The Illustrated

University of Arizona

SCHOOL OF ANTHROPOLOGY

GRADUATE STUDENT HANDBOOK

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### I. INTRODUCTION
The faculty and staff of the School of Anthropology are pleased to welcome you to the graduate program in Anthropology. 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 (Ph.D.) 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 entirely 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 University Graduate Catalog. The School of Anthropology has additional requirements, which are outlined below. You are responsible for satisfying both sets of requirements. Internal and Graduate College forms must be completed and turned in to the Advising Office upon each step made towards your degree(s). Forms required by both the School and the Graduate College must clear the Anthropology Advising Office.

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.

**The Director of Graduate Studies and Advising Office Staff**
The Director of Graduate Studies (Dr. Lars Fogelin) is available during walk-in hours or by special appointment to be arranged via e-mail (anthdgs@email.arizona.edu). Ms. Ann Samuelson (520-626-6027, anns@email.arizona.edu) is also available in the advising 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 with strict confidentiality).

**E-mail Distribution List**
To receive information about scholarship opportunities, lectures, program requirements and deadlines, please allow us to add your name to our e-mail distribution list. Send your official UA e-mail address to Ann Samuelson (anns@email.arizona.edu). 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.

**Forms**
The forms you will need to prepare and submit at various stages of your graduate training are generally available to be filled out on-line by logging in to your account on the My GradColl site at [https://grad.arizona.edu/gc/](https://grad.arizona.edu/gc/). See also [http://grad.arizona.edu/forms](http://grad.arizona.edu/forms) for additional information about Graduate College forms. It is a wise idea to familiarize yourself with the My GradColl site early in your graduate career since it is the Graduate College’s main site ([http://grad.arizona.edu/](http://grad.arizona.edu/)) are the principal sources of information you will need to navigate the UA system efficiently and successfully.

**Computing Facilities**
Wireless access to University networks is available throughout the Haury Building and 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, http://sbsri.web.arizona.edu/) also administers a computer lab located in the Social Sciences Building (three buildings east of the Haury Anthropology Building). This resource includes an instructional lab that you may use if you are a teaching assistant and wish to use it for your classes. 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/).

Anthropology Graduate Student Organization
The Association of Graduate Students in Anthropology (AGUA) is open to all graduate students. AGUA organizes lecture series and forums 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.

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

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

Minimum GPA Requirement
The minimum GPA requirement set by the Graduate College is 3.000 (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 a 3.000 or higher, the School of Anthropology will request that you terminate your graduate studies. No student on academic probation may hold a scholarship, assistantship, or fellowship.

Subfields and Divisions
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.

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 by letter. 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 her/his 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 her/his stead.

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.

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

1. Submission of an annual self-evaluation;
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

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 much greater risk of receiving an “unsatisfactory” evaluation. Communication is the key; it is every student’s sole responsibility to maintain open lines of communication with her/his faculty advisors.
Should the faculty determine that you are not making satisfactory academic progress towards your next degree, they will inform you in writing 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 expulsion from the program.

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

<table>
<thead>
<tr>
<th>Timetable</th>
<th>Milestone</th>
</tr>
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<tbody>
<tr>
<td>end of 2nd semester</td>
<td>MA plan of study filed with Graduate College</td>
</tr>
<tr>
<td>end of 4th semester</td>
<td>Coursework for MA completed (≥ 33 hrs); MA thesis/paper completed or well underway</td>
</tr>
<tr>
<td>end of 5th semester</td>
<td>MA thesis/paper completed and defended</td>
</tr>
<tr>
<td>end of 6th semester</td>
<td>Comprehensive Examination committee formed</td>
</tr>
<tr>
<td>end of 7th semester (or within three semesters of completing MA)</td>
<td>Doctoral plan of study filed with Graduate College</td>
</tr>
<tr>
<td>end of 8th semester (or within two years of completing MA)</td>
<td>Written and oral Comprehensive Examinations passed</td>
</tr>
<tr>
<td>end of 9th semester (or within six months of passing comps)</td>
<td>Dissertation proposal accepted by dissertation committee</td>
</tr>
<tr>
<td>end of 14th semester (or within three years of passing comps)</td>
<td>Dissertation draft completed and defense scheduled</td>
</tr>
</tbody>
</table>
Model schedule for satisfactory progress toward the Ph.D. degree for students who enter the program with a Master’s degree from another university or UA discipline:

<table>
<thead>
<tr>
<th>Timetable</th>
<th>Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>end of 2nd semester</td>
<td>Comprehensive Examination committee formed, and doctoral plan of study filed with graduate college</td>
</tr>
<tr>
<td>end of 4th semester (or within two years of entering program)</td>
<td>Written and oral Comprehensive Examinations passed</td>
</tr>
<tr>
<td>end of 5th semester (or within 6 months passing comps)</td>
<td>Dissertation proposal accepted by committee</td>
</tr>
<tr>
<td>end of 12th semester (or within three years of passing comps)</td>
<td>Dissertation draft completed and defense scheduled</td>
</tr>
</tbody>
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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 Ph.D. degrees (above) for more specific information about required courses. Note that the Graduate College has additional minimum requirements for MA/Ph.D. students. These are described in the Graduate Handbook and in the UA Graduate College Catalog (http://grad.arizona.edu/catalog/toc.html).

**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.**

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

**Major Advisor**

Upon admittance to the Anthropology 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 (3) 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, accomplished by submitting the “Special Member” Form (http://grad.arizona.edu/system/files/SpecialMemberForm.pdf or http://grad.arizona.edu/forms). See the graduate advisors 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 MA Committee Approval Form and obtain the signature of the Director of Graduate Studies. This step will help you avoid nasty surprises later on.

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 608B+, “History of Anthropological Theory.” For students who matriculated before Fall 2000, the old core systems apply; however, 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, and show it to your major advisor before submitting it to the Anthropology Advising Office for signature. 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 (www.grad.arizona.edu/catalog.toc.html), 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 a MA degree must be in courses for which a letter grade (A, B, C, rather than Pass/Fail) was awarded. “900” hours are not graded course hours. You should list on the “Master’s Plan of Study” courses totaling a minimum of 30 units, but do not include 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 to the Advising Office for signature and processing. You should receive thereafter an approved copy of your study plan from the Graduate College. If you do not receive a copy, it is your responsibility to follow up and determine the source of the problem.

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 Graduate Degree Certification 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! Changes in your name, course listings or thesis title must be made on a "Changes in Student Records or Programs of Study" form, available online through your My GradColl account accessible at https://grad.arizona.edu/gcc/.

MA Completion of Degree Requirements
This form is submitted as the final certification of your completion of the MA degree: you must check the deadlines for submission as they change every year. Your major advisor and the other members of your committee must sign the form at the end of the MA defense, obtained from the Advising Office, Graduate College or online at www.grad.arizona.edu/cgi-bin/forms/MasComp.cgi). The form must then be submitted to the Advising Office to obtain the School Director’s signature, and for photocopying and routing.

Time Limitations for the Master’s Degree
Under current Graduate College rules, graduate course credits to be applied with full value 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.
Transfer and Non-Degree Coursework

Transferred credit cannot exceed 20% of the total units for the MA earned at the University of Arizona. The Graduate College requests that students wishing to transfer course hours complete the “Evaluation of Transfer Credit” in their first year (http://grad.arizona.edu/system/files/TransferCreditForm.pdf). You should 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. 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.

2. No more than 12 units of coursework taken in 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.

Residence Requirement

For the Master of Arts degree, a minimum of twelve (12) units must be completed at the University of Arizona campus.

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”! One unit maintains continuous enrollment but does NOT constitute full-time status for financial aid, visa, and assistantship requirements. If you
will be away and cannot register prior to your departure, please make arrangements with a friend or relative to register for you. 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.

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://orcr.vpr.arizona.edu/irb). 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 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.

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. The decision whether to write a MA Report or a formal MA Thesis should be taken in consultation with your major advisor.

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. Margins adhere to those outlined in the Graduate College Manual (available online at www.grad.admin.arizona.edu/degerecert/thesismanual/front.htm). The Advising Office keeps a copy for review.
C. The paper must be double-spaced and printed on bond paper of good quality.
D. 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. A thesis is a formal document that adheres to guidelines set forth in the Graduate College Manual for Theses and Dissertations. The manual is available on-line (www.grad.arizona.edu/degreecert/thesismanual/front.htm). The thesis is bound and catalogued in the University Library and is listed with various indexing services such as the University of Michigan Microfilm Service. It therefore is important that you follow these guidelines exactly. **Graduate Degree Certification will not format-check your thesis.** 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 six 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
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. 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.

Once the Master’s exam is passed, the committee chair reports the results to the Anthropology Advising Office. The “MA Completion of Degree Requirements” form is available to the student on-line at the My GradColl website (https://grad.arizona.edu/gc/). This form must be presented by the student to their committee for signatures after the exam and then brought to the Anthropology Advising Office, which in turn reports the results of the exam to the Graduate College Degree Certification Office.

