In extraneous circumstances, the committee may make special arrangements to conduct the examination with less than three individuals physically present.

Your committee will give one of the following grades to your MA thesis/report based on your written work and the result of the oral examination: high pass (S in the official transcript); pass (P in the transcript); low pass (P in the transcript and low pass in the GradPath note); and failure (E in the transcript). After the defense of your MA thesis or report, your advisor should report the result to the graduate coordinator. The graduate coordinator will submit the Master's Completion Confirmation form through GradPath when you have completed all degree requirements.

### **Continuation in the Ph.D. Program**

Your MA thesis/report committee, your advisor, the DGS, or the subdivision faculty evaluates your eligibility for your continuation in the PhD program at the MA oral examination or prior to it.

Eligibility for continuation in the PhD program is determined using the following criteria:

1. Completion of a MA thesis/report and other MA requirements within three years of admission.
  - The MA thesis/report committee may allow longer time at its discretion, but the failure to complete a MA thesis/report within three years constitutes a sufficient reason for the denial of continuation in the program. As a general rule, an extension of more than one year (four years or more from admission) is given only under special circumstances, such as medical and financial problems.
2. A minimum Grade Point Average of 3.00 at the end of any semester and of 3.50 (on a 4.0-high scale) at the time of completion of all MA requirements.
  - If a student's GPA falls below 3.00, the Graduate College will disqualify the student from the program. At the recommendation of the student's chair and with a written mentoring plan, the DGS may request a one-semester extension. The student must raise their GPA to 3.00 or higher at the end of the next semester. If the student fails to do so, they will not be allowed to continue in the program.
  - If a student's GPA is lower than 3.50 when all MA requirements are completed, they may not be allowed to continue in the program.
3. Passing of the MA thesis/report and the oral examination with a high pass or a pass (higher than a low pass or failure).
  - The MA thesis/report and the oral exam receives one of the following grades: high pass (S in the official transcript); pass (P in the transcript); low pass (P in the transcript and low pass in the GradPath note); and failure (E in the transcript).
  - A high pass is given to the student if his or her MA thesis/report and performance in the MA defense are excellent. The student receives a MA degree and is allowed to continue in the program if the student is judged to fulfill other criteria listed here.
  - A student with a pass grade receives a MA degree and is allowed to continue in the program if the student is judged to fulfill other criteria listed here. If the committee allows the student to continue in the program but finds the student's performance less than satisfactory, the committee gives the student a warning in this regard in writing or verbally following the MA defense. In this case, the student needs to improve the research and writing abilities within a reasonable time frame. Failure to do so may result in the denial of continuation in a later stage of the PhD program.
  - A student with a low pass receives a MA degree. However, a low pass grade constitutes the committee's recommendation not to allow the student to continue in the program.
  - A student with an E (failure) grade does not receive a MA degree and is not allowed to continue in the program.
4. Compliance with university policies on academic and professional conduct.
5. Evidence of potential to complete a rigorous research-oriented degree program and clear potential for making a professional contribution to the field of Anthropology.
  - The subdivision faculty evaluates this potential annually by considering the student's research and performance in courses and on term papers. The MA thesis/report committee and the advisor also evaluate this potential at the time of the MA oral examination, by considering the student's MA research, the MA thesis/report, and performance in the oral examination, as well as the student's performance in courses and on term papers.
  - Annual evaluations are communicated to each student through annual evaluation letters. Students who received an "unsatisfactory" letter need to discuss the problems with the advisor or the committee and to improve academic performance. Failure to do so may result in the denial of continuation in the program.

- Even when a student has received “satisfactory” or “superior” letters, the student may not be allowed to continue in the program when the student’s academic performance deteriorates to the level of “unsatisfactory” after receipt of the annual evaluation letter or when the student does not fulfill the criteria listed above. In such a case, the advisor, the committee, or the DGS will notify the student of the possibility of termination in writing or verbally whenever such a possibility becomes apparent. However, the advisor or the committee may not foresee the student’s poor performance in the oral examination or academic misconduct, and in those cases the student may be denied continuation in the program without prior warning.

When the MA thesis/report committee gives an E grade for the MA thesis/report, the student will not be allowed to continue in the program. The committee alone makes this decision and no faculty approval is required. The committee reports the decision to the Director of the School of Anthropology and the DGS. The Director or the DGS writes a memo to the Graduate College to request the termination of the student’s status.

When the MA thesis/report committee awards a high pass (S) or a pass (P) for the MA thesis/report, the committee evaluates the student’s eligibility for continuation in the PhD program according to the criteria listed above. The committee, the advisor, the DGS, or the subdivision faculty may conduct this evaluation regarding Criteria 1, 2, 4, and 5 prior to the oral examination to make a recommendation regarding the student’s continuation in the program. When the MA thesis/report committee awards a high pass or a pass for the MA thesis/report and decides to allow the student to continue in the PhD program, no further action is required besides the reporting of the result of the oral exam to the School of Anthropology Graduate Program Coordinator and the filing of a Master’s Completion Confirmation form.

When the MA thesis/report committee, the advisor, the DGS, or the subdivision faculty makes a recommendation not to allow the student to continue in the program for reasons other than the E grade for the MA thesis/report, the student may appeal the recommendation. In this case, within one month of receiving the recommendation, or prior to the next faculty meeting if the decision is made at the end of a semester, the student must form a new advising committee consisting of three or more School of Anthropology faculty members (at least two should be voting members) supporting the student’s continuation. At the faculty meeting this advising committee must present a proposal to the School of Anthropology voting faculty with details about how the student will address the criteria for eligibility for continuation that they had not met. If the voting faculty accepts the proposal, the student can continue in the program. When the School of Anthropology voting faculty approves the recommendation not to allow the student to continue in the program by majority vote, when the student chooses not to appeal, or when the student fails to form a new advising committee within the time period specified above, the Director of the School of Anthropology or the DGS proceeds to request the Graduate College terminate the student’s status, explaining the decision and its justification.

Under certain circumstances, appeals may be made to the Graduate College. The Graduate College’s grievance policy can be found here: <http://grad.arizona.edu/policies/academic-policies/grievance-policy>

## IV. THE DOCTOR OF PHILOSOPHY (PhD) DEGREE IN ANTHROPOLOGY

### Unit and Residence Requirements

The Graduate College requirements for the doctoral degree are as follows, paraphrased from the Graduate Catalog:

*To meet the minimum Graduate College residence requirement, the student must complete a minimum of 30 units of graduate credit in residence at the University of Arizona, (18 units of dissertation plus 12 units of regular graded coursework taken at the University of Arizona). "In residence" is defined as units offered by the University of Arizona, whether or not they are offered on campus. Some programs require fulltime attendance for two or more semesters.*

The PhD degree in Anthropology requires a minimum of 48 units of course work, including at least 36 units in the major field and at least 9 units in the minor (The Anthropology minor requires 12 units, and some Anthropology concentrations require 15 units). In addition, at least 18 units of ANTH 920 (dissertation units) are required (24 units for dual Ph.D. degree students). With the prior approval of the student's dissertation committee and the Director of the School, dissertation work may be done in absentia.

### Minimum Registration and Leave-of-Absence Policies

To maintain active status in the PhD dissertation program, you must enroll for a minimum of three graduate units per semester up until the time you have earned 18 units of dissertation hours (ANTH 920) (24 units for dual PhD degree students). The Graduate College no longer has a maximum enrollment policy for Fall and Spring semesters. After 18 dissertation hours have been completed, the minimum number drops to one unit per semester. **Please remember "continuous enrollment" is NOT the same as "full-time status"!**

If you allow your registration to lapse in any given term, you must reapply to the School of Anthropology and to the Graduate College, *with no guarantee of readmission*. You should apply for a leave-of-absence if you must interrupt your graduate work for some reason. See:

<https://grad.arizona.edu/policies/enrollment-policies/leave-absence>. If research or some exigency related to your pursuit of a graduate degree requires a prolonged absence from Arizona, you should consider applying for a 900 waiver (see below).

Whether you have a formal leave on file or not, semesters during which you are not enrolled are counted in your overall time-to-degree, which is based on the date of your Comprehensive Exam.

### Full-Time Status

Some financial aid packages and student loans require the students to maintain full-time status.

**International students are required to maintain full-time status at all times.** To maintain full-time status, you need to take:

- 9 units a semester if you are not working as a GTA/RA;
- 6 units a semester if you are working as a GTA/RA;
- 3 units of dissertation hours a semester if you have completed the required units of dissertation hours and are not working as a GTA/RA; or
- 1 unit of dissertation hours a semester by applying for **Advanced Status** if you have completed the required units of dissertation hours and are not working as a GTA/RA. For this, you need to apply for Advanced Status each semester by the first day of the class.  
(<https://arizona.app.box.com/v/grad-gsas-advancedstatus>).

If you have a .5 GTA or RA, which covers all of your tuition, we encourage you to take the maximum number of dissertation hour units that you need and are allowed according to university and college rules (up to 9 units) so that you can become eligible for advanced status sooner.

### Use of Coursework from the MA Degree

At least half (24 of 48) of the units to be applied toward a PhD degree must be in classes for which a letter grade (A, B or C) was earned. For students who have received MA degrees in Anthropology from the University of Arizona, graduate course units from the MA degree may be applied to the PhD, provided that the student's committee advisors approve the relevance of these courses for the PhD degree. Note, however, that the units from your MA Report, Thesis, or Applied Archaeology Internship *may not be applied* to the PhD (other internships, including BARA's *may be applied* to the PhD)

If you received your Master's degree from another university, you should complete the *Evaluation of Transfer Credit* through GradPath in your first year. If you wish to use transfer courses to substitute for specific required courses (rather than as general graduate units) consult with your major advisor and the DGS. In some cases, a formal memo may be required stating that a specific transfer course fulfills a specific program requirement. Courses that are transferred must be graduate-level courses for which a grade of B or higher was earned. Up to 12 units of graduate level courses taken as a non-degree seeking student at UA or elsewhere may also be transferred. Transfer units may not count toward more than one doctorate. Students must submit a *Transfer Credit* form with the Graduate College before the end of their first year of study to have the relevant courses evaluated for transfer eligibility. Transfer work officially approved by the Graduate College must be listed by the student on the *Doctoral Plan of Study* form, submitted during the second year of the PhD program, fillable on-line by logging on to your My GradColl account at <https://grad.arizona.edu/gc/>.

### Grade (GPA) Requirements

Per Graduate College rules all students are expected to maintain a GPA of 3.00 or higher (on a 4.0-high scale) at all times. If your GPA falls below 3.00, you must raise your GPA to 3.00 or higher by the end of the following semester. The guidelines of the School of Anthropology are more stringent. When you complete all of your required course credits for the PhD degree, your GPA should be at least 3.50. GPAs below 3.5 may disqualify you from receiving certain types of funding from the School. The grade point average is computed on all University of Arizona coursework for which letter grades were received for graduate-level credit, regardless of whether the course was taken to satisfy requirements for the degree. Courses in which grades of P or S were awarded are not calculated in the GPA, nor do they count toward meeting the criteria for dean's list, honorable mention, or academic distinctions. For additional information on courses using alternative grades, consult the Graduate Catalog.

### Incompletes

The Graduate College policy on incompletes is here: <http://archive.catalog.arizona.edu/2015-16/policies/grade.htm>. We **STRONGLY** encourage students to rectify any incompletes as soon as possible, preferably before the start of the semester subsequent to the one in which the grade of 'I' was assigned.



### Time Limit on Completion of the PhD Degree

All requirements for the degree of Doctor of Philosophy must be completed within five (5) years of passing the Comprehensive Exam. Should a student not finish within that time period, they *may* be invited to re-take the Comprehensive Exam with approval of the full faculty, and then proceed to complete other degree requirements, e.g., the dissertation. If additional time is needed, the student must submit a Graduate Petition and request additional time from the Graduate College. **Such petitions must have the support of the student's supervisor and the Director of the School. Such support is not automatically granted and is based on the rationale for the**

student's request. See: <http://www.grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/time-limitation>

### Course Requirements for Major Foci

This section outlines the required courses for anthropology majors and minors, along with information on "synthetic concentrations" within Anthropology. All PhD students must identify a major and a minor focus. The University recognizes only one major and one minor in Anthropology. Graduate students within the School follow a major focus in one of the four traditional subfields of Anthropology. There are five options for selecting a minor: (1) another subfield of Anthropology; (2) a synthetic concentration as defined below; (3) another unit of the university; (4) a multidisciplinary minor (2 courses from each of two units outside of Anthropology) and (5) a synthetic minor as defined below.

**All anthropology majors are required to fulfill the following three course requirements:**

- (1) Anthropology 608A "History of Anthropological Theory";**
- (2) One anthropology course outside of the student's major and minor field; and**
- (3) One quantitative methods course.**

For example, if your major focus is sociocultural anthropology, and your minor focus is linguistic anthropology, then you must take one course in either archaeology or biological anthropology to broaden your graduate experience. An anthropology class outside the major area may be taken during MA training, but if the student later decides on a minor focus in that subfield, another class outside the major or minor areas must be taken later on.

Within the School of Anthropology there are four subfields, each of which may serve as a major focus for the Ph.D.: *Archaeology*, *Biological Anthropology*, *Linguistic Anthropology*, and *Sociocultural Anthropology*. Specific coursework requirements for each are outlined below.



### Archaeology

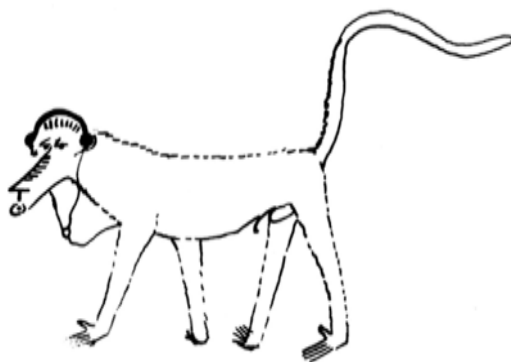
In addition to the general requirements, all students with a major focus in archaeology at the MA or PhD level are required to take the archaeology core course sequence comprised of ANTH 636 "*Foundations of Archaeological Interpretation*", and ANTH 637 "*Archaeological Methodology*". These courses survey the history of and current trends in archaeological theory and method, present the "lexicon" of archaeology, and introduce major figures in the development of archaeological thought.

Other courses required of all archaeology majors at the Ph.D. level include (1) ANTH 562: "Archaeological Quantitative Methods" or an equivalent statistics course, (2) two classes with regional emphasis, one of which must be outside of the student's primary regional/temporal interest and (3) two courses in method and theory of archaeology, one of which must be a laboratory or data analysis course. The student's PhD committee in consultation with the DGS will ultimately decide the appropriateness of a particular course.