Change of Status to the Ph.D. Program
Students in the School of Anthropology who have completed all requirements for the MA degree and wish to go on to the Ph.D. program must request a “Change in their Degree Program” status. Your MA advisor presents your change-of-status request to the subfield faculty for their approval. Once approved by the subfield, the request is brought to the full faculty for a final vote.
Students must be registered during the term in which they wish the change-of-status to be effective.

Eligibility for Ph.D. status is determined using the following criteria:

- A minimum Grade Point Average of 3.50 (on a 4.0-high scale);
- Evidence of potential to complete a rigorous research-oriented degree program; and
- Clear potential for making a professional contribution to the field of anthropology.

**IMPORTANT:** If you complete the MA late in a semester (which is often the case), you should make every effort to help your advisor submit your request for change-of-status in time for a vote during the final faculty meeting of that semester. **Students who have not yet been officially admitted to the Ph.D. program will begin the next semester with “non-degree seeking” status, and may lose insurance coverage and other benefits. International students run the risk of losing their visa status unless they are registered in a degree program.**

**IV. THE DOCTOR OF PHILOSOPHY (Ph.D.) 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 spend two regular semesters of full-time work or complete a minimum of 30 units of graduate credit in residence 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. Any semester during which a doctoral student in actual residence at The University of Arizona is registered for at least 9 units of graduate coursework or research will be counted toward meeting the residence requirement. However, if a student proceeds directly, without a break in enrollment, from a Master's degree to a doctoral degree in the same major focus, he or she may be permitted to apply one or more semesters of full-time enrollment in the Master's program toward the residence requirement for the doctoral degree. If there is a change of major or a break in enrollment between the Master's degree and the doctoral degree, the residence requirement must be fulfilled again for the doctoral degree. Graduate assistants or graduate associates and students on appointment to any teaching or research position at The University of Arizona, can meet the minimum residence requirement by registering for 6 units of graduate credit in each of four semesters.

**The dissertation requires the equivalent of at least 48 units of class credit.** This equates with a minimum of two semesters of full-time work after completion of the MA, assuming 30 units are transferred from the MA. In addition, at least 18 units of ANTH 920 (dissertation units) are required. With the prior approval of the student's dissertation committee and the Head of the School, dissertation work may be done in absentia.
Minimum Registration and Leave-of-Absence Policies
To maintain active status in the Ph.D. dissertation program, you must enroll for a minimum of three graduate units per semester (maximum is nine units per regular semester) up until the time you have earned 18 dissertation (ANTH 920) hours. After 18 dissertation hours have been completed, the minimum number drops to one hour per semester. If you will be in the field and cannot register prior to your departure, please make arrangements with a friend or relative to register for you. 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, but the Graduate College grants leaves-of-absence only under extraordinary, well-documented (usually medical) circumstances (http://grad.arizona.edu/system/files/absence.pdf). 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 exclusively on the earliest coursework applied to your degree!

900 Waivers of Non-Resident Tuition
Students working toward their degrees but not residing in Arizona can reduce their tuition costs by applying for so-called “900 Waivers.” The 900 waivers cover non-resident tuition for one to six thesis/dissertation credits. However, in-state registration must still be paid. So-called 900 waivers are meant to aid students who continue to work towards their degree in a location far from Tucson, and who do not make any use of UA facilities or meet with faculty on campus. Legitimate reasons for requesting 900 waivers include prolonged fieldwork or an internship or job in another city, lasting one full semester or more. We will not support requests for waivers for any other reason. The 900 waivers are not substitutes for leaves-of-absence, and semesters in which 900 waivers are used count towards time-to-degree limits. 900 waivers may not fulfill registration requirements for grants, fellowships, or student loans. NOTE: 900 waivers are only available to students who are not resident in Arizona; a maximum of four (4) such waivers is allowable in a student's career at UA. Also, the School cannot couple 900-waivers with Graduate Tuition Scholarships (GTSs). Students can get one or the other, but not both. If you are granted a 900-waiver, you will be responsible yourself for covering the in-state tuition; the School is unable to cover those costs. Please inquire through the Anthropology Advising Office about this option.

Use of Coursework from MA Degree
At least half (23) of the units to be applied toward a Ph.D. 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, 30 units of coursework from the MA degree may be applied to the Ph.D., provided that the student’s committee advisors approve the relevance of these courses for the Ph.D. degree. Note, however, that the units from your MA Report, Thesis, or Applied Archaeology Internship may not be applied to the Ph.D. (other Internships, including BARA’s may be applied to the Ph.D.)

If you received your Master’s degree from another department or university, you should complete the “Evaluation of Transfer Credit” (http://grad.arizona.edu/system/files/TransferCreditForm.pdf) in your first year. If you wish to use transfer courses to substitute for specific required courses (rather than as general graduate hours) consult with your major advisor and then 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 courses taken as a non-degree student at the UA or elsewhere
may also be transferred. 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 Ph.D. program, fillable on-line by logging on to your My GradColl account at https://grad.arizona.edu/gc/.

**Use of 400-Level Coursework**
You may, with the approval of your advisor, use up to six units of 400-level coursework in your minor area. However, 400-level coursework does NOT receive graduate credit and will NOT be calculated in the cumulative GPA. Only 500-level and above courses will receive graduate credit, and only 500-level and above courses for which a grade was received (i.e., no audited courses) count toward the minimum enrollment for assistantships, etc.

**Grade (GPA) Requirements**
A high level of performance is expected of all students enrolled for graduate credit. A student who does not make satisfactory progress in graduate work may be required to withdraw from the University. No student will be recommended for an award of an advanced degree in Anthropology unless she or he has achieved a grade point average of 3.33 or higher in graduate study. 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.

Graduate students cannot enroll in graduate-level courses for pass/fail grades except for courses offered by the College of Law and in cases of independent study, internships, etc.; consult the Graduate Catalog for further information.

**Time Limit on Completion of the Ph.D. Degree**

*For those students entering Fall 2005 or later:*

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 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. NOTE: Transfer units are not considered in the time-to-degree limitation. 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
For those students entering Summer 2005 or earlier:

The student has ten (10) years from the date of their earliest coursework (this includes transfer coursework) to complete their doctoral degree program. 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. It is also virtually certain that the student will be required to re-take the Comprehensive Exam (at the School’s invitation, based on the recommendation of the full voting faculty) before proceeding to complete the dissertation.

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 Ph.D. students must identify a major and a minor focus. The University recognizes only one major and one minor in Anthropology. However, graduate students within the School follow a major focus in one of the four traditional subfields of Anthropology. There are three options for selecting a minor: (1) another subfield of Anthropology; (2) a synthetic concentration as defined below; and (3) another unit of the university.

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

(1) Anthropology 608A, “History of Anthropological Theory” and
(2) One anthropology course outside of the student’s major and minor field.

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.

All graduate students in the Ph.D. program must complete at least 36 units in the major area and between 12-15 in the minor (see below) if it is in anthropology. Students who minor outside of the School of Anthropology must meet the requirements of the minor discipline. The Graduate College requires at least nine units in these cases, but most departments require more. If your minor is in another department you should consult with that department early in your career to determine their requirements.

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 Ph.D. 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) one course in the archaeology of hunter/gatherers, (3) one course in the archaeology of small scale agricultural/Neolithic societies, (4) one course in the archaeology of complex societies, and (5) two courses in method and theory of archaeology, one of which must be a laboratory or data analysis course. Some courses that qualify under each heading are listed below. The student’s Ph.D. committee will ultimately decide the appropriateness of a particular course, but the following courses within each suite serve as a guideline:

Archaeology of Hunter-Gatherers
   527A  Prehistory of East Asia
   527B  Archaeology of Pre-Han China
   556A or B  Old World Prehistory (Part I or Part II of 2 semester series)
   561  Paleoindian Origins

Archaeology of Middle Range Early Agricultural-Neolithic Societies
   527A  Prehistory of East Asia
   527B  Archaeology of Pre-Han China
   547  Anasazi Archaeology
   551A or B  Archaeology of North America
   552  Southwest Archaeology
   556B  Old World Prehistory, 2nd part (OK for H-G or Neolithic requirement)

Archaeology of Complex Societies
   CLAS 500  Topics in Egyptology
553A or B  Mesoamerican Archaeology (either semester)
543A or B  Archaeology of Neolithic and Bronze Age Greece
CLAS 552  Etruscan Art and Archaeology
558  Historical Archaeology
638  Culture Contact and Colonialism
645  Early Civilizations

**Method and Theory in Archaeology**
510  Ceramic Ethnoarchaeology
535  Principles of Archaeological Fieldwork
552L  Archaeology of the Southwest
540  Engendering the Past
555  Ethnoarchaeology
560  History of Archaeological Theory
564  Introduction to Dendrochronology
569  Ethnobotany
638  Culture Contact and Colonialism
645  Early Civilizations

or appropriate classes offered in other departments, such as:
MSE 562  Experimental Methods in Microstructural Analysis
MSE 568  Scanning Electron Microscopy

*Note that other appropriate seminars or special topics classes may be included in any of these course lists.*

**Biological Anthropology**

Biological Anthropology at the University of Arizona focuses on evolutionary studies, genetics, paleoanthropology, and human biology. Graduate students with a major focus in biological anthropology will follow one of two tracks. The general track provides training in major aspects of biological anthropology, while the other track focuses on biocultural approaches. All students majoring in the subfield of biological anthropology are expected to have a sophisticated foundational knowledge of human biology and evolutionary theory. 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.