Below is a sample course list, but it is by no means complete:

ANTH 512A	Geoarchaeology
ANTH 540A	Cultural Resource Management
ANTH 546A	Mapping Ancient Cities
ANTH 547	Pueblo Archaeology
ANTH 552	Archaeology of the Southwest
ANTH 553	Mesoamerican Archaeology
ANTH 556	Old World Prehistory
ANTH 557	Contesting the Past: Archaeology and Heritage
ANTH 558	Historical Archaeology
ANTH 572	Zooarchaeology
ANTH 574	Archaeometry
ANTH 595A	Critical Issues in Mediterranean Archaeology
ANTH 596F	Ceramic Analysis (Practicum or Seminar)
ANTH 596H	Experimental Archaeology
ANTH 596N	Archaeology of Performance
ANTH 606	Archaeology and Descendent Communities

Numerous other graduate courses in Archaeology are offered as cross-listed courses in Geosciences, Judaic Studies, Material Science & Engineering, and Religious Studies & Classics.



### **Biological Anthropology**

Biological Anthropology at the University of Arizona focuses on human evolutionary biology and the biological underpinnings of reproductive strategies. All students majoring in the subfield of biological anthropology are expected to have a sophisticated foundational knowledge of evolutionary theory, human physiology/biology, and the importance of a comparative perspective on human and nonhuman primates. This is usually achieved through coursework at the undergraduate level. Any deficiency in these areas upon arrival to the graduate program should be made up by the end of the first year. The curriculum is designed to allow flexibility in training, while at the same time grounding the student in method and theory. **All students are required to take ANTH 608A.** Additional courses for graduate students in Biological Anthropology are determined in consultation with their advisor and may be chosen from the topical lists below, or substituted as deemed appropriate. From this coursework, all students in biological anthropology must work toward a sophisticated and nuanced understanding of evolutionary theory, methods appropriate for research, and the literature of their specialization and of the field in general.

Students are also expected to pursue training and research opportunities in other units of the university (on the main campus, Arizona Health Sciences Center, or both).

**Theoretical Background:**

ANTH 545A	Contemporary Approaches to Human Biology
ANTH 545B	Contemporary Approaches to Human Biology
ANTH/FSHD 603	Stress, Development, and Health: A Biological Embedding Approach
ECOL 600A	Fundamentals of Evolution

**Anatomy, Skeletal Biology and Physiology**

ANTH 501A	The Primate Skeleton
ANTH 566	Paleoanthropology
ANTH 568	Human Osteology (4 units)
ANTH 595D	
ANTH 696D	
PS 503	Cellular and Molecular Physiology (5 units)
PSYC 501A	Psychophysiology

**Biocultural Anthropology**

ANTH 595G	Special Topics in Biocultural Anthropology
ANTH 545A	Contemporary Approaches to Human Biology
ANTH 545B	Embodying Inequality: Plasticity, Stress, and Development
ANTH 538A	Women's Health in Global Perspective
ANTH 696D	Biological Anthropology

**Ecology and Evolutionary Biology**

ANTH 595D	Special Topics in Biological Anthropology
ANTH 595	Human Cognitive Evolution ( <i>permanent number requested</i> )
ANTH 696D	Biological Anthropology
ECOL 525	Speciation (2 units)

**Primatology**

ANTH 570	Primate Behavior Seminar
ANTH 531	Primate Sexuality
ANTH 595D	Special Topics in Biological Anthropology

**Quantitative Methods** (alternate courses may be available and substituted with prior approval from the student's advisor)

ANTH 595	R Programming for Data Analysis and Visualization ( <i>permanent number requested</i> )
EPI 576A	Biostatistics in Public Health
EPI 576B	Biostatistics for Research
MATH 509C	Statistics for Research
PSIO 573	Statistical Analysis & Research Design in Physiological Science
PSY 510	Statistics Fundamentals
RNR 613	Applied Biostatistics (4 units)

Note: See current list of ANTH595D and ANTH696D topics in the Advising Office.



### **Linguistic Anthropology**

A total of 36 units is required for students with a major focus in linguistic anthropology. All students majoring in linguistic anthropology are required to take both history of anthropological theory classes, ANTH 608A and ANTH 608B.

In addition to both ANTH 608A and 608B, as well as the quantitative methods course, students are also required to take the following core courses (6 units):

ANTH 680	Foundations of Linguistic Anthropology
ANTH 681	Keywords in Linguistic Anthropology

and one Phonetics class from the following three options (3 units):

LING 515	Phonological Phonetics
SHLS 568	Speech Perception
SHLS 596A	Experimental Phonetics

Plus, students must choose at least two of the following methods courses (6 Units total):

ANTH 583	Sociolinguistics
ANTH 620	Sociolinguistic Field Methods
ANTH 678	Ethnographic Discourse Analysis

Finally, 12 units of electives from the list below (or additional methods classes from the list above):

ANTH 548	Writing Culture
ANTH 576	Language in Culture
ANTH 613	Culture and Power
ANTH 696C	Linguistic Anthropology Seminar (may be repeated for credit)

We strongly recommend that students begin language competence training well in advance of beginning fieldwork. If a specific language is not required for a student's research site, then we recommend students fulfill all language requirements before going to the field.

### **The Joint Ph.D. Program in Anthropology and Linguistics (ANLI)**

This is a joint doctoral degree program linking the School of Anthropology and the Department of Linguistics. Required courses in anthropology are the same as for those enrolled in the Linguistic Anthropology major. Program requirements can be found at:

<http://linguistics.arizona.edu/node/857>

and in the Department of Linguistics Graduate Student Handbook (pp. 23-26):

[https://linguistics.arizona.edu/sites/linguistics.arizona.edu/files/NEW%20Grad%20Handbook%202014\\_2.pdf](https://linguistics.arizona.edu/sites/linguistics.arizona.edu/files/NEW%20Grad%20Handbook%202014_2.pdf)

ANLI students are not required to take a minor.



### **Sociocultural Anthropology**

A student with a major focus in sociocultural anthropology is expected to have a command of sociocultural theory, research methods, and the literature on a geographic area (36 units). Dissertations are expected to be problem oriented and are normally based upon substantial field research. All students with a focus in sociocultural anthropology are required to take the core course sequence comprising ANTH 608A and ANTH 608B during their first year. Students are required to take at least one other theory class. Some existing theory classes which satisfy this requirement include:

ANTH 509	Economic Anthropology
ANTH 548	Writing Culture
ANTH 611	Ecological Anthropology
ANTH 612	Anthropology of Modernity
ANTH 613	Culture and Power
ANTH 507	Intellectual Foundations of Applied Anthropology
ANTH 536	Anthropology of the Body and Body Politic

In addition to theory courses, all sociocultural graduate students must take one regional ethnography class. Some current courses that fulfill this requirement include:

ANTH 604	Power and Violence in Central America and Mexico
ANTH 518	Southwest Land and Society
ANTH 523	Anthropology of Rural Mexico
ANTH 500	Middle East

Certain courses offered in by other units (History, Near Eastern Studies, etc.) can fulfill the regional ethnography requirement. Students should consult with their advisors to determine how the requirement for the regional ethnography class is best met.

If a student is studying in a region for which there is not an established/existing course, s/he is required to take one of the existing courses **and** complete directed readings on the region where they will conduct research. One of their Comprehensive Exam questions will be based on those readings to assess knowledge of the field area. Reading courses will be organized by Janelle Lamoreaux for East Asia; Mark Nichter for South Asia; and Tad Park and Mamadou Baro for Africa. Other field area studies can be arranged by faculty members as necessary, according to expertise.

In addition, students in sociocultural anthropology are expected to develop a command of advanced concepts and materials in several general categories that will provide the level of knowledge necessary for passing the PhD Comprehensive Examination. The categories below are intended to provide guidance as each student develops his or her own individual program of study in consultation with an advisor.

- A. Political ecology and environmental anthropology;
- B. Anthropological approaches to the study of the individual including emotion, memory, biography, sexuality and cognition;
- C. The organization of society, including family, kin relations, the household, social segmentation (e.g., class and caste), and civil institutions;
- D. Economic anthropology including approaches to development such as modernization theory, dependency theory, world systems theory, Marxian and neo-Marxian theory, and globalization theory;
- E. The anthropology of the body;
- F. Gender;
- G. Nation-state formation and nationalism;
- H. Ethnicity and race;
- I. History, anthropology and social memory;
- J. Colonialism, imperialism, and globalization;
- K. Anthropology and public policy; applications of anthropology;
- L. Structural and political violence; human rights;
- M. Language in culture; discourse analysis.

### **Dual PhD Program with Middle Eastern & North African Studies**

The School has a unique dual-degree Ph.D. program with the School of Middle Eastern and North African Studies (MENAS). Participants must be admitted into the graduate programs of *both* units. This rigorous program requires a minimum of 81 credit hours + 24 Shared Dissertation Units, as well as proficiency in two Near Eastern languages (Arabic, Turkish, Persian or Hebrew). Information on the full suite of requirements can be found at <http://menas.arizona.edu/dual-anthro>.

Dual degree students need to file two Plans of Study, one for Anthropology and the other for MENAS. For Anthropology Doctoral Plans of Study you need to indicate shared courses and can list MENAS courses in the minor course section.



### **Minors in Anthropology Subfields (Unit Requirements)**

A minor in anthropology usually consists of 12 units, but a few concentrations in anthropology require as many as 15 units. It is recommended that 9 units be taken in anthropology or courses that are cross-listed to anthropology. See information under subfield majors for certain required courses. Other courses may be added to the student's program of studies at the discretion of the chair of the minor committee. This

requirement is automatically fulfilled for those students with minor foci in the Medical or Applied concentrations, for which course selections are relatively constrained.

Students following a minor focus in *Biological Anthropology* must complete at least 14 units, including one of the foundations courses (ANTH 545A or 545B); plus three courses from at least *two* of the above groupings; plus *either* one additional course from the above groupings or the ANTH 695C “*Anthropology Colloquium*” (a minimum of two units)

In addition, the School has formulated a third minor option: “areas of synthetic concentration” that crosscut anthropology subfields. Concentrations assist some students in building a regimen for training that, through focus on a particular set of issues, allows the student to span multiple subfields or disciplines. Concentrations in the School of Anthropology are *Applied Anthropology*; *Ecological Anthropology*; *Medical Anthropology*; *Southwest Land, Culture and Society* (SWLCS). A concentration can be used to direct work within the major, or it can be used as a minor focus.

At the PhD level, concentrations may be part of the major, or they may be declared as a minor focus. So, for example, a student with a major focus in sociocultural anthropology has two options for integrating applied anthropology in their program of studies: (1) to follow a major focus in sociocultural anthropology and a minor focus in applied anthropology, or (2) to fold the applied anthropology concentration into the major and then choose another minor. You should meet with your principal advisor early on to determine which program of studies is best suited to your strategic goals and interests.

### **Synthetic Concentrations in Anthropology**

Anthropology faculty have outlined an integrated series of courses for the synthetic concentrations: ***Applied Anthropology*; *Ecological Anthropology*; *Medical Anthropology*; *Southwest Land, Culture and Society* (SWLCS)**. Synthetic concentrations are meant to help students focus their coursework in certain topical or thematic areas, and to help build a broader sense of intellectual community within anthropology. All concentrations can serve as minor foci for the Ph.D. Comprehensive Exams, and each concentration is open to students with a major focus in any subfield. Required units (12-15) vary by concentration. Students are encouraged to follow a concentration if it fits their interests, but participation in concentrations is NOT required.

***The Archaeology of the Mediterranean World*** is an exception. This concentration is intended to be part of the major (rather than minor) focus, and entails a greater number of requirements than the synthetic concentrations listed above, including proficiency in a Classical language. As the title indicates, it is intended mainly for archaeology students.

Note that considerably more faculty may participate in each concentration than are listed below; those listed are merely the most active in current instruction and should be approached first on questions of course availability.

### **Applied Anthropology**

The profession of anthropology has expanded rapidly beyond the walls of academic employment. In response to this development, the School of Anthropology offers training in applied anthropology through coursework and guided research opportunities in the Arizona State Museum (ASM) and the Bureau of Applied Research in Anthropology (BARA). Students participating in this concentration are given broad training in both academic and applied anthropology. At present, most student demand for applied training is within sociocultural anthropology, and most of the research training is done through BARA; however, interest in applied training is growing in other subfields as well and all students are welcome to participate.

A total of 12 units are required for this concentration. As explained above, the concentration of applied anthropology may be used as a minor for the purposes of the Ph.D. Comprehensive Exam. Alternatively,

students may elect another minor and apply the requirements of the concentration toward their major. Courses in applied anthropology are taught by faculty members with research interests in problem-solving and policy-making. A student's choice of courses is made in consultation with their advisor. Students are required to take ANTH 507 "*Intellectual Foundations of Applied Anthropology*" and either ANTH 537 "Data Management and Analysis" or ANTH 609 "*Mixed Methods in Applied Anthropology*". Decisions on which courses to take, and whether to use the applied anthropology concentration as a minor or part of the major, should be made in consultation with your major advisor.

### **Environmental Anthropology**

The relationships between human societies and their environments are among the oldest concerns in anthropology. As the human footprint on the Earth grows, the topic of human-environment interactions becomes ever more urgent to consider and analyze. The University of Arizona School of Anthropology has historically been a leader in ecological and environmental anthropology, and many members of the current faculty have research interests in this topic. Students participating in this concentration are required to complete the core seminar ANTH 611 "*Ecological Anthropology*". This seminar integrates subfields within anthropology, and it forges strong links between anthropology and other disciplines concerned with human impacts on the environment, sustainability, conservation, and evolutionary ecology, among other issues. In addition to taking the core seminar, and in consultation with their advisor, each student should then design an individualized suite of relevant courses for a total of 12 units. In so doing, the student must make every effort to diversify their overall curriculum to avoid excessive topical replication between their chosen major and minor.

### **Medical Anthropology Concentration**

Medical anthropology examines how cultural, historical, economic, and political forces shape ideas about health, wellness, illness, and disease. It studies how these forces influence health disparities, healthcare seeking, health related practices and perceptions of risk, the structure of medical systems, and more. Attentive to the afflicted, their caregivers, and those who create knowledge and values about health and illness in their many forms, medical anthropology is capacious in its approach, using methods and materials from all anthropological subfields and numerous scholarly disciplines.

The Medical Anthropology Concentration at the University of Arizona is built on over three decades of engaged scholarship. Founded by Dr. Mark Nichter in 1989, the medical anthropology program has grown into a nationally-recognized hub for critical studies of medicine in the US and abroad, including established research on political ecology and global health. Our current faculty extend this foundational work through research emphases in reproductive technologies, clinical and laboratory ethnography, surgical practice, evolutionary and embodied approaches to health disparities, transgender studies, medical expertise, nutrition, environmental health, and science and technology studies. Students enrolled in the Medical Anthropology Concentration will develop a strong theoretical foundation that will shape and guide research projects set around the globe. The Medical Anthropology Concentration is available to students enrolled in graduate studies in the School of Anthropology at the University of Arizona.

The concentration requires 12 credit hours of training in medical anthropology composed of

- a) ANTH 536 and ANTH 571 (3 credits each);
- b) one approved graduate seminar in medical anthropology (3 credits) relevant to the student's research interests
- c) an independent study (3 credits) in which the student produces a research report based on primary or secondary research, a grant proposal deemed competitive for funding, or a publishable paper on which they are a sole author or co-author.

### **Required Courses**

ANTH 536A Medical Anthropology (Soon to be renamed: Anthropology of the Body, Health, and Illness)

ANTH 571 Medical Anthropology in Clinical and Community Contexts

#### Elective Courses May Include

ANTH 536B	Ethnomedicine
ANTH 538A	Women's Health in Global Perspective
ANTH 545B	Embodying Inequality
ANTH 696B	Anthropology of Science
ANTH 675A	Anthropology and Global Health

#### Courses Currently in Development Include:

ANTH XXX	Political Economics of Health
ANTH XXX	Sex, Gender, Science, Medicine
ANTH XXX	Reproducing the Environment

Students may fulfill the concentration requirements with other elective courses in the School of Anthropology or other departments on campus. The student's advisor should approve all courses taken for credit toward the concentration that do not appear on this list.

The Medical Anthropology Concentration is directed by Dr. Eric Plemons. Additional core faculty members include Linda Green, Mark Nichter, Mimi Nichter, Janelle Lamoreaux, and Ivy Pike.



#### Southwest Land, Culture, and Society

The Southwest Land, Culture, and Society (SWLCS) Program offers a PhD minor concentration for students in anthropology and related disciplines. Students who choose to minor in Anthropology and adopt this concentration are expected to adopt a broad interdisciplinary approach that integrates land and societies and bridges 13,000 years of history in the southwestern United States and northern Mexico. The SWLCS concentration is intended to serve as a formalized node that interconnects faculty and students within the university while strengthening their relationships to external communities. By serving as a clearinghouse for regional anthropological scholarship, the program expands opportunities for integrating students into research that best fits their aspirations and benefits from their skills. The program also provides a visible point of contact for constituencies outside the university seeking expertise and outreach in anthropologically-oriented regional issues. SWLCS faculty involve students in active regional research and sponsor direct involvement through internships. The Program brings together faculty from School of Anthropology, Arizona State Museum, Arid Lands, Geography and Regional Development, Laboratory of Tree-ring Research, Latin American Studies, and Southwest Center. A list of the core faculty, who form the executive committee for the program, and the faculty affiliated with the SWLCS concentration is provided below.

**Required and Approved Courses:** The SWLCS concentration requires 12 units of coursework. All students must enroll in the SWLCS core course, ANTH/ARL/LAS/GEO 518, "Southwest Land and Society." At least six units must be in Anthropology and at least six other units should come from outside the student's major field, not including the 518 core class. A proposed program of study should be discussed with the student's minor advisor. Courses used in the minor may be drawn from relevant

classes in departments and programs across campus. Anthropology courses that may be included in the student's program of study are:

ANTH 518 Southwest Land, Culture, and Society (required)  
ANTH 547 Pueblo Archaeology  
ANTH 552R Topical class in Archaeology of the Southwest  
ANTH 542A&B or 555A&B Advanced field course in Archaeology  
ANTH 542A&B is a spring semester course with fieldwork near Tucson  
ANTH 555A&B is a summer fieldschool based outside Tucson  
ANTH 696A Seminar in Archaeology

*Internships:* Internships are available with Arizona State Museum and Amerind Foundation. Contact Charles Adams (ASM) and Christine Szuter (Amerind) for more information.

### *The Archaeology of the Mediterranean World*

This concentration is intended to prepare students specifically for research on the archaeology of the later prehistoric and Classical periods in the greater Mediterranean region. A large part of the curriculum follows that of the major focus in archaeology with some additional requirements. See Archaeology above p.23 for the primary requirements.

Additional requirements for the concentration are:

- 1) Students must demonstrate facility in an ancient Mediterranean language (e.g., Egyptian, Greek, or Latin) via coursework (at minimum 1 class at the 500 level) or by examination.
- 2) Students need to complete one foreign language requirement (ancient or modern) before by the taking of the Comprehensive Examination and the second foreign language requirement within twelve months following the Comprehensive Exam.

### **Synthetic Minor in Anthropology**

Students who wish to develop research interests not covered in the subfields or the synthetic concentrations listed above may develop their own synthetic focus with the approval of the advisor and committee. An example of a synthetic minor in anthropology is biological archaeology. Student needs to fulfill a minimum of 12 units.



### **Requirements for the Minor in Anthropology for Students Majoring in Other Disciplines**

A minor in anthropology usually consists of 12 units, but a few concentrations in anthropology require as many as 15 units (e.g. Biological Anthropology). Non-anthropology major students can minor in

anthropology in general, for which 12 units of anthropology courses are required; for these students, minoring in specific subfields or concentrations of anthropology is optional. Minor-field committees for students who are majoring in fields other than Anthropology may consist of one or two individuals, at least one of whom must be a core member of the faculty of the School of Anthropology (see Appendix A). The minor-field portions of the written exam generally follow the procedures of the School of Anthropology, unless major and minor advisors reach another solution. Written exams will consist of one or two questions. The student will have one week to provide written answers of up to but no more than ten double-spaced pages per question.

### **Transferring Credits for the Doctoral Minor in Anthropology**

There are no specific Graduate College policies regarding how many units a student can transfer in for the minor. This decision is left up to the minor department, keeping in mind the “Restrictions on Transfer Credit” <http://grad.arizona.edu/gsas/degree-requirements/doctor-philosophy - credit-requirements>. **The School of Anthropology requires that a minimum of six (6) units of credit be taken from core faculty (see Appendix A). In other words, it is not possible to complete a graduate minor in Anthropology without having taken at least six (6) units from a member or members of the core faculty.**

**Note:** students interested in using a minor to obtain a teaching certification at the community college level must take 24 units in Anthropology!

### **Unit Requirements for the Doctoral Dissertation**

Students in the anthropology doctoral program must complete 18 units of ANTH 920 “*Dissertation hours*”, after the written and oral components of the Comprehensive Examinations are passed (24 units for dual PhD degree students). (see the section on Minimum Registration and Leave-of-Absence Policies for a PhD student).

### **Statistics Requirement**

All doctoral students must complete, with a grade of at least B, a comprehensive advanced course with substantial content in modern statistical methods and techniques. This course must be 500-level or above, or the equivalent from another institution. When a student receives a grade lower than B, the student needs to retake the same course or an equivalent statistics course to obtain a B or higher grade. The statistics requirement must be satisfied before the Comprehensive Examination is scheduled or very soon thereafter. Archaeologists should complete ANTH 562 “*Archaeological Quantitative Methods*” to satisfy the statistics requirement. Bioanthropology students should take Dr. MacLean’s “R programming for data analysis and visualization.” ANTH 609 or 537, or courses offered in other departments, can be used to meet the statistics requirement in other subfields of anthropology. If choosing this latter option, please check with your major advisor and the Director of Graduate Studies to confirm the course’s eligibility to fulfill this requirement.

### **Cross-Listed Courses**

Cross-listed courses can provide major/minor credit in more than one department. All cross-listed courses affiliated with the School of Anthropology can be counted as anthropology courses in the student’s curriculum. Courses that are not cross-listed but relevant topically to the student’s program of study may be included in the major or minor requirements *on approval* of the major or minor advisor. Courses cross-listed with other departments can also count toward minors in those departments. Of course, a cross-listed course counts only once toward major or minor credit.

### **Foreign Language Proficiency**

The foreign language proficiency requirement for the doctorate in anthropology holds that the student must master at least one “standard scholarly language” (Students in the Archaeology of the Mediterranean World concentration also need to fulfill the ancient Mediterranean language requirement. See the section on the Archaeology of the Mediterranean World concentration for this requirement).

Proficiency in this case normally means that the student's knowledge of the subject language is sufficient for access to the professional literature with only occasional aid of a dictionary. Standard scholarly languages include European languages and other major languages in which technical literature needed for students specializing in the appropriate areas of is published, such as Arabic, Chinese, Russian, Indonesian, Turkish, etc. The student's supervising committee may require the student to meet a more rigorous standard than this (including the ability to write and converse) or achieve proficiency in more than one non-English language. Discuss with your advisor what standard of rigorousness is appropriate for your specialty at the earliest possible date.

The Foreign Language Proficiency requirement should be fulfilled as soon as possible, but *no later than the end of the second year after the Comprehensive Examinations*. Failure to fulfill this requirement in a timely manner may result in a student's progress being rated as unsatisfactory. **Students in sociocultural anthropology must complete the foreign language requirement before taking the doctoral Comprehensive Examination. Students in the Archaeology of the Mediterranean World concentration need to complete one foreign language requirement by the taking of the doctoral Comprehensive Examination and the second foreign language requirement within twelve months following the Comprehensive exam.** International students whose native language is not English are not required to pass a foreign language examination.

The language proficiency requirement may be met in two different ways:

1. By examination

A list of faculty in the School of Anthropology, BARA, and ASM competent and willing to examine students is provided in Appendix C, representing the "Foreign Language Examination Committee." When the student requests an examination in any of the languages listed in Appendix C, the DGS will assign the student to an examiner in the appropriate language. A student who wishes to be examined in languages for which there are no approved in-house examiners must find an examiner and have that person approved by the DGS. Once the external examiner consents, the Anthropology Advising Office will send him/her an examination form (actually a letter template) in advance of the exam, which they must complete, sign, and return to the Anthropology Advising Office. The examiner cannot be a relative or a member of the student's doctoral committee. Students must arrange the time and place of the exam with the examiner, and tell the examiner which examination format has been selected. The student, not the examiner, selects whether the examination will be in written or oral format.

*Written Examination:* The examiner, who may consult with the student's advisor, will select a text to be translated by the student. This may be a book chapter, journal article, sections from a field report, or similar document on a topic in the student's subfield. Beginning at a point in the text indicated by the examiner, the student prepares a written translation into English, with the aid of a dictionary. At least three pages of the assigned text must be translated. The duration of the written examination is two hours only. The examiner will verify to the DGS, within one week following the exam date, that the translation submitted does or does not indicate adequate command of the language, and submit their assessment via email to the Director of Graduate Studies and the Graduate Coordinator.

*Oral Examination:* The examiner, who may consult with the student's advisor, will select a text to be translated by the student. This may be a book chapter, journal article, sections from a field report, or similar document on a topic in the student's subfield. The student will appear before the examiner and present an oral translation, reading directly from the text without the aid of a dictionary, starting at a point designated by the examiner. Spoken translation will continue for approximately ten minutes or until the examiner is satisfied, but not longer than one hour. The examiner will verify, within one week following the exam date, that the translation submitted does or does not indicate adequate command of the language, and submit their assessment using the form provided by the Anthropology Advising Office to the DGS. [Let's make this last part consistent with above]

2. By coursework

The student will submit evidence of having completed, *during the course of graduate study*, at least 1½ years of college-level foreign language study with grades of B or better in a non-Indo-European language, or at least two years by the same criteria in an Indo-European language. **NOTE:** Courses taken as an undergraduate may *not* be used to fulfill this requirement.

### **The Doctoral Plan of Study**

The *Doctoral Plan of Study* form is filed with the Graduate College in the third semester of study for PhD students. The form, and details regarding its completion, can be obtained by logging on to GradPath. Note that dissertation hours (920) should not be listed on the plan of study. Approved transfer courses must be listed under the appropriate major or minor heading.

The Doctoral Plan of Study must list a minimum of 36 units in the major and a minimum of 12 units in the minor for a total of 48 units. Out of these 48 units, one half (or 24 units) must be in courses in which regular grades (A, B, C) have been earned. The other half can be courses in which grades of S or P are awarded such as independent study, internship, practicum, colloquium, seminar or research units. Research units must be listed in the major; independent studies can be listed in the major and/or the minor.

## V. Ph.D. EXAMINATIONS AND OTHER RITES OF PASSAGE

During the course of your doctoral studies you must pass several examinations. The structure and scope of these examinations are detailed in this section.

### MA Outside of Anthropology

If you hold an MA outside of anthropology, you must successfully complete one of the following options during the first year of your PhD training or as soon as possible thereafter:

Option I. Waiver: A faculty member recommends in writing to the Director of Graduate Studies that the requirement of completing an MA in anthropology be waived and the DGS approves it.

Option II. Qualifying Exam:

- 1) The DGS will constitute a Qualifying Committee of three persons (who may be recommended by the initiating faculty member).
- 2) The student will submit to the Qualifying Committee the following materials:
  - a. A transcript of previous studies;
  - b. A comprehensive plan of work for PhD studies (on the Program of Study form);
  - c. A brief statement of goals (no more than two pages);
  - d. Two term papers completed at the University of Arizona;
  - e. If the student completed an MA in another program within the last three years, a copy of the thesis or report should be submitted to the committee.
- 3) The Qualifying Committee will meet with the student for a one-hour oral examination.
- 4) If the Qualifying Committee determines that the student should be admitted to the doctoral program, the committee will recommend to the faculty a change of status for the student (just as if the student had gone through an MA procedure).

### Comprehensive Examination

The Doctoral Comprehensive Examination or “Comps” (written and oral) is to be taken after all course requirements for the PhD are completed: this would include 36 units of coursework in the major and 12-15 units in the minor, including all required courses, as well as the quantitative requirement. Exceptions can be granted in cases where there have been scheduling conflicts for required courses. The Comprehensive Examination is comprised of two parts: the written and the oral. Comprehensive Exams can be taken if one requirement is outstanding.

#### *Comprehensive Examination Committee*

By the end of the second semester of doctoral study (that is, after the completion of the M.A. and/or all required coursework), the student should select a major field advisor and the chair of their comprehensive exam committee. Student needs to file a comprehensive exam committee appointment form through GradPath. The student may identify a pair of individuals to serve as co-chairs of their committee if they prefer.

The composition of the committee can be changed at any time by informing their advisor(s) directly. In this case, the student needs to resubmit a comprehensive exam committee appointment form through GradPath. However, once a student has attempted the written part of the Comprehensive Examination, the committee may not be changed until the entire exam, including the oral component, has been completed. Certain exceptional circumstances, such as a medical emergency, may prompt a change in committee membership, but this is a last resort solution and requires the approval of the DGS and the Graduate College.