Each track is designed to allow flexibility in training, while at the same time grounding the student in method and theory. To acquire a minimum of training, students must take one or both human biology foundations courses (ANTH 545A & 545B), depending on the track chosen. Note that these courses are offered in alternating years and should be completed as early in the student's coursework as possible. Additional required courses are listed below. From this coursework, all students in biological anthropology are expected to achieve 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 attend the weekly Lecture Series and to pursue training and research opportunities in other units of the university (on the main campus, Arizona Health Sciences Center, or both).

**General Biological Anthropology Track:**
Foundations (choose one):
ANTH 545A  Contemporary Approaches to Human Biology (3 units), or
ANTH 545B  Contemporary Approaches to Human Biology (3 units)

Plus this required course:

ANTH 695C  Anthropology Colloquium (a minimum of 2 units)

Plus a minimum of one course from each of the following four groups:

Group 1
INT 666  Human Microevolution (3 units)
ANTH 95D  with a topic approved by the bioanthropology faculty (3 units)
ANTH 596D  with a topic approved by the bioanthropology faculty (3 units)
ECOL 533  Human Genetics (3 units)

Group 2
ANTH 501A  The Primate Skeleton (3 units)
ANTH 566  Paleoanthropology (3 units)
ANTH 668  Human Osteology (4 units)
ANTH 595D  with a topic approved by the bioanthropology faculty (3 units)
ANTH 696D  with a topic approved by the bioanthropology faculty (3 units)
PS 503  Cellular and Molecular Physiology (5 units)
CBA 604  Gross Human Anatomy (3-6 units)

Group 3
ANTH 595G  Special Topics in Biocultural Anthropology (3 units)
ANTH 545A*  Contemporary Approaches to Human Biology (3 units)
ANTH 545B*  Contemporary Approaches to Human Biology (3 units)
ANTH 538A  Women’s Health in Global Perspective (3 units)
ANTH 554A  Reproduction in Biocultural Context (3 units)
ANTH 596D  with a topic approved by the bioanthropology faculty (3 units)

*If not used to fulfill the foundations requirement

Group 4
ANTH 595D  with a topic approved by the bioanthropology faculty (3 units)
ANTH 696D  with a topic approved by the bioanthropology faculty (3 units)
ECOL 525  Speciation (2 units)
ECOL 600A  Fundamentals of Evolution (3 units)

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

Plus at least one of the Quantitative Methods courses listed below (alternate courses may be substituted only with prior approval from the student’s advisor):

EPI 576A  Biostatistics in Public Health (3 units)
EPI 576B  Biostatistics for Research (3 units)
MATH 509C  Statistics for Research (3 units)
PSIO 573  Statistical Analysis & Research Design in Physiological Science (3 units)
RNR 613  Applied Biostatistics (4 units)

Biocultural Anthropology Track:
The biocultural track in biological anthropology grounds students in the theoretical perspectives of human biology, but especially the biocultural nature of variation across populations as conditioned by the interaction of genetics, developmental experiences, health, and the environment. One distinguishing characteristic of biocultural studies is population-level analysis of health parameters. The holistic nature of the biocultural approach crosscuts the School’s thematic concentrations of applied, medical, ecological and gender anthropology. Students in the biocultural track may combine their training with any of these concentrations. However, students who pursue the biocultural track are expected to have a biological anthropologist as their major advisor. In addition to the faculty of the biological anthropology subdiscipline, students should consult with other faculty currently participating in the biocultural curriculum,
including Mark Nichter, Mimi Nichter, Susan Shaw, Lisa Staten, Nicolette Teufel-Shone, Cheryl Ritenbaugh, and Anne Wright.

Students in the biocultural track must take both foundations courses (ANTH 545a & 545b). They are also expected to gain considerable linguistic and cultural expertise in their chosen geographic region.

Foundations (take both):
- ANTH 545A Contemporary Approaches to Human Biology (3 units)
- ANTH 545B Contemporary Approaches to Human Biology (3 units)

Plus, these required courses:
- ANTH 536A Medical Anthropology (3 units)
- ANTH 695C Anthropology Colloquium (a minimum of 2 units)
  One course focusing on social organization or kinship
  One course on evolutionary theory from Group 4 above

Plus, these methods courses:
- ANTH 546B Methods in Biocultural Anthropology (3 units)
- ANTH 695C Professional Ethics & Skills (Qualitative Methods) (3 units)

Optional coursework:
- ANTH 529A Human Reproductive Ecology (3 units)
- ANTH 538A Women’s Health in Global Perspective (3 units)
- ANTH 528A Anthropological Demography (3 units)
- ANTH 554A Reproduction in Biocultural Context (3 units)
- ANTH 595G Special Topics in Biocultural Anthropology / Population Health (3 units)

**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, students are also required to take the following core courses (15 units total):
- ANTH 680 Foundations of Linguistic Anthropology
- ANTH 681 Keywords in Linguistic Anthropology
- Phonetics: Choose one from the following three options:
  1. Take two modules from the phonology sequence in Linguistics:
     - Fall Semester: take the first two modules (first ten weeks) of Ling. 510 (introduction to both phonetics and phonology).
     - Spring: take the middle module (middle ten weeks) of Ling. 514 (acoustic phonetics).
  2. SP H 568 (speech perception)
  3. SP H 596A (experimental phonetics)

Students must choose at least two of the following methods courses (6 units minimum):
- ANTH 583 Sociolinguistics
- ANTH 585 Face-to-face Interaction
- ANTH 620 Multimedia Ethnography (replaces “Linguistic Field Techniques”)
- ANTH 679 Ethnographic Discourse Analysis
Plus, 12 units of electives from the list below (or additional methods classes from the list above):
  ANTH 576 Language in Culture
  ANTH 548 Writing 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/programs/graduate/anthro.php
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. ANTH 548 (Writing Culture) is also required for the Ph.D. in Sociocultural Anthropology, however this course may be taken in any year. Students are required to take at least one other theory class. Some existing theory classes which satisfy this requirement include:

- 613: Culture and Power (Alonso)
- 509: Economic Anthropology (Park)
- 611: Ecological Anthropology (Lansing, Kuhn)
- 612: Anthropology of Modernity (Silverstein)
- 507: Intellectual Foundations of Applied Anthropology (Greenberg)
- 536: Anthropology of the Body and Body Politic (Mark Nichter)

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

- 604: Power and Violence in Central America and Mexico (Green)
- 418/518: Southwest Land and Society (Sheridan)
- 423/523: Anthropology of Rural Mexico (Sheridan)
- 400/500: Middle East (Silverstein)
- TBA: US Ethnography (Shaw)

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 Mimi Nichter and Mark Nichter for South Asia; Steve Lansing and Thérèse deVet for Southeast 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 Ph.D. 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 Ph.D. Program with Near Eastern Studies

The School has a unique dual-degree Ph.D. program with the Department of Near Eastern Studies (NES). Participants must be admitted into the graduate programs of both units. This rigorous program requires a minimum of 81 credit hours, plus proficiency in two Near Eastern languages (Arabic, Turkish, Persian or Hebrew). Information on the full suite of requirements can be found at http://nes.web.arizona.edu/dual_ANTH_NES_PHD.html.

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 (e.g., Medical Anthropology, SWLCS). 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 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 cut across 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; Anthropology, History and Memory; 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 Ph.D. 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 new concentration in **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. Recommended specialized courses in applied sociocultural anthropology at present include ANTH 507 (*Intellectual Foundations of Applied Anthropology*), ANTH 609 (*Mixed Methods in Applied Anthropology*), and ANTH 537 (*Data Analysis in Applied Research*). 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.

**Ecological Anthropology**

The relationships between human societies and their environments are among the oldest concerns in anthropology. As the human footprint on the Earth grows, this topic of human-environment interactions becomes an ever more urgent problem. The University of Arizona 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 a core seminar ANTH 611 (*Ecological Anthropology*) or ANTH 543 (*Ecology and Complexity*). This seminar integrates subfields within anthropology and forges strong links between anthropology and other disciplines concerned with human impacts on the environment, sustainability, conservation, and evolutionary ecology, among other issues. In consultation with their advisor, each student should then design an
individualized suite of relevant courses to make up a total of 12 units. In so doing, the student in consultation with their committee must make every effort to diversify the student's curriculum to avoid excessive topical replication between their chosen major and minor. Students must choose from a wide range of potentially appropriate courses in consultation with their advisor and other faculty members.