The Comprehensive Exam committee consists of four or five members. Three represent the major focus and one or two represent the minor. The chair must represent the major field (Anthropology). The composition of the minor committee depends on whether it is in Anthropology or another field. **All Comprehensive Examination committees must include at least two (2) core faculty from the School of Anthropology** (see Appendix A). **In addition, the Graduate College requires that the Comprehensive Exam committee includes at least three (3) members who are current tenured or**

**tenure-track UA faculty or approved by the Graduate College as tenure equivalent. The fourth member may be tenured or tenure-track, or a special approved member. Special members must be pre-approved by the Dean of the Graduate College. Any members beyond the fourth can also be tenured or tenure-track, or special approved members.** (<http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/comprehensive-examination>). A *Special Member* form (to be filed by the Graduate Coordinator) may be required for others to serve as committee members. Approving a *Special Member* is not automatic, so please give the Graduate Coordinator ample time to submit the paperwork (including the form and Special Member's CV) to the Graduate College. Some non-core affiliated faculty have permanent approval to chair or serve on Comprehensive Exam committees.

Minors within Anthropology normally require a single minor-field member on the Comprehensive Exam committee: however Medical Anthropology requires two representatives on the minor committee. If the committee chair or the student requests it, a second member may be added to the minor committee. A two-member minor committee is also required for some other UA units (e.g., Geosciences).

Emeritus and other retired faculty may be included on Comprehensive Exam committees, but they may not serve as *solo* committee chairs. If you wish a retired faculty member to assist in chairing your committee, an active core faculty member must be appointed as co-chair, and the retired member must file a *Special Member* form through the graduate coordinator. Committee members from other UA units who are not affiliated with the School of Anthropology, or professionals from outside the university may also be part of the committee, so long as the above criteria are met. It may be necessary to complete a *Special Member* form for Individuals who are not tenured or tenure track UA faculty. See: <https://grad.arizona.edu/policies/academic-policies/graduate-student-committee-service> for specific Graduate College requirements.

**Note: Because all members of the committee must be present for the oral examination, we advise against including members not resident in or near Tucson. Should special circumstances require a member to attend remotely, prior permission from the Graduate College is necessary. The School cannot bear the travel and *per diem* expenses of committee members from remote locations, although Skype, GoToMeeting.com and other telephonic, VOIP or internet conferencing options for participation are acceptable with the student's committee's approval.**

### **Procedures for Comprehensive Examinations**

Several months before you plan to begin your Comprehensive Examination (i.e., during the term before the Examination), you should meet with the members of your major and minor committees as a group. Before the meeting, which is convened by your committee chair, you should provide each member of the examining committee with a statement of your areas of interest, accompanied by a bibliography. Also, provide the committee chair with your curriculum vitae and transcript. These materials will assist the committee in planning your Examination.

The statements should be brief, not more than a page or two on each topical area in which you expect to be examined, sufficient to let the members of your committee know how you conceptualize the area and what you feel the major issues are. The statements need not be separated; you can prepare an "integrated" statement of purpose if that is your preference. The bibliographies should concentrate on the most important works that have contributed to this conceptualization. Your committee members normally work with you on the final list of topics and the bibliographies to ensure that your examination will be of appropriate breadth. Note that the UA Graduate College defines the Comprehensive Examination as a *general examination*. The examining committee has the responsibility of fulfilling the Graduate College policy on Comprehensive Examinations:

*"This examination is intended to test the student's fundamental knowledge of the fields of the major and minor subjects of study."*

This means that the exam is to be based mainly on knowledge gained in advance of initiating PhD dissertation research. While it makes good sense to be examined in areas that are important for your planned dissertation, the statement of topics for the exam should not be an outline of your dissertation proposal!

In the School of Anthropology, the written portion of the Comprehensive Examination is a series of take-home questions given to the student by the Chair at an appointed time and to be completed by the student and returned to the Chair on a given date. The maximum time allowed for writing answers is three weeks. The committee will determine the number of essay questions: generally, it is three questions in the major and one or two in the minor, depending on the size of the committee. The maximum length of the combined answers is 50 double-spaced pages, not including references. Any faculty member in the department(s) of the major and minor may read the completed examination and advise the committee; however, the pass/fail decision is the responsibility of the committee. If the student fails the written examination, the committee will decide whether the student may retake it. In no case can the examination be taken more than twice. When the written portion of the examination is retaken, all parts of it must be retaken. If a candidate is not invited to retake the exam, the candidate's status as a regular graduate student in Anthropology will end at the close of the semester in which the decision is taken.

The oral portion of the Comprehensive Exams can be scheduled once the written exam has been passed. Generally, committee members need at least two weeks to evaluate the written answers before consenting to scheduling the orals. In the oral part of the Comprehensive Examination, the student is expected to demonstrate scholarly and professional competence before the examining committee. *All* members of the Comprehensive Examination committee (major and minor) must be present during the oral portion of the exam. Should special circumstances require a member to attend remotely, prior permission from the Graduate College is necessary. The oral portion of the examination must be scheduled within six months of the successful passing of the written portion.

The student is responsible for scheduling the date and time for the oral examination in consultation with his/her committee members. It is possible to schedule the oral exam for the last week of classes, final exam week, or during vacation periods, but *only* by the mutual consent of all parties involved (none is obliged to agree to such arrangements). Note also that the Graduate College forbids scheduling oral exams at times when their office is closed. Once you have agreed with your committee on a date for the oral Comprehensive Exam, file an announcement of doctoral comprehensive exam form through GradPath. **Be sure to e-mail or call the members of your committee a few days prior to the exam to remind them of the exam's date, place, and time!**

After the comp exams, a results of comp exam form will be sent to the committee chair via an email link. The committee chair needs to approve the form.

Appropriate locations for scheduling the oral Comprehensive Exam are Haury 212 (the School's conference room) and various campus classrooms. To reserve Haury 212 or other rooms, contact Catherine Lehman ([cml@email.arizona.edu](mailto:cml@email.arizona.edu); 520-621-6298) in the Anthropology Main Office, Haury 210. Most room scheduling requests require at least seven working days to process.

Passage of the oral portion of the Comprehensive Examination requires that no more than one faculty member abstains or votes for failure. If the oral examination is failed, the Committee will recommend whether or not the candidate should be permitted to retake the exam. In no case can the oral examination be retaken more than once.

### **Advancement to Candidacy**

You must pay certain fees for advancement to candidacy to the PhD degree. The Graduate College now automatically advances students to candidacy upon successful completion of the oral Comprehensive Exam. Your Bursar's account will also be automatically charged fees for dissertation processing and other services at this time.

### Finalizing the Dissertation Committee

Following the completion of the Comprehensive Examination, the student must select and finalize the dissertation committee membership. **This committee must include a minimum of three members.** The committee, headed by your dissertation director or co-directors, is responsible for advising you during the dissertation research and writing phases. This committee also conducts the final examination, or “defense,” of your completed dissertation. **All PhD committees must include a minimum of two core faculty in Anthropology (see list in Appendix A) and at least three members of the committee must be tenured or tenure eligible professors at the University of Arizona.**

Members of your Comps minor area may not necessarily be involved with your dissertation research. To avoid delays and bad feelings, it is best to establish whether committee members will continue to be involved with the dissertation research soon after the Comprehensive Exams are completed.

“Special members” from outside the university may also serve as additional committee members (i.e., in addition to the 3 members who must be tenured or tenure eligible professors at the University of Arizona), provided that approval has been granted by the Graduate College. Retired or Emeritus faculty are allowed to participate in Dissertation committees. However, we strongly recommend that they not be enlisted to serve as the Chair of your committee. If you wish a retired faculty member to assist in chairing your committee, an active core faculty member should be appointed as co-chair, and the retired member must file a *Special Member* form through the graduate coordinator. If the dissertation committee is composed of only three members, *all* of them must approve (i.e., vote to pass) the defense and dissertation. If the committee includes four or five members, one may be a special member. The student can still pass if one member of the committee abstains or votes to fail the dissertation.

You must complete a doctoral dissertation committee appointment form through GradPath, specifying the final composition of your Ph. committee no later than six months before you plan to complete the dissertation: **sooner is better than later**. You may make changes in the composition of your doctoral committee or title of the dissertation at no charge as long as you make them at least six months prior to your final completion date. In that case, you need to resubmit a doctoral dissertation committee appointment form through GradPath.

### The Dissertation Proposal

Within six months of passing the oral Comprehensive Examination, you must submit a formal dissertation proposal for your committee’s approval. It is suggested that you format your dissertation plan as a grant proposal. The National Science Foundation (NSF) dissertation improvement grant format is one excellent model ([http://www.nsf.gov/funding/pgm\\_summ.jsp?pims\\_id=5330](http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5330)), since it is among the longer formats and many professional anthropologists apply to NSF for research funds. Your proposal may be slightly longer than the NSF maximum, but you should keep in mind that you would have to shrink it, sometimes down to a single page, for most granting agencies. By using the NSF or a similar format, you will have a solid basis for submitting real grant applications soon as your committee approves your proposal.



You should work closely with your committee as you develop your proposal, considering the following questions as you work:

1. Are you enthusiastic about your topic? Your research questions should be timely, and interesting for you and your advisors, but you should be most excited about your work, because you are going to spend a great deal of time doing it.
2. Are you thoroughly familiar with published work on your chosen topic? You should be in contact with scholars with similar interests, and have completed a thorough literature review. You should keep careful notes and perhaps even prepare drafts of the literature review section of your dissertation as you go.
3. Are your research questions sufficiently focused? Virtually every major topic has a very large number of unanswered questions, and you cannot answer more than a few. While all research must leave space for serendipity, rigorous conceptualization in advance is the best guarantee of a successful research experience. A carefully focused set of questions is just as important for “interpretive” behavioral research as it is for hypothesis testing within “scientific” paradigms.
4. Are the methods you’ve chosen appropriate? What equipment will they require? Justification of equipment purchases is a key point in grant proposal preparation, and careful research on methods will help you with this.
5. Is your research site appropriate for your problem? Probably you selected a general research area relatively early in your graduate career and have been working on acquiring appropriate language skills, contacts, etc. Note that specific site selection is now a crucial part of your research design.

The final dissertation proposal must specify your research question and design, justify your methodology, situate your research with reference to the work of others, and explain why the research will make an important contribution to anthropology. Your proposal should include a budget for travel, equipment, subsistence, special data analyses (such as chemical analysis, radiometric dating, etc.), and other research expenses. All expenses must be justified, or at least explained, to some degree. For assistance in budget construction, contact Veronica Peralta in the Business Office; [vperalta@email.arizona.edu](mailto:vperalta@email.arizona.edu), 520-621-6974.

While the main purpose of your proposal is to prepare you for conducting your research effectively, you should make every effort to submit it to appropriate granting agencies. Contact the granting agencies’ websites early in the process for information and application forms. It is ethical and even advisable to obtain funding from more than one agency. Should two separate agencies decide to fund your research, you are obliged to avoid “double-dipping” on the same budget line—which you can avoid by negotiating with the agencies once award notifications are made. For instance, a successful research plan might include major travel and equipment funds from NSF, a subsistence stipend and consultant fees from Wenner-Gren, minor equipment funded by Sigma Xi, and sample analysis expenses from one of the School’s internal funds. You should apply for grants even if you think you can fund your research from your own resources or your dissertation director has funds for you. Part of the responsibility of the professional scholar is to seek research funding, especially in a highly competitive marketplace. If you should be fortunate enough to receive funding, this will add greatly to your prestige and marketability, to say nothing of making your research easier or just possible.

Your dissertation proposal should be about 15 pages long (excluding bibliography). Note that granting agencies vary widely in the formats they require, so you will have to adapt your proposal accordingly. Pay attention to funding deadlines! Some agencies only solicit proposals once a year, often in the fall, between September 15 and December 15. Another cluster of deadlines falls in the spring. Remember, your committee will need time to read your proposal and make recommendations for revisions. **Don’t put your committee members on the spot by asking them to write letters in support of proposals they have not seen or had sufficient time to evaluate!**

The funding climate is highly competitive. Even top scholars may not see their proposals funded after an initial submission. In addition, the political climate worldwide is uncertain and individual plans can and do go awry. For all of these reasons, you should have a backup research plan. Perhaps your research questions can be modified in such a way that you can ask them in a more accessible field site. Or, you might select an alternative set of questions, still within your area of interest that you could apply to a safely accessible field site. If you are forced to shift to your backup plan, consult with your committee about what they will require from you.

Before grant proposals can leave the university, they must clear the Human Subjects Committee, (Office of Indian Programs if the research concerns Native Americans in the U.S.), budget review, and related procedures. It is the student's sole responsibility to remain apprised of the latest internal UA procedures. University Sponsored Projects Services (<http://www.sps.arizona.edu/>) issues a regular bulletin on internal procedures, indirect cost requirements, and other technical details, in addition to a general review of funding opportunities by discipline.

You should begin to inquire about permission to do research in your chosen site as early as possible. Funding agencies will always require evidence that you have such permission in-hand, often including institutional support for research visas, letters from established colleagues and/or local authorities. In some cases formal government permission is necessary, which can be a long and frustrating process and may require the payment of fees. Sometimes alternative, less formal routes are acceptable, such as invitations from individual scholars or institutions. Scholars with recent field experience and long-term commitments to the area can advise you about these possibilities.

Whether you wish to do field research in a foreign country, on an Indian reservation in the U.S., in an urban community, or in a school or hospital, even if your research seems very "basic," you should determine how it might benefit the research population. Attention to this is good anthropological practice and will often facilitate entree into your chosen field site.

After the approval of your dissertation proposal by your committee, you are officially considered to be "ABD" (All But Dissertation completed).

### **Ph.D. Research Using Human and Animal Subjects**

All research on human subjects, regardless of the source(s) of funding, must fully comply with Federal human subjects rules, regulations, and requirements. Students who plan to undertake research using human subjects must complete a *Project Approval* form (PAF) and file it with the help of the School's Human Subjects Committee. Students may first take their proposal to the chair of this committee (check with Advising Office for current chair) for more specific advice on the appropriate and the required steps to follow, which may vary with the type of research conducted. Be aware that getting full approval takes time, so plan ahead! The Human Subjects Committee in Anthropology will forward the PAF, after examination and recommendations, to the University-wide Human Subjects Institutional Review Board (IRB), whose members are responsible for final determination as to whether the project adequately protects the privacy, confidentiality, safety, and basic rights of human subjects (<http://rgw.arizona.edu/compliance/human-subjects-protection-program>). The University-wide Committee may require changes before final approval is granted. All key personnel on projects involving human subjects must also complete an on-line test before final approval can be granted for the project: on line and paper training manuals are available through the University Office for the Responsible Conduct of Research, Human Subjects Office. All Graduate College forms that have human subjects sections requiring signatures, such as the "Doctoral Advancement to Candidacy," must be signed by the major advisor. Students doing research in Native American areas must check with the appropriate officials in the tribes affected, and abide by all Federal regulations concerning research with Native American populations, materials, and areas.

Copies of these important documents—the approved PAF and IRB documents—must be given to the Anthropology Advising Office immediately, so that they may be added to the student's file!