Medical Anthropology Concentration

A rigorous Ph.D. concentration in medical anthropology is available to students at the University of Arizona. Students are encouraged to contextualize medical anthropology in terms of more broadly conceived anthropological theories and issues related to: health, development and structural inequality; political economy and political ecology; ethnic, class and gender relations; social formations ranging from the household and kinship networks to the “community,” NGOs, professional organizations, international funding agencies, and the state; national as well as global response to disease transmission and health care provision; ideologies experienced and reproduced at the site of the body as well as propagated by medical systems and public health practices; governance projects, the politics of responsibility, and self management projects; and changes in consumer behavior and perceptions of risk and harm reduction. See http://medanthro.net/definition.html for a more complete description of medical anthropology that reflects how faculty at the University of Arizona conceives of this subject area. See http://fp.arizona.edu/medanthro/ for a fuller description of the concentration area at the University of Arizona, its resources, network of current and past graduate students, course offerings and syllabi.

Students intending to concentrate in medical anthropology should register for ANTH 536a (Anthropology of the Body, Health and Illness) and develop a plan of study approved by their committee. Plans of study will differ in accord with student’s background and research interests as well as their major. Students majoring in sociocultural, biocultural, and linguistic anthropology may minor in medical anthropology in fulfillment of their Ph.D. course and Comprehensive Exam requirements. Students in other concentration areas such as applied anthropology may opt to take a split minor with medical anthropology. To do so, they must take three or more graduate seminars in medical anthropology.

The following individuals are core faculty members in the medical anthropology concentration: Linda Green, Rhonda Gillett Netting, Mark Nichter, Mimi Nichter, Ivy Pike, and Susan Shaw. Dr. Mark Nichter coordinates this concentration area and questions related to course requirements are best addressed to him (Haury 214; 520-621-2665; mnichter@email.arizona.edu).

The following are recommended courses for students with a major focus in sociocultural anthropology and a minor focus in medical anthropology at the Ph.D. level:

At least five of the following ANTH courses (15 hours):

* 536a Anthropology of the Body, Health and Illness
* 536b Ethnomedicine
* 571a Medical Anthropology in Clinical and Community Contexts in the West
  571b continued
* 675a Anthropology and International Health
  675b continued
* Anthropology and Adolescent Health
* Gender and Health
* Special seminars or reading courses in medical anthropology

[*May count for sociocultural major credits if more than 15 credits are taken in the medical anthropology concentration]
At least five sociocultural anthropology courses in addition to the two semester cultural core. The following course/topical areas have been commonly recommended to sociocultural students choosing medical anthropology as a minor focus. This listing reflects subject areas, not necessarily exact titles of seminars which change year to year.

* Anthropology and public policy;
* Anthropology and Development,
* Applied anthropology [one of the following unless a student is doing a split applied//medical anthropology minor]
* Anthropology of religion
* Colonialism, imperialism, and globalization (under different titles)
* Culture and Power
* Ecological anthropology, Political Ecology
* Economic anthropology
* Ethnicity and race
* Gender, Class and ethnicity, Gender related special seminar
* History, anthropology and social memory
* Political economy [under different titles- in anthropology or related social science field]
* Psychological anthropology
* Structural and political violence; human rights
* Writing culture

Additional courses which have been strongly recommended by committees

* At least one linguistic anthropology class: Language and culture, Language and gender, Discourse analysis, Narrative analysis
* Human adaptation and/ or a relevant biocultural seminar (for biocultural students, coursework fit to needs of academic program of study tailored by committee)
* Epidemiology or biostatistics: one of these classes to meet the statistics requirement
* Methods/data management course: in the School or in another unit
* Grant writing /professional skills
* Ethnographic area course / special reading course in the School or in another unit
Anthropology, History and Memory Concentration

Over the past two decades, both anthropologists and historians have become increasingly aware of the importance of one another’s theories, methods, and areas of inquiry. Today there is broad consensus that ethnography has to be situated in its historical contexts. There is also growing appreciation of the importance of anthropological histories of societies in the past. Historical archaeology has expanded the purview of archaeology to include the study of the past through historical sources as well as through material culture. Sociocultural anthropologists and historical archaeologists now carry out archival research and explore oral traditions as well as conduct ethnographic or archaeological fieldwork. Historians apply the insights of ethnography and archaeology to their studies of the past. All three areas of inquiry increasingly draw from the same critical theorists when asking their questions and shaping their narratives.

Understanding how social memory mediates history making is a vital part of these endeavors. How are representations of the past bound up with the definition and institutionalization of national, ethnic, racial, religious, and gender identities? To what extent is social memory a key stake in the construction and contestation of power? What are some of the social spaces, performances, artifacts, institutions and discursive genres central to memory making?

The Anthropology, History and Memory concentration fosters cross-fertilization among anthropology subfields and between anthropology and other disciplines that take historical perspectives on social life. This concentration allows flexibility in curriculum development while at the same time training students in essential method and theory. The Anthropology, History and Memory concentration may be used as a minor focus for the purposes of the Ph.D. Comprehensive Exam, or it may be part of the major in one of the anthropology subfields at the MA or Ph.D. levels. This concentration can also serve as a minor for students outside the School of Anthropology.

Requirements: All students in this concentration must take the two “foundations” courses listed below, which are offered every other year in the Fall and Spring semesters.

Foundation Courses:

- ANTH 696B Cultural Anthropology: Anthropology and History (Sheridan; offered in Fall, even years)
- ANTH 696B Cultural Anthropology: Social Memory (Alonso; offered in Spring, odd years)
  (note: these courses will receive different permanent numbers soon)

In consultation with their advisor, each student should then design an individualized suite of relevant courses to make up a total of 12 units (counting the two cores). In so doing, the student and advisor must make every effort to diversify the student’s curriculum to avoid excessive topical replication between their chosen major and minor foci. Courses may be formal courses or independent studies for which the student does directed readings with a particular professor. Two “Tracks” are recognized in this concentration (though melding of the two is also encouraged): Historical Anthropology and Historical Archaeology.

Track 1: Historical Anthropology

In addition to the two foundation courses, courses in historical anthropology include:
- ANTH 518 Southwest Land and Society (Sheridan)
- ANTH 523 Anthropology of Rural Mexico (Sheridan)
- ANTH 595B Mesoamerican Indians (Greenberg).
ANTH 604 Power and Violence in Central America and Mexico (Green)
ANTH 696B Anthropology of Modernity (Silverstein)
(number pending) Ethnicity, Race and Nation in the Borderlands (Alonso; offered in Spring 2008 and subsequently, every other year)
(number pending) Theoretical Approaches to Nationalism (Alonso; offered in Fall 2008 and subsequently, every other year)

Track 2: Historical Archaeology

In addition to the two foundation courses, students following this track must take ANTH 558, Historical Archaeology. Students will choose additional courses, chosen in consultation with their advisors, (whether formal offerings or independent studies) will complete their 12 credit hours. Gaining expertise in historical-period material culture is also strongly encouraged.

Currently offered courses in historical archaeology include:
- ANTH 696A Methods and Theory in Historical Archaeology (Majewski)
- ANTH 696A Cultures in Contact (Pavao-Zuckerman)
- ANTH 595A Industrial Archaeology (Killick)

Theory courses of particular relevance for both Tracks include:
- ANTH 613 Culture and Power (Alonso)
- ANTH 696B Power (Inomata)

The following courses from the History department have been approved for the Historical Anthropology Track (and may be of interest also to Historical Archaeology):
- HIST 561: The Spanish Conquest (Gosner)
- HIST 565z: The History of Central America (Gosner and Few)
- HIST 695B: Advanced Studies in Latin American History
- HIST 695H: Colloquium in Comparative History
- HIST 696J: Advanced Seminar in Latin American History
- HIST 696 K: Historiography

HIST 696K “Historiography” is strongly recommended as a methodology course for both tracks. Students can choose other appropriate History courses in consultation with their advisor.
Drs. Ana Alonso (alonso@email.arizona.edu) and Thomas Sheridan (tes@email.arizona.edu) are the coordinators of the concentration in Anthropology, History and Memory.

Southwest Land, Culture, and Society

The Southwest Land, Culture, and Society (SWLCS) Program (http://swst.web.arizona.edu/) offers a Ph.D. minor for students in anthropology and related disciplines. Students who choose to minor in this program are expected to adopt a broad, interdisciplinary approach to the American Southwest that integrates studies of land and society. The SWLCS concentration is intended to serve as a formalized node, interconnecting faculty and students within the university, while strengthening their linkages to external communities. By serving as a clearinghouse for Southwestern anthropological scholarship, the program broadens 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 Southwestern issues. Faculty participants can better meet these needs by involving students in active regional research and sponsoring direct involvement through internships.