An approval process similar to the one for human subjects also exists for research using *animal subjects*, including the handling of animal tissues post-mortem. *The School of Anthropology requires all of its affiliates, including students, to adhere to the highest standards of ethical and humane treatment of animal subjects.* See (<http://orcr.arizona.edu/iacuc>) for more information.



### **Continuation in the PhD Program**

All PhD students are expected to make satisfactory progress in academic work and to maintain good academic standing. If a student fails to meet the following criteria, they may not be allowed to continue in the program.

1. A minimum Grade Point Average of 3.00 at the end of any semester and of 3.50 (on a 4.0-high scale) at the time of completion of course credits required for a PhD major and minor.
  - If a student's GPA falls below 3.00, the Graduate College will disqualify the student from the program. At the recommendation of the student's chair and with a written mentoring plan, the DGS may request a one-semester extension. The student must raise his or her GPA to 3.00 or higher at the end of the next semester. If the student fails to do so, he or she will not be allowed to continue in the program.
  - If a student's GPA is lower than 3.50 when he or she completes course credits required for the PhD major and minor, he or she may not be allowed to continue in the program.
2. Making adequate progress in academic work as discussed in the section on the expected time line and maintaining the expected level of performance in course work, research, and dissertation as discussed in respective sections of this handbook.
  - The above-mentioned GPAs represent the minimum requirements, and a student's performance may be considered unsatisfactory when the GPA is higher than the required level, for example, if the grades and the quality of papers for courses critical for the student's research focus are poor.
  - Annual evaluations of progress are communicated to each student through annual evaluation letters. Students who received an "unsatisfactory" letter must discuss the problems with the advisor or the committee and take specific steps to improve academic performance. Failure to do so may result in the denial of continuation in the program.
  - Even when a student has received "satisfactory" or "superior" annual evaluation letters, the student may not be allowed to continue in the program when he or she does not fulfill other criteria listed here. In such a case, the advisor, the committee, or the DGS must notify the student of the possibility of termination in writing or verbally whenever such a possibility became apparent. However, the advisor or the committee may not foresee the student's poor performance in comprehensive exams or academic misconduct, and in those cases the student may be denied continuation in the program without prior warning.
3. Compliance with University policies on academic and professional conduct.
4. Passing of Comprehensive Exams within three years of obtaining a MA degree from the University of Arizona or of admission to the program with a MA degree. Students are strongly encouraged to take comprehensive exams within two years of a MA degree or admission with a MA. The comprehensive exam committee may allow longer time at its discretion, but the failure to take comprehensive exams within three years constitutes a sufficient reason for the denial of continuation in the program. As a general rule, an extension of more than one year (four years or

more from a MA degree or admission with a MA) is given only under special circumstances, such as medical and financial problems. See the section on Comprehensive Exams for details.

5. Completion of a PhD degree within the time limit. See the section on the time limit (p. 22) for details.
6. Successful defense of the dissertation.

Decisions regarding Comprehensive Exams and the dissertation defense are made by the respective committees for each, and a negative decision results in the termination of the student in the Ph.D. program without approval by the full voting faculty. When a PhD degree is not completed within the set time limit, the continuation or termination of the student in the program will be determined according to the procedure described in the section on the time limit on the completion of the PhD degree.

The Comprehensive Exam committee, the dissertation committee, the advisor, the DGS, or the subdivision faculty may make a recommendation not to allow a student to continue in the PhD program when he or she fails to meet Criteria 1, 2, or 3 above. In this case, the student may appeal the recommendation. If the student chooses to appeal, within one month of receiving the recommendation, or prior to the next faculty meeting if the decision is made at the end of a semester, he or she must form a new advising committee consisting of three or more School of Anthropology faculty members (at least two should be voting members) supporting the student's continuation. At the faculty meeting this advising committee must present a proposal to the School of Anthropology voting faculty with details about how the student will address the criteria for eligibility for continuation that he or she had not met. If the voting faculty accepts the proposal, the student can continue in the program. When the School of Anthropology voting faculty approves the recommendation not to allow the student to continue in the program by majority vote, when the student chooses not to appeal, or when the student fails to form a new advising committee within the time period specified above, the Director of the School of Anthropology or the DGS proceeds to request the Graduate College terminate the student's status, explaining the decision and its justification.

## VI. STAGES FOR PRODUCING THE DISSERTATION

There are three stages in the dissertation: 1) preparation of the dissertation proposal, 2) conducting the research, and 3) analyzing data writing it up. Here are some rough guidelines for working with your committee through the three stages.

### Taking Dissertation Units

You can begin to take dissertation hours (920 units) during the same semester you complete your Comprehensive Examination if you have finished your other coursework. Each adviser has a separate section number that you should use when enrolling for dissertation hours.

### Carrying Out Dissertation Research

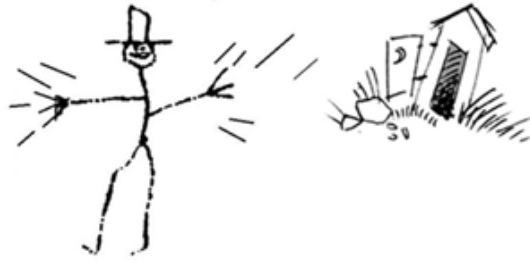
Many books have been written about the research process and about the fieldwork experience. Ask your advisors to recommend some relevant to your subdiscipline, and ask them to tell you about their own experiences. The amount of time dissertation research will take varies widely, depending on the research questions asked, locations of the work, and various technical and sociopolitical considerations. At least one year of full-time work collecting data is not unusual.

While you are in the field, always remember that you represent anthropology in general and UA Anthropology in particular, and that other anthropologists will wish to follow you in the region. You should also take care of your health as best you can and take sensible precautions appropriate to your work (a book on field safety is available from the American Anthropological Association). **You should also stay in regular touch with your committee.**



Stay organized in the field, sticking to your research schedule and filing and reviewing your data regularly, so that you learn from all the things that go wrong—this often proves to be a crucial source of anthropological insight. Don't come home with a lot of blank spots or unanswered questions that could easily have been cross-checked, had you only remembered to do so.

Your field notes, databases, and journals are the foundation for your own claims, but they will also likely be used by other scholars in the long run. Indeed, some granting agencies conduct “data audits” and most field notes should eventually be formally archived and thus must be kept orderly and usable. Your funding agency may even want you to deposit some field materials with them, or they may require quarterly or bi-annual reports on your progress, which you may have to prepare in the field. In addition, they will nearly always want a final report, due soon after your official end date; others may be willing to wait for a copy of your completed dissertation. You must also be organized in your handling and documentation of research and travel expenses, since you will be required to prepare a complete accounting within ten days of your return to Tucson! Please seek guidance in this area from Rayshma Pereira ([rpereira@email.arizona.edu](mailto:rpereira@email.arizona.edu); 520-621-6303) to be sure you retain the appropriate documentation.



**If you use a computer in the field, make regular backups of your materials in various media and on-line, and photocopy or scan hardcopy data (field notebooks, spreadsheets, questionnaires, etc.).** Distribute the risk of data loss by making backup copies and keeping them in different places, physically and virtually. You can send copies back to the School or to another off-site location at regular intervals, using the most secure routes you can identify *in addition to backing up files via the Internet*. One need not search hard to find an anthropologist who has misplaced important data, had them stolen along with a backpack, or saw their data consumed in flood or fire. Spare yourself the misery of being one of those statistics.

Finally, a tip for those who do research close to home: Pretend that you are doing fieldwork overseas and have exactly N months before your money runs out. Schedule your research just as carefully as you would have to if you were far from home, and give yourself an end date.

### **Writing the Dissertation**

A dissertation is a major research document. A year of full-time work writing the document is common, although some excellent dissertations have been written in six months, while others require two years or more. Good proposal preparation and doing as much preliminary writing as possible during the research process itself will accelerate completion. You should be constructing chapter outlines while you are carrying out your research.

Writing a dissertation requires rigorous work habits. It also requires that you stay healthy and set aside time for sleep, exercise, recreation, and family life. The best approach is to spend some time on your dissertation every day, as these small increments add up to much progress over many months. Dissertations are not written in single great bursts of inspiration (although you may have some small ones along the way), but rather at a steady pace spanning many months.

As you begin to write, discuss with your dissertation director and members of your committee how, and when, they will review your work. They will want to see drafts, sometimes chapter by chapter, but sometimes not until a complete draft of all the chapters is done, accompanied by a bibliography. Be considerate of your committee and show them neat and organized work, so that they can focus on your ideas, not on your punctuation. Expect committee members to be critical of drafts of your dissertation, as this is an essential part of the process! If you've been in touch with your committee from proposal through research to writing, you are unlikely to be overwhelmed by their input and constructive critiques. You can certainly expect them to ask for a lot of revisions. Your committee members want your work to be at its very best, as this enhances your career success. **If Standard American English is not your native language, you should engage the services of a professional scientific editor to work on your dissertation draft before distributing it to your committee. It is *not* the dissertation committee's responsibility to "translate" sub-standard English into a final, polished product. The Graduate Center's available writing resources can be found here:**

<http://gradcenter.arizona.edu/resources#Writing&Publishing>.

Remember that you must be registered at the University during the term that you defend. You will also need to submit the *Committee Appointment* form available through My GradColl at <https://grad.arizona.edu/gc/> to the Graduate College no less than six months prior to your anticipated graduation.

**NOTE!!:** Your dissertation committee exists to provide advice and insight into the research and writing processes as well as to pass judgment on the final product. It is to your benefit to provide your committee with regular updates on your progress toward completion of the dissertation. It is also important to give your committee sufficient time to evaluate and comment on your dissertation before the final defense. When scheduling the final defense, provide your entire committee with **a complete draft** of the dissertation **at least six weeks prior** to the defense date. It is up to you and your committee members to decide when and in what form dissertation chapters will be distributed: some members like to see chapters one at a time, whereas others prefer to see the entire draft all at once. Circumstances may dictate that some committee members need more time to review and comment on your dissertation, or they may agree to respond more quickly. **However, you cannot expect your committee to agree to participate in the final defense of the dissertation unless they have received a complete draft at least six weeks in advance.** This lead time is necessary because the copy of the dissertation that you defend is considered to be the penultimate draft. That means that your committee members have had the opportunity to comment and that revisions have been made except for minor changes that may be suggested at the defense itself.

### Format for the Dissertation

The School of Anthropology offers two format options for the PhD dissertation. One is the traditional monographic format. The second is a set of three or more articles that have been published or submitted for publication. The best format for the dissertation will depend on the topic and subfield: you should decide on the appropriate format in consultation with your committee. Guidelines for dissertation formats are outlined in Appendix E.

**IMPORTANT POINT:** The alternative dissertation formats pertain only the way the research is reported. Requirements for the dissertation project are the same, irrespective of the format of the final document itself. The dissertation research should be an original, rigorously conceived and executed project that makes a substantive contribution to knowledge in your field of study.

The Graduate College sets some limitations on dissertation document format :

<http://grad.arizona.edu/gsas/dissertations-theses/dissertation-and-thesis-formatting-guides>. It is important that you follow these guidelines exactly, because **THE GRADUATE DEGREE CERTIFICATION OFFICE WILL NOT CHECK THE PENULTIMATE DRAFT OF THE DISSERTATION**. It is your responsibility to make sure the draft is correct. For other, professional aspects of writing style and format, the student should acquire a writing manual of style, which meets their particular research needs.

### **Final Oral PhD Examination (“Defense” of the Dissertation)**

The final examination is an oral defense of all elements of the dissertation, and it may include general questions from the committee related to the student's field of study. By this time, all elements of the program must have been completed, except for the final acceptance of the dissertation document. This means no incomplete grades, unfinished coursework, or outstanding language proficiency and statistics requirements. Dissertation defenses should be conducted in the summer only as a last resort, and members of your committee have the right to refuse to be available for summer or winter break defenses, or for defenses occurring during sabbatical leaves. All committee members are expected to attend the examination, but minimally the chair (or one of the co-chairs) and another committee member, along with the defending student, should be physically present. Committee members who cannot physically attend the examination should still participate through phone or internet video connections. In extraneous circumstances, the committee may make special arrangements to conduct the examination with less than three individuals physically present.

A dissertation defense should be a stimulating experience. Prepare a 45-minute digital presentation that succinctly summarizes your dissertation (illustrations are encouraged). Feel free to invite friends and family to your public presentation. The public lecture is followed by a closed-door (committee and you only) exam generally lasting 1-2 hours. When scheduling locations for your defense, be aware that you need to reserve a place for the public portion of the defense (a larger room) and a place for the 'closed' portion of the defense (a small, private room). To schedule a large classroom, contact Catherine Lehman ([cm1@email.arizona.edu](mailto:cm1@email.arizona.edu); 520-621-6298; Haury 210); note that classroom scheduling requests require at least seven working days advance notice to obtain approval.

If you take your final oral exam during the academic year, you must be registered for the normal minimum of three graduate units, or one unit if you have already completed 18 dissertation (920) units. If you take the final oral exam during the summer, you must register for one unit during the appropriate summer session.

The final oral exam must be scheduled by filing the form called the *Announcement of Final Oral Defense* through GradPath. This form should be submitted far enough in advance of the examination that all approvers can grant their approval in time for the form to reach the Graduate College one week prior to the exam.

If the dissertation committee is composed of only three members, *all* of them must approve (i.e., vote to pass) the defense and dissertation. If the committee includes four or five members, fourth and fifth members may be special members, **and** the student can still pass if one member of the committee abstains or votes to fail the dissertation.

After successful final defense, a results of *Final Oral Defense* form will be sent to the committee chair via an email link, which the chair needs to approve.

If the committee requires revisions, those must be done in a timely manner, not to exceed one year. If the revisions are not completed by the dissertation submission deadline for the term when the student defends, the student will be required to register for the next semester and will graduate in the semester when the revisions are complete and approved. If revisions are not done by the end of the time to degree period, the student will have to re-take comprehensive examinations to demonstrate currency of knowledge.

If you miss the May UA graduation deadline, you may still "walk" in the spring commencement ceremony, provided that you notify the Graduate College 5-6 weeks in advance. If you do this, keep in mind that you still must be registered for hours in one of the UA summer sessions in order to formally graduate the following August.

### **Submitting the Final Copy of the Dissertation**

The student makes any final corrections to the dissertation document as requested by the committee. The final version of the dissertation is due in the Graduate College well before the end of the graduating semester (check "Graduate College Deadlines" at <http://grad.arizona.edu/>). The University has switched over to a system of electronic submission of dissertations. This has resulted in changes in both formatting requirements and Graduate Degree Certification procedures. Check the Graduate College website (<http://grad.arizona.edu/>) for the most current rules, policies and procedures. The Graduate College will determine if the dissertation format is correct for submission to the University of Arizona Library and University Microfilms: they will not provide copy editing however. If the format is not correct you will have to re-submit your final copies with the changes. Delays at this point could result in postponement of graduation, so paying attention to the guidelines is crucial. When all requirements (fees, final grades, etc.) are met, the dissertation is sent to the library. You will be required to pay processing, candidacy, and microfilming fees. Contact the Graduate Degree Check office for current fees.