The SWLCS minor focus requires 12 units of coursework. All students participating in this concentration must enroll in the SWLCS core class, ANTH 518 “Southwest Land and Society.” At least six units must be in anthropology and at least six other units should be outside of the major field of the student, not including the ANTH 518 core class. A proposed program of studies should be discussed with the student’s minor advisor. Courses used in the minor may be drawn from over 150 potentially relevant classes in departments and program across campus. Please see the Southwest Land, Culture and Society Program’s web page for a full list of courses in all departments that may be applied toward the minor. Anthropology courses that may be included in the student’s program of study are:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH/AIS 513</td>
<td>Ethnology of the Southwest (Stoffle)</td>
</tr>
<tr>
<td>ANTH/ARL/LAS/GEO 518</td>
<td>Southwest Land &amp; Society (Sheridan, Fish, Adams, Mills)</td>
</tr>
<tr>
<td>ANTH 547</td>
<td>Anasazi Archaeology (Adams, Dean)</td>
</tr>
<tr>
<td>ANTH 552</td>
<td>Archaeology of the Southwest (Reid)</td>
</tr>
<tr>
<td>ANTH 642a &amp; 642b</td>
<td>Advanced Field Course in Archaeology (various faculty)</td>
</tr>
<tr>
<td>ANTH 696a</td>
<td>Seminar in Archaeology (various topics)</td>
</tr>
</tbody>
</table>

Affiliated departments, centers, and programs include American Indian Studies, Arid Lands, Geography and Regional Development, Bureau of Applied Research in Anthropology, Laboratory of Tree-Ring Research, Latin American Studies and the Southwest Center.

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 highlighted below. A full list of requirements for this concentration appears in Appendix D.

1) Students are required to take ANTH 595XX (number to be announced), Special Topics in Mediterranean Archaeology.
2) Students must demonstrate facility in at least one ancient Mediterranean language (e.g., Egyptian, Greek, or Latin). Minimally, they should show proficiency equivalent to the 400 level of coursework. The ancient language requirement can met through coursework or examination. Note: language courses below 500-level do not count for graduate credit.
3) Students are required to take ANTH 556B (Old World Prehistory, Part II) to fulfill the requirement for a course in hunter-gatherer archaeology.
4) At least one of the Method and Theory courses must focus on Mediterranean topics.
5) Elective coursework should be focused on classes that are related to Mediterranean history or archaeology, or that will prepare students for research projects in the region.

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., Medical Anthropology and Biological Anthropology). 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 in 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 (see http://catalog.arizona.edu/2009-10/policies/gradminor.htm). This decision is left up to the minor department, keeping in mind the “Restrictions on Transfer Credit” http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/credit-requirements-and-transfer-credit. 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. Once you have completed 18 units of dissertation hours, Graduate College policy allows you to drop to one unit of enrollment. However, do not confuse “continuous enrollment” with “full-time enrollment.” Some loan sources and granting agencies do not consider one unit as full-time enrollment. See also: http://grad.arizona.edu/academics/policies/enrollment-policies/continuous-enrollment and http://catalog.arizona.edu/2010-11/policies/fs_enrpol.htm for further information.
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. 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. ANTH 609 or 537, or courses offered in other departments, can be used to meet the statistics requirement in other subfields of anthropology. Students concentrating in Applied Anthropology are required to complete both ANTH 609 and ANTH 537. A variety of statistics courses offered by other units on campus can also 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.” 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. Students in sociocultural anthropology must complete the foreign language requirement before taking the doctoral Comprehensive Examination.

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

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 using the form provided by the Anthropology Advising Office.

**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.

**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.

**By establishing native speaker competence**
International students whose native language is not English are not required to pass a foreign language examination. U.S. citizens who are bilingual or multilingual should submit an affidavit verifying this for approval by the DGS or, in the case that the Director of Graduate Studies is also the dissertation director, by the Director of the School of Anthropology.

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.

**The Doctoral Plan of Study**
The form known as the “Doctoral Plan of Study” is filed with the Graduate College in the third semester of study for Ph.D. students. The form, and details regarding its completion, can be obtained by logging on to your My GradColl account (https://grad.arizona.edu/gc/). Note that dissertation hours (920) should not be listed on the plan of study. Transfer courses must listed (repeated) in two parts of the form—under transfer courses and 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.

At least one-half the units used on the Doctoral Plan of Study must be in courses in which regular grades (A, B, C) have been earned (see http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/credit-requirements-and-transfer-credit).
Ph.D. Committee Formation
By the end of the second semester of doctoral study, or as soon as possible thereafter, the student must inform the DGS which faculty member will serve as their major field advisor and the chair of their doctoral committee. The Doctoral Committee Appointment form is available through your My GradColl account (https://grad.arizona.edu/gc/). The student may identify a pair of individuals to serve as co-chairs of their committee if they prefer. The co-chair arrangement has worked well for many students in the past, providing that the faculty members cooperate well for the benefit of the student and are able to stay in reasonably close contact on matters relating to the student’s progress.

The composition of the committee can be changed at any time by informing their advisor(s) directly and also the DGS. 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.

Committees for the Comprehensive Exams and Ph.D. are generally composed of University of Arizona faculty in the School of Anthropology, who hold tenure-track or continuing-eligible appointments at the rank of Assistant Professor or above. Rules for committee membership distinguish between core faculty who have regular teaching positions within the School, and affiliated faculty who work with graduate students and sometimes teach but do not have regular teaching lines within the School: Appendix A contains a list of core and affiliated faculty. Many affiliated faculty from units such as BARA and the Arizona State Museum who hold continuing-status positions within the University also have permanent approval from the Graduate College to chair or serve as members of graduate committees in Anthropology. Other non-core faculty can serve on committees only with special approval of the Graduate College: these individuals cannot chair committees. The forms for approval of “Special Members” of graduate committees can be downloaded from the Graduate College web site (http://grad.arizona.edu/system/files/SpecialMemberForm.pdf). See the graduate advisors if you have questions about committee composition and whether or not a Special Member Form is required. Tenure-track faculty members in other UA teaching departments may be included on committees and no special forms need be filed. However, they may not head committees in Anthropology.

Specific guidelines for committee composition appear on page 35.

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.
Qualifying Examination or the Equivalent
The UA Graduate College specifies that a qualifying examination should be given upon entrance to the Ph.D. program. If you enter with an MA in anthropology from another institution, we consider this requirement to have been satisfied by your Graduate Record Examination, and other criteria for admission. In the case of students who complete the MA in Anthropology at the University of Arizona, the requirement is met by successfully completing the MA examination (defense of the thesis), and the determination of the faculty that you are fully qualified for doctoral work. If your minor is in a discipline other than anthropology, you must meet whatever qualification requirements the other department or unit has set.

If you hold an MA outside of anthropology, you must successfully complete one of the following qualifying exam procedures:
I. A faculty member must recommend in writing to the Director of Graduate Studies that the requirement of completing an MA in anthropology be waived.
II. The DGS will constitute a Qualifying Committee of three persons (who may be recommended by the initiating faculty member).
III. The student will submit to the Qualifying Committee the following materials:
   a. A transcript of previous studies;
   b. A comprehensive plan of work for Ph.D. 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.
IV. The Qualifying Committee will meet with the student for a one-hour oral examination.
V. 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 Ph.D. 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 statistics 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
The Comprehensive Exam committee consists of four or five members. Special approval from the graduate college is required for Comprehensive committees with more than 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 [http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/comprehensive-examination](http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/comprehensive-examination). Note that it is no longer required that the major and the minor field chairs be core members. (Students who joined the MA or Ph.D. programs when another system was in effect may form their committees based on the earlier rules. However, students who opt to follow older guidelines must inform the graduate Advising Office in writing.) As described above, some non-core affiliated faculty have permanent approval to chair or serve on Comprehensive Exam committees. A Special Member form may be required for others to serve as committee members [http://grad.arizona.edu/system/files/SpecialMemberForm.pdf](http://grad.arizona.edu/system/files/SpecialMemberForm.pdf). See the graduate advisors for the current list of affiliated faculty who do and do not require Special Member forms.

Minors within Anthropology normally require a single minor-field member on the Comprehensive 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 complete a Special Member form [http://grad.arizona.edu/system/files/SpecialMemberForm.pdf](http://grad.arizona.edu/system/files/SpecialMemberForm.pdf). 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. In may be necessary to complete a Special Member form for Individuals who are not tenured or tenure track UA faculty. Because all members of the committee must be present for the oral examination, we advise against including members not resident in or near Tucson. 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
This means that the exam is to be based mainly on knowledge gained in advance of initiating Ph.D. 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. 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, complete and print the Results of the Oral Comprehensive Examination for Doctoral Candidacy form from the My GradColl web site (https://grad.arizona.edu/gc/). This form requires the signature of the DGS (certifying passage of the written exam) and of each committee member (for the oral exam). 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!

The Results of the Oral Comprehensive … form requires the DGS’s signature in the section on results from the written exam. The student then brings the signed form to the oral examination. Upon passage of the orals, the committee members sign the form. Someone (a committee member, not the student) must hand-deliver the form to the Graduate College’s degree certification office with 24 hours of the exam. For more information on the examinations, please refer to the UA Graduate College Catalog (http://grad.arizona.edu/).

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; 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.

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 Ph.D. committees must include a minimum of two core faculty in Anthropology (see list in Appendix A).** (Students who joined the MA or Ph.D. programs when another system was in effect may form their committees based on the earlier rules. However, those students who opt to follow older guidelines must inform the graduate Advising Office in writing).