**Reminder on the Matter of “Time to Degree”**

All requirements for the degree of Doctor of Philosophy must be completed within five (5) years of passing the Comprehensive Exam. Should a student not finish within that time period, he or she *may* be allowed to re-take the Comprehensive Exam with the permission of the School, and then proceed to complete other degree requirements, e.g., the dissertation. If additional time is needed, the student must submit a Graduate Petition and request up to one additional year from the Graduate College. **Such petitions must have the support of the student’s supervisor and the Director of the School. Such support is not automatically granted and is based on the rationale for the student’s request.. See:** <http://grad.arizona.edu/gsas/degree-requirements/doctor-philosophy#time-limitation>

## VII. RESEARCH ASSISTANT AND TEACHING ASSISTANT APPOINTMENTS

This section covers internal and Graduate College policy on graduate student support in the forms of research or teaching assistantship positions. You must leave on file with the Anthropology Advising Office completed applications for teaching assistantships or financial aid (Graduate Tuition Scholarship, Graduate Registration Scholarship, etc.), as well as requests for research scholarships from the Scholarships Committee. Deadlines for applications are announced by e-mail to all graduate students in the Anthropology program. Be sure to consult with the Advising Office regarding registration requirements associated with research or teaching assistantships, and get any pre-registration completed before leaving town.

### *Position Titles are as follows:*

Assistant II	Pre-MA students
Associate I	Level after completion of a MA degree in anthropology
Associate II	Level after written and oral Comprehensive Exams are passed (i.e., ABD status)

For the Associate I title, your successful completion of the MA degree needs to be approved by the Graduate College before the beginning of the semester in which you work as a TA or a RA. For the Associate II title, your successful completion of comprehensive exams needs to be approved by the Graduate College before the beginning of the semester in which you work as a TA or a RA.

All RA or TA positions include a waiver of out-of-state tuition and a health insurance coverage. For 0.50 FTE positions, 100% of in-state fees are also covered. At the present time 0.25 FTE RA or TA positions only cover 50% of in-state fees; **the student is responsible for paying those remaining fees.**

### **Work Period**

The Graduate College GA (Graduate Assistant/Associate) manual defines that the fall semester appointment is approximately from August 18 through January 4 and that the spring semester appointment is approximately from January 5 through May 24 (specific dates may differ slightly year to year). Instructors and students should note that these appointment periods are not the same as work periods. The GA manual states, "a GA on an academic contract is not required to perform duties while classes are not in session (ex. before the start of classes, after finals, winter break, spring break), unless the student and department agree (preferably in writing) about this prior to the appointment start date. If the student and department have agreed to additional duties, requiring additional pay, please see the section on supplemental compensation." Nonetheless, according to the Graduate College policy, GAs are paid for the job, and thus, if a student needs to come in a couple of days before classes start for preparation, no supplemental compensation is needed.

For the specific work period for Anthropology TAs, see the section on TA Contract Duration below. For more other rules of GA work, see the Graduate College GA manual:

<http://grad.arizona.edu/funding/ga>.



### Research Assistantships

Graduate Research Assistants (RAs) are appointments to support faculty research activities. In general RAs are selected and funded by individual faculty who have obtained external grants and contracts. Faculty in the School of Anthropology and the ASM frequently have RAs available, but it is their right to choose individuals according to their own research needs. You should let faculty you work with know if you are interested in an RA position, so that when funds are available you may be considered. RA positions are also occasionally posted on the bulletin board outside the main office. You should notify the Advising Office as soon as you obtain an RA position *in any university unit*. RAs generally vary between 10 hours per week (.25 Full Time Equivalent, or FTE) to 20 hours per week (.50 FTE). You can be sure that all RA positions involve real work responsibilities for real pay; they may relate to the student's interests or they may not. RA positions are not to be confused with fellowships. RA positions are accompanied by an automatic out-of-state tuition waiver, student health insurance, and a partial remission of in-state tuition. A contract must be signed before any payments for work done can be made (contact Raysma Pereira; [rpereira@email.arizona.edu](mailto:rpereira@email.arizona.edu) , 520-621-6303).

RAs are responsible for following the same procedures as faculty members whenever they are absent from their assigned duties. In case of emergencies, the graduate assistant should notify their faculty supervisor or the Director of the School as soon as possible. In addition to completing the Travel Authorization Form (see <http://uabis.arizona.edu/eforms/#T>) and class coverage forms, RAs must obtain written permission from the faculty supervisor for absences involving out of town travel. Graduate assistants, as employees of the University, must be covered by official travel documents when out of town in order to enjoy insurance coverage.

### *Research Assistant Parental Leave and Temporary Alternative Duty Assignments*

Research Assistants/Associates at the University of Arizona may have the opportunity to take Parental Leave or a Temporary Alternative Duty Assignment (TADA) to care for a newborn child, an adopted child, or to care for a relative with a serious illness. The details of these programs, and the eligibility requirements for these programs, can be found at the Graduate College website.

Parental Leave: <https://grad.arizona.edu/funding/ga/benefits-appointment>

Temporary Alternative Duty Assignment: <http://grad.arizona.edu/funding/ga/temporary-alternative-duty-assignments-graduate-assistantsassociates>

## Teaching Assistantships

Graduate Teaching Assistantships (TAs) are appointments to support faculty in undergraduate teaching. TA positions provide graduate students with valuable instructional experience via observation and practice. TA positions work like an apprenticeship to a faculty member. Students who hold TA positions must carry out their assigned duties with the same professional standards and behavior that apply to faculty members. Each graduate student is responsible for projecting the School's philosophy and for communicating University rules and regulations—particularly those involving academic matters—to students and others. Faculty members have a special responsibility to provide adequate training, supervision and evaluation of TAs.

### *Applying for a Teaching Assistantship*

Each spring, a call will be made via email for applications for fall TA positions. Each fall, a call will be made via email for applications for spring TA positions. If you are going into the field, be sure to have your application on file before you leave. Late applicants for TAs will only be assigned a TA if positions are still available after all other applicants have been assigned.

### *Criteria for TA Selection*

A limited number of teaching assistant positions are available for a large number of qualified applicants. The number of available positions is influenced primarily by the number of large undergraduate (Tier 1) courses taught in the School (which is in turn determined by teaching needs and schedules). For specific criteria for TA selection, see Appendix D.

### *Required Unit Registration*

All teaching assistants must register for at least six course units during the semesters in which they hold a TA position. Students cannot use audited or undergraduate-level courses toward the six units.

### *Required Training Workshops for TAs*

All new teaching assistants are required to take (once) FERPA training as well as an on-line TATO test. The GATO workshops are organized and monitored by SBS. It is a one-day workshop scheduled each semester just before the first week of class. *Students who do not attend training will automatically lose their assistantships.* It is a good idea to take the workshops ahead of time, even if a teaching assistantship has not been awarded, as they are only offered in the fall and an unexpected opportunity may arise.

In addition, new or prospective teaching assistants should attend the training seminar offered annually by the Director of Graduate Studies. These have proved especially useful for new graduate student TAs and those with limited experience. In addition to introducing you to methods, materials, and solutions for typical dilemmas, they allow you to ask questions that were not answered during the GATO-training session.

### *International Teaching Assistant English Fluency Evaluation*

Graduate College regulations stipulate that international students need to demonstrate the following levels of English proficient before they carry out Teaching Assistant duties. See: <https://grad.arizona.edu/funding/ga/english-speaking-proficiency-evaluation> for Graduate College guidelines.

In order to be assigned a GAT position students must earn one of the following scores:

1. TOEFL iBT speaking score of 24 or more.
2. IELTS score of 7.5 or above with no score below 7 on any section of the test.

Students with iBT scores between 22 and 24 (IELTS 26-28) who need to carry out any GAT duties must have the School of Anthropology evaluate their English proficiency. Please discuss this matter with the DGS BEFORE classes begin during the semester you hope to serve as a GAT.

For the School's evaluation process, the student's advisor sends an evaluation of English proficiency to the DGS in a written form following the scoring scheme listed below. Advisors usually have a good knowledge of their advisees' abilities, but if a student is new and the advisor is not yet familiar with the student's English fluency, the advisor may hold an oral question-and-answer session with the student to determine his/her readiness for instructional duties. The DGS then interviews the student to verify the advisor's evaluation. If the DGS does not agree with the advisor's evaluation, the two need to discuss the case to reach an agreement.

The evaluation scheme consists of:

1. Pass = The student is ready to lead discussion section and to carry out other instructional duties.
2. Pass conditional = The student will be assigned to limited instructional duties, including grading, lab prep, office hours, and web support. Students with iBT score of 22 or 23 should at least get this level of assignment, if not higher.
3. Fail (for students with iBT score less than 22 or no iBT score (IELTS <26)) = no TAs hip.

The DGS reports the evaluation to the Graduate College.

For a student with iBT score of 22 or 23 who has not received a PASS score in the School's evaluation, the DGS needs to report to the Graduate College the specific TA tasks assigned to the student.

International Teaching Assistants will not be paid until those reports are filed.

For Pass conditional or Fail, the student needs to be re-evaluated every semester.

#### *TA Contract Duration*

**Required presence on campus extends from two business days before the starting date of classes (first day of the semester) to 48 hours after the official final examination period of the class you are assigned to.** When grade changes or revisions are necessary, TA's may be asked to assist the instructors after this contract period. Academic appointees are entitled to all academic holidays for vacation leave.

#### *TA Work Assignments, Responsibilities and Duties*

Students applying for or holding a TA appointment are responsible for knowing and following all policies and rules governing these appointments. In addition to the information provided below, TA appointees should acquaint themselves with the pertinent sections of the Graduate College website and the "Information and Procedures Manual for Employment of Graduate Students on Salaries, Supplemental Compensation and Student Wages" issued by the Graduate College (<http://grad.arizona.edu/>). The University Office of Instruction and Assessment also offers workshops for teaching assistants (<http://oia.arizona.edu/content/8>).

Because graduate assistants, faculty members, and students must interact in a complex network of relationships, mutual responsibilities must be carefully defined. Each faculty member exercises much control over the content and conduct of a course within the policies and guidelines established by the University and further defined by the faculty of the School. One of the consequences of this broad delegation of authority is that the faculty member must accept full responsibility for all aspects of the course, including many routine and mundane matters. Thus a faculty member is responsible not only for establishing the approach to the subject matter and the level of detail to be presented, but also for preparing a syllabus, assigning readings, communicating policies on grading and cheating, updating class lists, scheduling, preparing and coordinating the grading of examinations, and arranging for special assistance for students seeking to improve class performance. Faculty must also hold adequate office hours to meet students, sign forms, and handle class-related problems.

Teaching assistants have full responsibility for discussion and presentations in the laboratory sections to which they are assigned, in addition to routine tasks such as compiling reading lists, placing readings on reserve, recording grades, reading papers and grading examinations and assignments. The TA may be asked to give one or a few lectures, lead review sessions and prepare modules for instruction. In classes where several teaching assistants share similar responsibilities, special care must be taken to ensure that each graduate assistant presents the same level of content and expectations in grading. This larger responsibility falls on the supervising faculty member, who should schedule regular meetings with all TAs to provide guidance and specify curriculum content.

Should the professor, for whatever reason, not be able to give a lecture(s) at the appointed time(s), arrangements for a substitute faculty member should be made. TAs are not expected to substitute for the professor without warning and prior agreement, except in the direst of emergencies. A TA may be willing to accept this challenge (and the instructor of record should be very grateful!), but students holding TA positions are not obliged to do so.

Teaching assistants report to the instructor of the course to which they are assigned. TAs are required to meet with their assigned course sections and keep their office hours consistently. Inability to do so must be reported to the professor of the course at the earliest possible time. If an absence is unavoidable, *it is the responsibility of each TA to find a qualified person approved by the professor to cover sections and office hours in their stead.* In short-notice situations where the TA cannot contact the instructor, they should contact the DGS or the Director of the School of Anthropology.

Some TA assignments are half-time appointments (.50 FTE = 20 hours per week, on average) with the specific responsibility for two or three discussion sections in the freshmen-level general education program. Schedules, hours, and duties will vary by course and professor. A typical allocation of time per week is as follows:

- a. one hour of discussion *per section* each week;
- b. three office hours held at the same times each week;
- c. three hours of attending lectures and meeting with the professor of the course;
- d. five hours of preparation time; and
- e. assisting in the grading of examinations or other classroom assignments.

Specific TA tasks usually consist of (a) leading discussion sections, (b) participation in composing, administering, and grading examinations, quizzes and written assignments, (c) planning discussion sections, (d) maintaining a current roster of grades, and (e) helping students during office hours. Careful tracking and recording of grades and assignments handed-in by the TA is of paramount importance!

Of course, the amount of time you spend fulfilling your responsibilities will vary over the course of the semester: it is not unusual for a TA to work fewer than 20 hours a week early in the semester, but considerably more during exam periods. Although these are general descriptions of typical TA activities, *the primary responsibility of a TA is to be a professional support person for the principal instructor(s) of the course.* In the spirit of professional and ethical development, TAs should be prepared to go beyond normal expectations to serve their professor and the students. While one of the functions of TA positions is to provide valuable teaching experience and support for graduate students, the educational and related needs of the undergraduate students in the course always takes precedence. A TA position is therefore a job that carries significant responsibilities, and poor performance constitutes grounds for dismissal.

TAs are responsible for following the same procedures as faculty members whenever they are absent from the assigned instructional or research duties. In case of emergencies, the graduate assistant should notify their faculty supervisor or the Director of the School as soon as possible. In addition to completing the Travel Authorization Form (see <http://uabis.arizona.edu/eforms/#T>) and class coverage forms, TAs must obtain written permission from the faculty supervisor for absences involving out of town travel. Graduate assistants, as employees of the University, must be covered by official travel documents when out of town in order to enjoy insurance coverage.

### Grading

The professor (formally, the "Instructor of Record") is solely responsible for establishing the method for grading student performance and assigning final grades. Unless prior approval has been obtained, teaching faculty must be present each semester from the first day of registration until 48 hours after the final grades have been submitted.

Only the faculty member may approve official grade rosters and sign change-of-grade forms and drop/add forms involving the assignment of a grade. The TA may sign drop/add forms only if authorized by the supervising faculty member and only during the automatic drop period at the beginning of the semester. Academic standards of behavior and Federal law require that special attention be given to the rights of privacy of individual students. *It is especially important that grades and other indices of individual student performance not be displayed in any public fashion, including the posting of grades by name, social security number or other identifying symbol, or directly in e-mail messages!*

Grade rosters are official university records that must be deposited in the Advising Office at the end of each semester, clearly labeled with pertinent identifying information. This is necessary so that the School can respond to complaints and inquiries about grades and student records long after an individual graduate assistant has left the university. In addition, all faculty and teaching assistants should become familiar with the University Office of Instruction and Assessment's materials relating to avoiding grade appeals HUH?. The University policy on Grade Appeals is here: <http://archive.catalog.arizona.edu/2011-12/policies/gradappeal.htm>.