Members of your Comps minor area may waive the right to be involved with your dissertation research. To avoid delays and bad feelings, it is best to establish whether minor 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 be committee members, provided that approval has been granted by the Graduate College. Retired or Emeritus faculty are allowed to participate in Dissertation committees but may not serve solo as 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 complete a Special Member form ([http://grad.arizona.edu/system/files/SpecialMemberForm.pdf](http://grad.arizona.edu/system/files/SpecialMemberForm.pdf)). If the dissertation committee is composed of only three members, all of them must attend and approve (i.e., vote to pass) the defense and dissertation. If the committee includes four or five members, one may be a special member, and **all must attend the defense.** The student can still pass if one member of the committee abstains or votes to fail the dissertation.

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. At that point, Norma Maynard (School of Anthropology Business Office; nmaynard@arizona.edu; 520-621-6303) can help you understand the procedures for submitting proposals to granting agencies, and she can help you construct budgets for those proposals.
Your dissertation proposal should contain:
   1) a succinct statement of the problem you intend to investigate;
   2) a discussion of the methods you plan to use (including justification for the choice of a field site and for equipment, and a statement regarding analytic procedures to be used;
   3) a review of the previous literature from which your dissertation problem emerges;
   4) a clear statement of how your research will contribute to anthropological and general knowledge.

A careful review of the literature related to your dissertation (theoretical, methodological, and areal) should also be part of the proposal.

After approval by your committee, a memorandum should be submitted by your chair via e-mail or as hardcopy to the DGS indicating successful completion of the dissertation proposal. At this point 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://orcr.vpr.arizona.edu/irb](http://orcr.vpr.arizona.edu/irb)). 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.*

Advancement to Candidacy and Committee Appointment Form
You must file a form and pay certain fees for advancement to candidacy to the Ph.D. 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. You must complete the Committee Appointment Form (available by logging on to your My GradColl account at [https://grad.arizona.edu/gc/](https://grad.arizona.edu/gc/)), specifying the final composition of your Ph.D. 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.

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.

The Dissertation Proposal
As explained above, the final dissertation proposal must be submitted to your committee **no later than six months after passing your oral Comprehensive Examination.** 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 Norma Maynard in the Business Office; nmaynard@arizona.edu; 520-621-6303.

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/](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. Consult Norma Maynard (nmaynard@arizona.edu; 520-621-6303), Manager of Administration and Finance for the School, prior to submitting any grant proposals. She can advise you as to current policies regarding proposal routing. In addition, Norma can review your budget to be sure that it is comprehensive and error-free.

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.

**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 Norma Maynard (nmaynard@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 (e.g., Mozy, Carbonite, IBackup, Global DataVault, etc.) and photocopy or scan hardcopy data (field notebooks, spreadsheets, questionnaires, and the like). 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. Try 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.
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 Ph.D. 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 (information available online at the Graduate College site; search “Manual for Theses and Dissertations”). 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 Ph.D. 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. Be sure that all members of your committee will be available for your scheduled defense. In an emergency (usually the serious illness of a faculty member), a substitution can be approved for your defense, but this is extraordinary and undesirable. 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.

A dissertation defense should be a stimulating experience. Prepare a 45-minute PowerPoint 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 (cml@email.arizona.edu; 520-621-6298; Haury 210); note that classroom scheduling requests require at least seven working days advance notice to obtain approval.

The final oral exam must be scheduled by filing the form called the “Announcement of Final Oral Examination” (available online at the Graduate College website). All members of your dissertation committee (a minimum of three per Graduate College requirements) participating in the exam must sign this form. Do not ask members of your committee to sign this form if they have not received revised drafts of all chapters of the dissertation. Note that some or all of the minor committee members may elect to waive representation, but that they still must be notified of the oral defense. If they do not waive representation on the exam, they are considered to be dissertation committee members and must be provided with a copy of the dissertation for their review prior to the oral defense.

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

The “Announcement of Final Oral Examination” form is due in the Graduate College three weeks prior to the date of the exam. Since the Advising Office must obtain the School Director’s signature and route the form to the Graduate College, it is helpful to submit your request at least a few days prior to the three-week deadline. If you bring the form to the Anthropology Advising Office on the deadline, we may ask you to walk the form over to the Graduate College.

After the exam, your dissertation advisor returns the exam report, called the “Notice of Completion” form, along with a “Grade Change” form, to the Degree Certification Office immediately after the exam. Any additional, final revisions requested by the committee are also recorded on the form. The dissertation advisor need not sign on the ‘dissertation director’ line at this time, although he/she should sign as a committee member, indicating that the examination was passed. Final signing by the advisor may be withheld until the final revisions have been approved.

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.

**Graduate Units Registration for Exams**
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.

**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. NOTE: Transfer units are not considered in the time-to-degree limitation. 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

**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 acceptance into the Ph.D. program
Associate II  Level after written and oral Comprehensive Exams are passed (i.e., ABD status)

All RA or TA positions include a waiver of out-of-state tuition. 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.

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 Norma Maynard; nmaynard@arizona.edu, 520-621-6303).

TAs and RAs 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 internal travel order and class coverage forms, TAs and 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.
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
Applications for the fall semester are available starting on the first day of the spring semester with a deadline specified by the Anthropology TA Selection Committee. Applications for the spring semester are available on the first day of the fall semester. If you are going into the field, be sure to have your application on file before you leave.

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). Teaching assistant appointments and reappointments are based on a number of factors, including the availability of positions, recommendations and evaluations, subfield or other specialized expertise and experience, and progress through the graduate program. Seniority normally is the dominant consideration in the assignment of TAs, but it is NOT a guarantee of an assistantship. So that as many people as possible have a chance to be a TA, students who have held Teaching assistantships for more than six semesters may be considered lower priority than students who have had fewer semesters experience. Further, students who have received eight appointments are no longer eligible for additional TA support, except in the very rare case that no other qualified applicants are available. By university regulations, the minimum grade point average for TA eligibility is 3.000. The minimum GPA requirement for the School of Anthropology is 3.500. Grades of incomplete on your transcript reduce your chances of being awarded a TA position.

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) the “live” Graduate Assistants in Teaching Orientation (GATO) as well as an on-line TATO test. The GATO workshops are organized and monitored by the University Teaching Center. It is a one-day workshop scheduled each semester just before the first week of class. Students who do not attend GATO 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 you will be prepared for future semesters.

In addition, new or prospective teaching assistants should attend the half-day training seminar offered annually by the Anthropology Advising Office. 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.
**TA Contract Duration**

At present, the normal contract period for a TA is one five-month semester, but the School is considering issuing year-long TA contracts in the near future. **Required presence on campus extends from three weeks before the start of each semester to 48 hours after the final examination period.** Academic appointees are entitled to all academic holidays for vacation leave. As with RAs, all TA positions come with an out-of-state tuition waiver, paid student health insurance, and the rebate of a portion of in-state registration fees.

**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 Catalog 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/](http://grad.arizona.edu/)). The University Office of Instruction and Assessment also offers workshops for teaching assistants ([http://oia.arizona.edu/project/teaching-workshops](http://oia.arizona.edu/project/teaching-workshops)).

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 (usually) grading examinations. 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 Head 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 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 examinations or other classroom assignments and activities.

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.

**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 ([http://oia.arizona.edu/content/tas](http://oia.arizona.edu/content/tas)) relating to avoiding grade appeals.

**Class Materials**
Because of copyright regulations, the School does not reproduce published material in quantity for distribution to classes. Requests for reproduction must be made at least two days before class time. In other words, teaching faculty and TAs must cooperate in planning ahead. 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 or put on electronic reserve through the library, or arrangements may be made with the Engineering Experiment Station Copy Center (EES, Harvill Building, Room 137) to obtain permission for copies for reading packets. Students enrolled in the course may then purchase the reading packets from EES. The UA ERes (Electronic Reserves) system, administered through the Main Library, makes electronic copies of readings available to students in a class through a password-protected account. The instructor of record must establish the account ahead of time. Once the account is established, electronic documents can be uploaded, or hard-copies can be scanned into .pdf files. Note that ERes is restricted to posting a single chapter of material taken from any single book.

Certain other class materials, such as 35 mm slides, 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.

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**Teaching Assistant Contracts and Grievances**

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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 her or his employment as a TA. If the concern cannot be resolved promptly by communicating with the instructor, it should be put in writing, signed by the instructor and the TA, and then forwarded to the Director of Graduate Studies. The DGS will soon meet with the instructor and the TA to talk things over. If no resolution can be reached, the grievance can be taken to the School representative of the University Ombudsman (Ms. Cathy Snider; Haury 227; snider@email.arizona.edu; 520-626-9141). AGUA is also prepared to assist TAs with legitimate grievances.

VIII. OTHER FINANCIAL SUPPORT FOR GRADUATE STUDENTS

Lewis and Clark Fellowships
The School of Anthropology is delighted to announce a new Fellowship instituted to honor the contributions of two remarkable scholars, Lewis R. Binford and F. Clark Howell, to the study of human evolution. The Fellowship will support graduate students in the Ph.D. program of the School of Anthropology, who intend to conduct research on Paleolithic Archaeology or Paleoanthropology, preferably but not exclusively in Europe, Africa or the Near East. The Fellowship includes a stipend of $25,000 and full tuition scholarship. Students will be eligible for up to three years of support, provided they maintain good academic progress and remain in good standing with the School of Anthropology.

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.

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

Graduate College Fellowships
Up to five fellowships awarded each year, including a $10,000 stipend and out-of-state tuition waiver; often used for admissions recruitment.

UA Excellence Fellowships
The School of Anthropology nominates one incoming student from each of our subdisciplines for these fellowships, which are awarded by the Confluence Center and the Graduate College. Recipients are awarded $25,000 for one year plus coverage of in-state and out-of-state tuition (fees and student health insurance not included).

Teaching and Research Assistantships
TA and RA applications are accepted twice per year at .25 FTE (10 hours per week) and .50 FTE (20 hours per week). All TA and RA positions come with a 100% waiver of out-of-state tuition. In-state tuition remission is awarded at 50% for .25 TA/RA positions and 90% for .50 TA/RA positions.

Graduate Tuition Scholarships
Award amounts vary, applications are accepted each semester, and funds can only be used toward tuition.
Dissertation/Thesis Waivers
Out-of-state tuition waiver for qualifying students, applications accepted each semester.

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.

Emil W. Haury Fellowships
All graduate students are eligible to compete for this major departmental fellowship, which provides a generous stipend plus additional fee waivers depending on the year. The stipend amount for entering students, and additional funding such as dissertation fellowships for matriculated graduate students, is determined each year by the Haury Committee. The faculty will consider all graduate students in anthropology, and then ask the top qualified candidates to submit formal application materials.

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.

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.

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 College Funding
The UA Graduate College offers various funding sources for students with regular graduate standing. Some of these funds are allocated to the School; others are available directly to the student from the Graduate College. Information on all available resources can be located on the Graduate College web site http://grad.arizona.edu/financial-resources.

Graduate College Fellowships
A small number of these fellowships is made available to the School of Anthropology annually and are usually used for recruitment purposes. The fellowships carry a stipend for the academic year plus an out-of-state tuition waiver. Students must be enrolled for at least 9 units during each semester in which they hold this award. The award duration is one year.

Graduate Tuition Scholarships (GTS)
A limited number of Graduate Tuition Scholarships are allocated to the School of Anthropology once annually, and they can be used to cover either out-of-state or in-state tuition. Graduate students may request to be considered for one of these scholarships by writing a letter to the DGS; this letter must disclose all other sources of funding for the requested GTS award period. Preference is given to students in good standing who are not receiving significant amounts of financial support from other sources. Note that students who hold TA positions and RA positions automatically receive out-of-state tuition scholarships for each semester of employment, as well as partial rebates on in-state tuition as part of their position packages. The School asks all recipients of TA and RA positions to advise the DGS of such funding as soon as possible. If you request a GTA, and then receive a TA or RA, you probably do not need the GTS. Do your fellow students a courtesy by letting us know about this change in your situation immediately, so that we can redistribute those GTS resources as fairly and promptly as possible.

900 Waivers
As discussed in an earlier section, students working towards their degrees but not resident in Tucson can reduce their tuition costs by applying for so-called “900 Waivers,” which cover non-resident tuition for one to six thesis/dissertation credits.
In-state registration must still be paid by the student. Apply through the Anthropology Advising Office for this option.

NOTE: the Graduate College does not allow the School to award Graduate Tuition Scholarships (GTSs) to students taking less than three (3) credits (full-time status). If you are planning to sign up for only one credit of 900-level coursework, we will not be able to give you any funding.

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. Visit the Institute’s web page (http://sbsri.web.arizona.edu/) for complete current 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 Norma Maynard, Manager of Anthropology Administration and 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: Norma Maynard; Manager, Administration and Finance
Haury Anthropology Building, Room 223
520-621-6303; nmaynard@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), Head 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.

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: Anthropology Faculty Eligible to Serve on MA and Ph.D. Committees

## CORE FACULTY

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Adams, E. Charles</td>
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<tr>
<td>Alonso, Ana M.</td>
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<tr>
<td>Austin, Diane</td>
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<tr>
<td>Baro, Mamadou</td>
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<td>Blake, Emma</td>
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<td>deVet, Thérèse</td>
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<td>Fogelin, Lars</td>
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<td>Gillett-Netting, Rhonda</td>
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<td>Green, Linda</td>
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<td>Greenberg, James</td>
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<td>Hasaki, Eleni</td>
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<td>Holliday, Vance</td>
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<td>Inomata, Takeshi</td>
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<td>Killick, David</td>
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<td>Kuhn, Steven L.</td>
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<td>Lansing, J. Stephen</td>
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<td>McGuire, Thomas</td>
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<td>Mendoza-Denton, Norma</td>
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<td>Mills, Barbara J.</td>
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<td>Nichter, Mark</td>
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<td>Nichter, Mimi</td>
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<td>Olsen, John W.</td>
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<td>Park, Thomas</td>
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<td>Pavao-Zuckerman, Barnet</td>
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<td>Pike, Ivy</td>
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<td>Raichlen, David</td>
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<td>Reid, J. Jefferson</td>
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<td>Roth-Gordon, Jennifer</td>
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<td>Schiffer, Michael B.</td>
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<td>Schon, Robert</td>
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<td>Shaw, Susan</td>
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<td>Sheridan, Thomas</td>
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<td>Soren, David</td>
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<td>Stiner, Mary C.</td>
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<td>Stoffle, Richard</td>
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<td>Tecot, Stacey</td>
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<td>Triadan, Daniela</td>
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<td>Voyatzis, Mary</td>
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<td>Wilkinson, Richard</td>
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<td>Williams, Brackette</td>
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<td>Woodson, Drexel</td>
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<tr>
<td>Zedeño, M. Nieves</td>
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<td>Zhang, Qing</td>
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## ADJUNCT AND AFFILIATED FACULTY

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<tr>
<td>Betteridge, Anne</td>
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<td>Croissant, Jennifer</td>
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<td>Dean, Jeffrey</td>
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<td>Gilliland, Mary Kay</td>
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<td>Glittenberg, Joann</td>
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<td>Hammer, Michael</td>
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<tr>
<td>Majewski, Teresita</td>
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<tr>
<td>Odegaard, Nancy</td>
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</tbody>
</table>
APPENDIX B: Useful URLs

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 occasional newsletter (available at http://grad.arizona.edu/newsletter2) is an important source of up-to-date information.

The Steps to your Degree function at http://grad.arizona.edu/academics/degree-certification/steps is useful for self-evaluating your progress in the program.

Specific Graduate College policies can be accessed from http://grad.arizona.edu/current-students/program-requirements.

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

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

Special committee member forms (for those individuals who are not regular salaried UA faculty, including UA professors emeriti) are available at http://grad.arizona.edu/system/files/SpecialMemberForm.pdf
## APPENDIX C: Faculty Qualified to Administer Foreign Language Proficiency Exams

### CHINESE (Modern Mandarin):
- Olsen, John
- Zhang, Qing

### JAPANESE:
- Inomata, Takeshi

### DUTCH:
- deVet, Thérèse

### PORTUGUESE:
- Finan, Tim
- Mendoza-Denton, Norma
- Roth-Gordon, Jennifer

### FRENCH:
- Baro, Mamadou
- Blake, Emma
devet, Thérèse
- Hasaki, Eleni
- Killick, Dave
- Mendoza-Denton, Norma
- Park, Thomas
- Silverstein, Brian
- Vasquez, Marcela
- Woodson, Drexel

### RUSSIAN:
- Olsen, John

### TURKISH:
- Silverstein, Brian

### SPANISH:
- Alonso, Ana
- deVet, Thérèse
- Green, Linda
- Greenberg, James
- Inomata, Takeshi
- Majewski, Teresita
- Mendoza-Denton, Norma
- Sheridan, Thomas
- Triadan, Daniela
- Vasquez, Marcela
- Zedeño, M. Nieves

### GREEK (Modern):
- Hasaki, Eleni
- Voyatzis, Mary

### HAITIAN CREOLE:
- Woodson, Drexel

### HUNGARIAN:
- Schon, Robert

### INDONESIAN:
- Lansing, Steve

### ITALIAN:
- Blake, Emma
- Kuhn, Steve
- Schon, Robert
The University of Arizona maintains a searchable database that provides information on language proficiency. You can search for faculty with specific languages proficiencies not on this list at w3.arizona.edu/~rso/frs/
APPENDIX D: Requirements for the Concentration in the Archaeology of the Mediterranean World