### Class Materials

Because of copyright regulations, the School does not reproduce published material in quantity for distribution to classes. However, you usually are welcome to use the School's photocopier yourself in order to copy class handouts and exams. The office staff can enter the top-secret copy code for you if needs be.

**Please note that the office staff of the School of Anthropology is comprised of hard working, knowledgeable people who must field many requests of all sorts every day. TAs are expected to maintain a collegial and appreciative relationship with Anthropology staff and avoid making last minute or unreasonable demands of them.**

Published reading materials may be posted to D2L. Certain other class materials, such as DVDs, osteological materials, casts, and artifacts that are property of the School of Anthropology or the Arizona State Museum (ASM) can be borrowed for classroom use by contacting the appropriate curators in advance. Audiovisual equipment and information on obtaining films are available from Main Office staff. Scheduling films or any teaching aides from other divisions of the university must be planned well in advance to avoid disappointments. The 'Maximum Vexation Principle' seems to apply to audio-visual equipment more often than chance would predict, so it is wise to *check the equipment before* you or your Instructor of Record launches into a presentation.

### Evaluation of Teaching Assistant Performance

It is the responsibility of the course instructor to whom the TA is assigned to evaluate the TA's performance each semester. TA Evaluation forms are issued to Instructors of Record for that purpose. Generally, these evaluations are kept in the Advising office: they are forwarded to the Graduate College only if the evaluation is negative. The undergraduates are our first concern and delivering a good, fair course is what they deserve. Poor performance by the TA must be brought to the attention of the DGS, who will take appropriate action to resolve the situation. The end-of-semester TA evaluations by the instructor and by the undergraduate students enrolled in the course become a part of the TA's academic file. Recommendations for continuing TA appointments are based partly on these evaluations.

### Teaching Assistant Contracts and Grievances

AGUA (the graduate student association) has prepared a standard contract to be completed by TAs and instructors at the beginning of each semester. The contract will cover expectations, workloads and duties, as well as expected absences (for meetings and other legitimate purposes).

It is the responsibility of a TA to keep the assigned instructor(s) informed of any dissatisfaction concerning their employment as a TA. If a concern cannot be resolved promptly by communicating with the instructor, it should be put in writing and then forwarded to the Associate Director of the School of Anthropology (Academic Affairs). The AD will attempt to reconcile the dispute. If no resolution can be reached, the grievance can be taken to the School representative of the University Ombudsman. AGUA is also prepared to assist TAs with legitimate grievances. Also see the Graduate College's grievance guidelines: <https://grad.arizona.edu/policies/academic-policies/summary-grievance-types-and-responsible-parties>.

### Graduate Assistant Parental Leave and Temporary Alternative Duty Assignments

Graduate Assistants/Associates at the University of Arizona may have the opportunity to take Parental Leave or a Temporary Alternative Duty Assignment (TADA) to care for a newborn child, an adopted child, or to care for a relative with a serious illness. The details of these programs, and the eligibility requirements for these programs, can be found at the Graduate College website.

#### Parental Leave

<http://grad.arizona.edu/financial-resources/ua-resources/employment/ga-manual/ga-benefits>

#### Temporary Alternative Duty Assignment

<https://grad.arizona.edu/funding/ga/temporary-alternative-duty-assignments-graduate-assistantsassociates>



## VIII. OTHER FINANCIAL SUPPORT FOR GRADUATE STUDENTS

See: <https://grad.arizona.edu/funding/opportunities> for currently available opportunities.

In addition to paid RA and TA positions, the School of Anthropology offers several forms of support for graduate students. Note that dollar amounts are current as of AY 2017-2018 and may fluctuate depending on various circumstances. **They should be interpreted as relative guides, not actual amounts.** The School will do its best to keep this information as up to date as possible.

### *Emil Haury Memorial Fellowships*

Two or more fellowships awarded each year, including a \$15,000-\$20,000 stipend and full tuition waiver; often used for admissions recruitment or dissertation support.

### *Graduate College Fellowships*

Graduate College Fellowships are need-based awards of at least \$500 and an out-of-state tuition waiver; often used for admissions recruitment.

### *University Fellows*

The School of Anthropology nominates up to two incoming students for these fellowships, which are awarded by the Graduate College. Recipients are awarded around \$30,000 for one year plus coverage of in-state and out-of-state tuition (fees and student health insurance not included).

### *Graduate Access Fellowship*

The UA Graduate College's Graduate Access Fellowship is intended to broaden the access of U.S. students to graduate education and to promote the diversity of our graduate student body. Eligibility for these fellowships is restricted to newly admitted incoming domestic graduate students who have shown academic achievement despite facing challenging social, economic, or educational obstacles. Each fellowship provides \$4,000 to students admitted to a Master's program, or \$8,000 to those admitted to the PhD.

## **Tuition Scholarships and Waivers**

### *Graduate Tuition Scholarships*

Award amounts vary, applications are accepted each semester, and funds can only be used toward tuition.

### *Dissertation/Thesis Waivers*

Thesis & Dissertation Tuition Scholarships are for non-resident students who are within 2 years of completing their degree and only working on their thesis or dissertation. These scholarships are designed to reduce the tuition for these students from the non-resident tuition rate to the resident tuition rate. The total number of awards provided each semester is contingent on the availability of funds.

Please see the Graduate Coordinator for more information about this option. More information is also available at: <http://grad.arizona.edu/funding/opportunities/thesis-dissertation-tuition-scholarships>

## **School of Anthropology Scholarships and Research Awards**

Award amounts vary, and applications are accepted each semester. In recent years the Scholarships and Awards Committee have given out \$60-80,000 per year in awards for travel to professional meetings and research sites, research expenses, and scholarships.

Information on eligibility, purpose, and application procedures for School of Anthropology scholarship and research awards is listed below. Applications are available through the Anthropology Advising Office. All

research projects involving human subjects must be cleared with the Human Subjects Committee (approval may be finalized after an award is made). Projects involving Native Americans also require the approval of the appropriate tribal officials, consistent with federal law. Research using animals requires approval of the University Laboratory Animal Committee.

*Norton Allen Memorial Scholarship Fund*

This fund was established with a gift made as a memorial to Norton Allen for his life-long dedication and work in Southwest Archaeology. Students considered for this fund must be Arizona residents, with preference given to Native American Indians. Scholarships are awarded in variable amounts.

*Andrew William Amann, Jr. Memorial Scholarship*

This scholarship was established from a gift by generous friends of the school who appreciate the importance of cultures of the American Southwest and Mexico. Students applying to this fund must be undergraduate or graduate students majoring in anthropology. The purpose of this fund is to assist sociocultural students interested in any of the peoples of the American Southwest or northern Mexico. One award of \$250 is available.

*Stanley J. Olsen Zooarchaeology Endowment Fund*

This fund was endowed through generous gifts from the family and friends of former UA Anthropology faculty member, S. J. Olsen (1919-2003). All School of Anthropology graduate students are eligible to apply for funding to help support anthropological research on the relationships between humans and animals, regardless of sub-discipline. As of 2011, the Endowment is still accruing interest, and the number and amounts of payouts will eventually vary according to interest earned on the principal.

*Comins Fellowship Fund*

Students applying to this fund must be graduate students majoring in anthropology or related fields. They must have a research project that contributes to a better sociocultural understanding of Indians in the Americas. Scholarships are awarded in variable amounts, depending on the nature of the research project but not exceeding \$1200. Preference will be given to those students with excellent academic achievements and demonstrated financial need. A number of awards can be made.

*The Edward P. Dozier Award*

Students applying for this award must be enrolled in regular graduate study in the UA School of Anthropology. An award of \$500 is usually offered to one student for an outstanding paper in anthropology. The paper must be single-authored, original, and represent a significant contribution to the field that is not previously published or accepted for publication. The paper should be no longer than 30 double-spaced type-written pages and using the footnote and bibliographic style of the *American Anthropologist* or the major journal of the student's subfield. Contact the Advising Office in the fall semester for details and deadlines (November or December).

*Stanley R. Grant Scholarship Fund*

Recipients are graduate students enrolled in the School of Anthropology, who in good academic standing and making satisfactory progress toward a MA or Ph.D. degree. The major area of study must be the native peoples of the Americas.

*William Shirley Fulton Scholarship*

Students applying to this fund must be undergraduate or graduate students majoring in anthropology, with a specialization in archaeology. The purpose of the fund is to provide additional financial support for the education of an outstanding archaeology student. A number of awards are available in variable amounts.

*Emil W. Haury Educational Fund for Archaeology*

Students applying to this fund must be graduate students with a specialization in archaeology. Its purpose is to provide an outstanding student with funds for any of the following: (1) general educational needs, (2) special research project, (3) dissertation research project, and (4) exceptionally meritorious work. A number of awards are available with variable amounts.

*William Self Associates, Inc. Scholarship*

The William Self Associates, Inc. Scholarship is awarded to students in our program with a concentration on Southwestern archaeology. The award is for \$5,000 and given out annually.

*Emery and Ann-Eve Johnson Bequest*

The purpose of this fund is to help fund student research in connection with the Internships Program of the Arizona Historical Society. Students must select and develop a project in consultation with Arizona Historical staff, utilizing their facilities and complementing their projects and goals. Students applying to this fund must be graduate students majoring in anthropology and history. A number of awards are available in variable amounts. Applications should be obtained from, and submitted to, the College of Social and Behavioral Sciences Dean rather than to the School of Anthropology.

*Mary Alice Sherry Helm Scholarship*

This fund is designed to supplement the education of outstanding students in anthropology, with preference given to those planning to enter the field of Museum Administration. Awards are based upon academic excellence, financial need, and future promise. Upper division undergraduates and graduate students are eligible. All recipients must agree that, when they are in a position to do so, they will return a like amount to the fund.

*Carol Kramer Memorial Scholarship*

Students applying to this fund must be graduate students majoring in archaeology and engaging in research in Near Eastern archaeology or ethnoarchaeology. The purpose of this fund is to provide additional, supplemental support for students. Awards are available in variable amounts.

*Riecker Grant*

This fund has available each year a total amount of \$12,000. Maximum grants to student and faculty applicants is \$4000. The Riecker Committee reviews requests once each year (usually in the spring semester) and makes awards based on the submission of a special research-oriented application. Applications are handled separately from the general scholarship application process. Inquire through the anthropology Advising Office.

*Louie and Frances-Fera Schiffer Scholarship*

This scholarship was established by generous friends of the School, who appreciate the importance of fostering the professional development of archaeology graduate students. The purpose of the fund is to help those graduate students who will present a paper or poster at a national meeting. Awards are available in variable amounts.

*Edward H. Spicer Fund*

Students applying to this fund must be graduate students majoring in sociocultural anthropology. The purpose is to help fund field research in the Southwestern United States and Northern Mexico. Award amounts are variable.

*Traditions, Transitions and Treasures Fund*

This fund was created from the School of Anthropology Traditions, Transitions and Treasures Auction and donations. Students applying for this fund must be majoring in anthropology. One or more awards are available in variable amounts.

#### *Graduate and Professional Student Committee Travel Fund*

This fund is available for graduate students who have been invited to present papers at conferences. You must apply for the funds before you leave and, if your application is approved, submit receipts detailing expenses when you return. The Graduate College web page has information (including semester by semester deadlines) and forms for applying for this funding.

#### **Other Funding Opportunities**

The University of Arizona's Social and Behavioral Sciences Research Institute (SBSRI) offers seed funding to graduate students. SBSRI is also an EXCELLENT resource to help you find external grants. Visit the Institute's web page: <https://sbsri.sbs.arizona.edu> for further information.

The Anthropology Advising Office maintains limited information on national funding sources such as the National Science Foundation and the Wenner-Gren Foundation, among others. In addition the Graduate College maintains a great deal of relevant information at <http://grad.arizona.edu/financial-resources>.

#### Notes on Applications for External Grants

The School of Anthropology requires that graduate students who apply for external "sponsored" funds for support of research projects and educational needs first consult with Veronica Peralta, The School's Manager of Finance. She can assist students in two important ways: (1) constructing budgets and writing budget justifications; and (2) helping students understand how to negotiate university-wide proposal submission procedures.

Contact: Veronica Peralta; Business Manager  
Haury Anthropology Building, Room 210E  
520-621-6974; [vperalta@email.arizona.edu](mailto:vperalta@email.arizona.edu)

The School of Anthropology, in compliance with University of Arizona regulations, requires that graduate students who apply for external sponsored funds submit a "*Proposal Routing Sheet*" and proposal package to the UA Sponsored Projects Services Office for approval. The Proposal Routing Sheet requests general information about the grant application, including project title, sponsor, and total amount requested. The Proposal Routing Sheet also requires the signatures of the Principal Investigator (your faculty advisor), Director of the School of Anthropology, and Dean of the College of Social and Behavioral Sciences. Finally, the Proposal Routing Sheet requires formal approval by appropriate units for research that involves human subjects, including Native American Affairs, and that which involves animal subjects.

#### *The McClintock Loan Fund*

This loan fund is available to graduate or undergraduate majors in anthropology. It was established as an emergency loan fund to assist worthy students in acquiring an education. A contractual agreement must be made to repay the loan. A number of loans are available in variable amounts. To apply for this fund, a written request to the Chair of the Scholarships and Awards Committee is required. Financial need must be documented in addition to a specific plan of repayment.

#### Informing the Advising Office of Funding Awards Obtained

We are frequently asked to answer surveys of the kinds of funding our students receive. (Your name will not be made available to other people.) If you win an award, such as a fellowship or scholarship, please inform us as soon as possible of the amount and source of funding. Please also inform the Anthropology Advising Office immediately about any GTA or GRA position that you receive, regardless of whether it is in Anthropology or another UA unit.

**Alumni Activities**

We would be very grateful if you would please keep in touch with the Advising Office after you have received your degree! We are very interested to receive information on any professional position you obtain and your related accomplishments. In addition to our own interests in knowing how you are doing, this information is critical for demonstrating the effectiveness of the graduate program in Anthropology and attracting future funding from institutional and public sources. The Advising Office receives many inquiries each year concerning graduates of the anthropology program. If you would like contact information provided to those interested in your project and research, the Advising Office will be happy to cooperate, provided we have your forwarding address and e-mail contact information along with some specifics instructions regarding your interests.

## **Appendix A: Faculty Eligible to Serve on MA and PhD Committees**

### **CORE FACULTY**

Adams, E. Charles  
Alonso, Ana M.  
Alvarez, Maribel  
Austin, Diane  
Baro, Mamadou  
Blake, Emma  
Carney, Megan  
Ferguson, T. J.  
Finan, Timothy  
Fogelin, Lars  
Green, Linda  
Greenberg, James  
Hasaki, Eleni  
Holliday, Vance  
Inomata, Takeshi  
Killick, David  
Kuhn, Steven L.  
Lamoreaux, Janelle  
MacLean, Evan  
Mills, Barbara J.  
Montgomery, Lindsay  
Nichter, Mark  
Nichter, Mimi  
Park, Thomas  
Pike, Ivy  
Plemons, Eric

Raichlen, David  
Romano, David  
Roth-Gordon, Jennifer  
Schon, Robert  
Silverstein, Brian  
Sheridan, Thomas  
Soren, David  
Stiner, Mary C.  
Stoffle, Richard  
Tecot, Stacey  
Triadan, Daniela  
Voyatzis, Mary  
Williams, Brackette  
Woodson, Drexel  
Zedeño, M. Nieves  
Zhang, Qing

### **ADJUNCT AND AFFILIATED FACULTY**

Anderson, Bruce E.  
Betteridge, Anne  
Creasman, Pearce Paul  
Croissant, Jennifer  
Dean, Jeffrey  
Dore, Christopher  
Gilliland, Mary Kay  
Glittenberg, Joann  
Hammer, Michael  
Majewski, Teresita  
Nakhai, Beth  
Odegard, Nancy

## APPENDIX B: Useful URLs

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The main UA School of Anthropology webpage is <http://anthropology.arizona.edu>

The Graduate College at the University of Arizona maintains information on the requirements for degrees on their catalog pages, and their home pages for the College. For a direct link to the Graduate College go to <http://grad.arizona.edu/>

The Graduate College's [GradFunding Opportunities newsletter](#) is an important source of up-to-date information.

The *Steps to your Degree* function at <https://grad.arizona.edu/gsas/degree-requirements> is useful for self-evaluating your progress in the program.

Specific Graduate College policies can be accessed from <https://grad.arizona.edu/policies>

Most of the forms mentioned above (Plans of Study, etc.) must be accessed and completed on-line via the secure My GradColl portal: <https://grad.arizona.edu/gc/>.

Petitions and other forms are available at <http://grad.arizona.edu/forms>.

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## APPENDIX C: Faculty Qualified to Administer Foreign Language Proficiency Exams

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### **CHINESE (Modern Mandarin):**

Zhang, Qing

### **Egyptian (Middle)**

Creasman, Pearce Paul

### **FRENCH:**

Baro, Mamadou

Blake, Emma

Creasman, Pearce Paul

deVet, Thérèse

Hasaki, Eleni

Killick, Dave

Park, Thomas

Romano, David Gilman

Schon, Robert

Silverstein, Brian

Soren, David

Vasquez, Marcela

Woodson, Drexel

### **GERMAN:**

Hasaki, Eleni

Triadan, Daniela

### **GREEK (Modern):**

Hasaki, Eleni

Voyatzis, Mary

### **GREEK (Ancient):**

Romano, David Gilman

### **HAITIAN CREOLE:**

Woodson, Drexel

### **HUNGARIAN:**

Schon, Robert

### **ITALIAN:**

Blake, Emma

Kuhn, Steve

Schon, Robert

Soren, David

### **JAPANESE:**

Inomata, Takeshi

### **PORTUGUESE:**

Finan, Tim

Roth-Gordon, Jennifer

### **TURKISH:**

Creasman, Pearce Paul

Silverstein, Brian

### **SPANISH:**

Green, Linda

Greenberg, James

Inomata, Takeshi

Sheridan, Thomas

Triadan, Daniela

Vasquez, Marcela

Zedeño, M. Nieves

## **APPENDIX D: Criteria for Assigning Teaching Assistantships and Instructor Roles to Graduate Students**

Decisions about allocating TA and instructor positions balance three vital considerations. First, opportunities to work as a TA or instructor provide financial assistance to graduate students in the form of both tuition remission and salary. Second, they provide vital classroom training for individuals planning an academic career. And third, the School has an obligation to the undergraduates taking our classes to provide the most capable and best informed instructors and TAs.

We would like all students to have an opportunity to work as a TA or instructor for at least 6 semesters. Under ideal circumstances we anticipate some students will be able to teach or work as a TA for up to 2.5 FTE during their time as a graduate students at the UA (e.g., a TA with 3 .25 TA positions and 2 .5 TA positions would have a total FTE of 1.75). Students should not expect more than 2.5 FTE in TA assignments from the School of Anthropology during their time at the UA. However, in rare emergency situations we may hire students who have had more than 2.5 FTE of TA support, so students may continue to apply for TA support even when they have exceeded the 2.5 FTE threshold.

Only work as a TA for classes in School of Anthropology at the University of Arizona is counted toward the 2.5 FTE TA limit. TA positions in other units or other universities, RA positions, and summer teaching, whether in class, online, or in the field, are not counted toward the 2.5 FTE limit.

Students with unsatisfactory teaching evaluations or who are not making satisfactory progress toward their degree MAY be ineligible for TA positions within the School of Anthropology.

### **Priorities for Assigning Normal TA (including grader) Positions**

First Priority Group: Graduate students to whom the School has made prior commitments, usually in their letter of admission.

Second Priority Group: The School of Anthropology is committed to providing all graduate students on the PhD track .25 TA positions for six semesters. If a student has no alternative funding, this will occur in the first 6 semesters of the program. However, if a student obtains other funding (RAs, TAs in other departments, fellowships, etc.), these 6 semesters of .25 funding can be banked for later years. Students in their first 3 years in the program will be considered for .5 FTE TA after those applicants in the third priority group.

Third Priority Group: Graduate Students in the School of Anthropology who have been in the program for more than 6 semesters, but who have served as TAs for less than 2.5 cumulative FTE in the School of Anthropology (excluding summer classes) are the third priority group when assigning .25 TA positions. However, when sufficient funding is available, this group will be the first considered for .5 FTE TA positions,

Fourth Priority Group: Graduate students in the School of Anthropology with more than 2.5 cumulative FTE for classes will be considered for TA positions make up the fourth priority group.

Fifth Priority Group: Students who turn in their TA applications late have the lowest priority for TA positions in the School of Anthropology.

### **Priorities for Assigning Instructor Positions (solo teaching)**

When selecting graduate students for solo instructor positions, we focus on students within the subfield of the course with at least two semesters as a TA/instructor and excellent teaching evaluations. Ideally, prior experience should include at least one semester as TA or instructor for the class to be taught or its equivalent.

First and second-year students will not usually be considered for instructor positions unless they have extensive prior teaching experience.

### Other Considerations

- Students who receive poor TA evaluations may be considered ineligible for further TA support until they have taken remedial training.
- Students who do not fulfill the obligations of TA positions or other instruction-related funding (such as failing to complete a project or assignment for which they were paid) may be considered ineligible for further TA support.

Usually TAs are assigned to courses/instructors that match their subfield of interest; however, cross-subdisciplinary assignments will sometimes occur due to mismatches between the number of TA positions and the subfield distribution of TA applicants. In these cases, the TA committee will make every effort to assign students to courses in a topic with which they have at least some familiarity. Students gain a great deal of experience by teaching outside their subfields, especially when going on the job market.

### What IS NOT considered in Assigning Teaching Assistantships

- Financial Need: Because the TA committee is not in a position to objectively evaluate financial need for all TA applicants, this criterion is not used in assigning TA positions. We assume that all graduate students could benefit from the salary and tuition assistance that comes with a TA position.
- Past RAs, fellowships, scholarships, TAs in other departments, and other non-TA support: As with financial need, the TA committee is not in a position to track all types of past support received; therefore TA allocation decisions are based solely on the amount of past TA support received from the School of Anthropology.
- Summer Teaching in the School of Anthropology. Summer teaching, whether online or in-person, is not considered when making TA assignments.
- All discriminatory “identity” categories including nationality, among many others.
- Past decisions to decline an offer of TA funding. Students often receive offers of support or fellowships that lead them to turn down a TA opportunity. These decisions will not be held against students in future allocations of TA funding, *so long as the student exercises due diligence in notifying the Graduate Coordinator of such changes*. In fairness to others, students who decide to turn down an offered TA position should notify the DGS **AND** Graduate Coordinator immediately so that a replacement can be identified.
- Faculty Requests. Students are offered TA positions based on their position on the priority list and available funding. Faculty requests that students receive either a .25 or .5 TA position will not be considered. Once students are awarded TA positions, faculty/student requests to TA specific classes will be honored as much as possible given scheduling and other constraints.

## APPENDIX E: Alternative Formats for the Doctoral Dissertation in Anthropology

Students shall have the choice of preparing the doctoral dissertation either in the Traditional Format (i.e., a series of chapters in book or monograph style), or in Journal Article Format as a related set of published and publishable articles. The appropriate format should be chosen after consultation with and approval by the student's dissertation committee. Students must follow [Graduate College guidelines](#) for preparing and assembling the dissertation in monograph or journal article format. The dissertation package must also conform to the School policies below.

This policy addresses only the format of the dissertation and related issues pertaining to the inclusion of published and publishable work. Expectations regarding the nature and scope of the dissertation research are the same for both the traditional and journal article formats, and are decided by the student's dissertation committee.

1. All policies shall conform to current Graduate College requirements.

### 2. Traditional Format

a. If it is anticipated that the dissertation research warrants monograph publication, the student, in consultation with the committee, can structure the writing into chapters in book form, first describing the purpose of the research and the methods or techniques used, presenting new data and conclusions reached, and discussing how the work fits into larger areal and theoretical parameters.

b. For the traditional format, the required review of pertinent literature in the field may be written as a "Critique of the Literature" and submitted to the committee as a separate essay (preferred) or included as the last Appendix in the monograph. The student is encouraged to include in the text multiple citations that bear *directly* on points being made but to avoid lengthy literary observations that then must be deleted prior to submission for publication.

c. The student is to bear in mind that the dissertation is being written as a scholarly publication for the scientific community and not as an assignment for the committee members.

### 3. Journal Article Format

a. The dissertation package will include an introductory statement chapter, a chapter that critically reviews the literature on the topics or areas of specialization of the student, and a minimum of three publications for peer-reviewed journals; there is no maximum number. It is the responsibility of the doctoral candidate and the dissertation committee to decide which articles and how many to include in the dissertation package. The articles need to be already published, accepted for publication, or under review, to be included in the dissertation package. If a submitted manuscript is rejected, it is up to the committee's discretion to determine its suitability for the dissertation. Chapters from rigorously peer-reviewed edited books may be included at the discretion of the Ph.D. committee.

b. All publications must be based upon original research done while a graduate student at the University of Arizona. At least two of the articles must represent post-MA research. Publications derived from work begun for an MA project may be part of the dissertation package, but articles that are a direct reworking of the MA paper or thesis cannot be counted toward the minimum number of three.

c. Short research notes; technical appendices to books, monographs or dissertations; contributions to online or printed encyclopedias; and reports submitted to public or private agencies will not usually be counted toward the minimum number of articles. However, they can be included as supporting material in the sections devoted to critical review and background information.

d. As a general rule, only publications for which the student is first or corresponding author can be included in the dissertation package. (We do, however, recognize that in some cases senior collaborators may demand first authorship regardless of their actual contribution; the student's committee will have the power to waive the rule on a case-by-case basis). The student must have been substantially responsible

for designing the study, analyzing the data, and writing the manuscript for any article to be included in the doctoral packet. In the case of publications with two or more authors, the candidate must preface each paper with a paragraph detailing the contribution of each listed author to the creation of the publication, even if he or she is first author.

e. Co-authorship with members of the student's dissertation committee is common, but it does represent a potential conflict of interest. The Committee Chair must alert the School Director if more than one committee member is a co-author of any of the papers submitted as part of a doctoral dissertation. In such cases the School Director will request that the composition of the committee be expanded so that at least two members of the committee have no connection with any of the publications submitted.

f. In cases where two or more doctoral students are co-authors on a paper, it is not permissible for both (or all) students to submit the same paper as a part of their individual doctoral dissertations. The doctoral dissertation is explicitly intended to be a demonstration of the abilities and accomplishments of a single person, so any co-authored publication submitted as part of a dissertation must satisfy the requirement that only one of the student co-authors is designated as first or corresponding author.

## **APPENDIX F: Suggested Strategies for Effective Scheduling of Graduate Work**

Currently the average length of time from a Bachelor's degree to a Ph.D. in Anthropology is seven to eight years (national average). Some students at Arizona take a good deal longer and some finish more quickly. Careful planning of your graduate schedule, and working closely with the DGS and your major advisor, will help you to avoid taking more time than necessary to complete your graduate work.

Timely completion of the Ph.D. generally requires that a student take nine graduate hours per term (the minimum full-time course load), and will not be taking any hours during the summer. It is not really a "fast track" schedule, and you might well make more rapid progress through the program. International students are required to be registered full-time (for 9 graduate hours each term). If you are a TA or RA, you must take at least 6 units. However, many TAs at the University of Arizona take nine hours of coursework. The minimum load for most other graduate students is 3 credit hours. Students who have already enrolled for 18 units of dissertation credit and who are in their final semester (or semesters) may enroll for only one credit hour. If you are planning to defend your dissertation, and have enrolled for the required number of dissertation units, you may drop to one unit of independent study credit. If you do not take a minimum load, the Graduate College will drop you from their rolls, and you must reapply to the School if you wish to continue your degree program.

A cautionary note: student loan programs, health insurance plans, fellowships, student visas, and the like may require you to carry a minimum load that is different from that given on the schedule here. It is your responsibility to know the requirements for your particular situation, since these vary widely from student to student.

The Graduate College has added forms, policies and procedures on line for easier access. You can find their web site at [www.grad.admin.arizona.edu](http://www.grad.admin.arizona.edu). Update URL

### **Verification of Enrollment**

The School of Anthropology is sometimes asked to verify that a student is carrying an appropriate course load. We will do so if you are:

- (a) A student taking classes at an appropriate University-internal rate (9 hours per term for non-TA/RA students, 6 hours/term for TAs and RAs and 3 units of dissertation or extended registration if the level is appropriate); or
- (b) you are a student who has passed written and oral Comprehensive Exams. We will verify full-time study during the six-month period following the date of passage of your Comprehensive Exams when you are working on your dissertation proposal, or if you are in the field or writing your dissertation with a proposal approved. WE WILL NOT SIGN SUCH VERIFICATIONS IF YOU HAVE FALLEN BELOW THE REQUIRED CLASS LOAD OR ARE NOT COVERED UNDER (b) ABOVE. If you have dropped below the required load because of a family emergency or other such problem, it is your responsibility to negotiate with the agency in question for deferral of loan payments, extension of visas, and the like.