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<thead>
<tr>
<th>Major: 36 units</th>
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<th>Unit(s)</th>
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<tbody>
<tr>
<td>ANTH 608B ®</td>
<td>History of Anthropological Theory</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 636 ®</td>
<td>Foundations of Archaeological Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 637 ®</td>
<td>Archaeological Methodology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 595?? ®</td>
<td>Special Topics in Mediterranean Archaeology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 562 ®</td>
<td>Archaeological Quantitative Methods (or equivalent)</td>
<td>3</td>
</tr>
<tr>
<td>a. Hunters/Gatherers ®</td>
<td>e.g., ANTH 456/556B</td>
<td>3</td>
</tr>
<tr>
<td>b. Agricultural/Neolithic Societies ®</td>
<td>One course in this topic</td>
<td>3</td>
</tr>
<tr>
<td>c. Complex Societies ®</td>
<td>One course in this topic</td>
<td>3</td>
</tr>
<tr>
<td>d. Method and Theory (Lab) ®</td>
<td>One Method and Theory course must be a lab; e.g., Architecture, AAR, GIS, AutoCad, material analysis, etc.</td>
<td>3</td>
</tr>
<tr>
<td>e. Method and Theory ®</td>
<td>Of a-e, one has to be non-Mediterranean focused</td>
<td>3</td>
</tr>
<tr>
<td>Remaining 9 units</td>
<td>Students are encouraged to supplement their major requirements with coursework that will help them develop topics for their M.A. and Ph.D. theses</td>
<td>9</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>36</strong></td>
<td><strong>36</strong></td>
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Minor: 12-15 units

Minor in Anthropological Subfields
(e.g., Biological Anthropology, Linguistic Anthropology, Sociocultural Anthropology)

or

Minor in Synthetic Concentrations

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<th>Synthetic Concentrations</th>
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<tr>
<td>1) Applied Anthropology</td>
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<td>2) Ecological Anthropology</td>
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<td>3) Medical Anthropological (15 units)</td>
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<tr>
<td>4) Southwest Land, Culture, and Society (SWLCS) (15 units)</td>
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<td>5) Anthropology, History, and Memory</td>
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<td>a) Historical Anthropology</td>
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<td>b) Historical Archaeology</td>
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Ancient Language Proficiency | Demonstrated facility in ancient Mediterranean languages (e.g., Egyptian, Greek, Latin); minimum: one language to 400-level; by coursework or examination. |

Foreign Language Proficiency | One foreign language (through exams, or courses, or native speaker competence). Languages relevant to work in the Mediterranean are recommended (e.g., modern Greek, Arabic, Italian) |
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. Articles already published, accepted for publication, under review, or deemed by the committee to be “submission ready” for specific peer-reviewed journals may be included in the dissertation package. At least two of the articles should either be published (this includes on-line posting by the journal in advance of actual publication) or accepted for publication (“in press”) at the time the dissertation is accepted. 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.

The following schedule assumes that a student will be taking 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.

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.
Sample Degree Completion Timetable
(assuming you will begin in the Fall term with a Bachelor’s degree in hand...)

FALL I
9 hours of coursework, including 3-6 hours of subdisciplinary core courses ANTH 608A, 636, 680, etc.).

SPRING I
9 hours of coursework, including ANTH 608B and subdisciplinary core requirements, if applicable.

Complete your MA Plan of Study now (form available on-line) if you plan to finish your MA at the end of Spring II.

If you wish to become a Teaching Assistant in your second year, watch for the application requirements and deadlines. Consider attending the Graduate Assistant Teaching Orientation (GATO) workshop in January so that you will avoid the early-return requirement in Fall II.

FALL II
9 hours coursework (3 hours may be an anthropology course outside your major and future minor, as required of all students).

If you have been assigned as a T.A. and did not attend a workshop in Spring II, you must return to campus in time for the Graduate College required GATO workshops, usually scheduled the week before classes begin.

By the beginning of this term, or even by the end of Spring I, you should have selected a committee to work with you on your Master’s report or thesis. You should be working with them to develop a topic, and should begin your research so that you can complete your work and have your oral exam by the degree deadlines in the Spring term.

SPRING II
9 hours coursework (3 hours will be Master’s report or thesis)

The Master’s degree requires 33 hours (including all core courses). During Spring II you should be completing this coursework: and your Master’s report/thesis hours. You will hasten your graduate study if you complete your report during this term. Check deadlines for oral examination, and schedule completion and defense of your report/thesis with your committee. If you are preparing a thesis, check the Graduate College filing deadlines (see Appendix B for web address).

Be sure to submit the Completion of Degree Requirements Form by the due date to the Graduate College. After your Master’s oral, you should file a Change of Status form for admission to the Ph.D. program with your advisor. All requests for change of status are reviewed and voted upon by the entire Anthropology Faculty after they have been reviewed and voted upon by the entire sub-faculty in your major area.

FALL III
9 hours coursework

By this term, and perhaps by Spring II, you should have selected a minor field. Some of your coursework during your third year will be in your minor. If you take a minor outside the School of Anthropology, check with that department for the required courses and number of hours. You should have selected at least your principal minor advisor and should be determining whether you will need a second member of your minor committee. If your Master’s committee will not continue as your major Dissertation committee, you should immediately seek replacement members. These four to five faculty members (three in the major and one or two in the minor) will form your Comprehensive Examination Committee.
SPRING III
9 hours coursework

You might wish to take your Comprehensive Examination in this term, if you feel that you are ready. If you
wish to take it in Fall IV, you should still meet with your committee some time during this term and discuss
your areas of interest so that they can help with your preparation of bibliographies on each topic.

FALL IV
9 hours coursework (Some of this might be independent study in preparation for your dissertation
proposal or Comprehensive Exam). A statistics course should be taken by this time and the doctoral
foreign language requirement should be satisfied.

Comprehensive Examination
As early as possible in the term, you should meet with members of your committee and schedule your
Comprehensive Examination. Plan to take it about midway through the term, so that you can schedule an
oral examination toward the end of the term, or perhaps early in the spring term, depending on
scheduling issues. Since the Comprehensive Examination MUST be scheduled for three hours, it is
sometimes awkward to arrange a date and time that will work for all members of your committee. (See
below for more information on the Comprehensive Examination.)

The Request to Schedule the Comprehensive Exam form must be signed by all committee members and
is due in the Graduate College three weeks prior to the date of the exam. Therefore, it should be
submitted to the Advising Office a few days prior to this three-week deadline.

SPRING IV
9 hours coursework (some of this might be dissertation hours or independent study)

During this Spring and Summer, you should complete any remaining requirements and be working on
your dissertation proposal. You should begin formal work as soon as you pass your oral Comprehensive
Examination. You must submit it to your committee by six months from the date of passing your oral
Comprehensive Examination. Once your committee has approved your proposal, you should reshape it
according to relevant agency requirements for Fall grant submission deadlines, which may be as early as
September 15 or October 1, depending on the agency. Submit your grant proposals to your committee as
early as possible in the fall term so that you can get feedback.

FALL V and SPRING V
This is often a “time-marking” period. You should take some courses, perhaps independent study working
on your dissertation, or dissertation hours. Be sure you take enough coursework to stay current with your
student loans (although the School will, on the recommendation of your dissertation advisor, verify full-
time study if you have an approved proposal). Get into the field if possible, perhaps with small grants from
the School. You won’t hear about major funding until midway through the Spring term, assuming you
applied in the Fall. If you have applied earlier, begin your dissertation research.

SIXTH YEAR
Field work, analysis of data, and completion of dissertation, if possible.

SEVENTH YEAR
Try to complete your dissertation during this year. Remember that you must complete at least 18 units of
dissertation credit, and enroll for 3 units until you reach the 18-unit limit. After you have reached the 18-
unit limit, you can register for one unit until you defend. Be sure to watch the defense and filing deadlines
during the term you plan to defend. The Application for Candidacy form must be submitted six months
before graduation.
(Or, assuming you will begin Fall term with a Master’s degree in hand...)

In general, the first year of coursework is the same if you are entering with a MA. However, depending on how many courses you will be transferring from your MA program, you will move through the program much more quickly. No later than the end of your first year, you should consult closely with your major adviser to (1) establish what your minor field will be and plan your coursework accordingly, and (2) decide what previous graduate work you will transfer in to your major and minor fields. You need not file your formal plan of study until your second year at the University of Arizona (the end of the Fall semester is a good time), but it is helpful to have gone over your coursework requirements with your major advisor. It is also good to go over a draft plan of study with the Director of Graduate Studies to make sure that all requirements have or will be met.

If you transfer in 30 units from your MA program in Anthropology at another university, it is feasible that you could complete all of your coursework for the Ph.D. (36 in the major and 12-15 if your minor is in Anthropology) in three semesters. However, keep in mind the Graduate College requirement for 30 units completed at the University of Arizona. Most students take advantage of the wealth of courses at the University of Arizona and enroll for two full years of coursework beyond the MA, and even more depending on their interests and the advice of their major professor. Nonetheless, you should plan on taking your Comprehensive Examinations at the end of your third year after entering the graduate program with an MA from another institution or department and no later than the beginning of your fourth year. Exceptions include students whose MA is in another discipline or a student who completed a special one-year MA program with less graduate-level coursework.