# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMPORTANT CHANGES</td>
<td>5</td>
</tr>
<tr>
<td>I. INTRODUCTION</td>
<td>6</td>
</tr>
<tr>
<td>Director of Graduate Studies and Advising Office Staff</td>
<td></td>
</tr>
<tr>
<td>E-mail Distribution List</td>
<td></td>
</tr>
<tr>
<td>Forms</td>
<td></td>
</tr>
<tr>
<td>Computing Facilities</td>
<td></td>
</tr>
<tr>
<td>Anthropology Student Organization</td>
<td></td>
</tr>
<tr>
<td>Graduate Degree Certification</td>
<td></td>
</tr>
<tr>
<td>Committees</td>
<td></td>
</tr>
<tr>
<td>Minimum GPA requirement</td>
<td></td>
</tr>
<tr>
<td>Subfields</td>
<td></td>
</tr>
<tr>
<td>Annual Self-Evaluation</td>
<td></td>
</tr>
<tr>
<td>II. SATISFACTORY ACADEMIC PROGRESS</td>
<td>9</td>
</tr>
<tr>
<td>III. THE MASTER OF ARTS DEGREE IN ANTHROPOLOGY</td>
<td>11</td>
</tr>
<tr>
<td>Major Advisor</td>
<td></td>
</tr>
<tr>
<td>MA Committee</td>
<td></td>
</tr>
<tr>
<td>Course Requirements</td>
<td></td>
</tr>
<tr>
<td>MA Plan of Study</td>
<td></td>
</tr>
<tr>
<td>Deadlines for the Completion of Requirements</td>
<td></td>
</tr>
<tr>
<td>Time Limitations for the Master’s Degree</td>
<td></td>
</tr>
<tr>
<td>Transfer Coursework</td>
<td></td>
</tr>
<tr>
<td>Minimum Registration and Leave-of-Absence Policies</td>
<td></td>
</tr>
<tr>
<td>Full-Time Status</td>
<td></td>
</tr>
<tr>
<td>MA Research Using Human and Animal Subjects</td>
<td></td>
</tr>
<tr>
<td>MA Research Write-Up (Thesis or Report)</td>
<td></td>
</tr>
<tr>
<td>MA Oral Examination</td>
<td></td>
</tr>
<tr>
<td>Continuation in the Ph.D. Program</td>
<td></td>
</tr>
<tr>
<td>IV. THE DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE IN ANTHROPOLOGY</td>
<td>19</td>
</tr>
<tr>
<td>Unit and Residence Requirements</td>
<td></td>
</tr>
<tr>
<td>Minimum Registration and Leave-of-Absence Policies</td>
<td></td>
</tr>
<tr>
<td>Full-Time Status</td>
<td></td>
</tr>
<tr>
<td>900 Waivers of Non-Resident Tuition</td>
<td></td>
</tr>
<tr>
<td>Use of Graduate Coursework from the MA Degree</td>
<td></td>
</tr>
<tr>
<td>Use of 400-Level Coursework</td>
<td></td>
</tr>
<tr>
<td>Grade (GPA) Requirements</td>
<td></td>
</tr>
<tr>
<td>Time Limit for Completion of the Ph.D. degree</td>
<td></td>
</tr>
<tr>
<td>Course Requirements for Major Foci</td>
<td>22</td>
</tr>
<tr>
<td>Archaeology</td>
<td></td>
</tr>
<tr>
<td>Biological Anthropology</td>
<td></td>
</tr>
<tr>
<td>Linguistic Anthropology</td>
<td></td>
</tr>
<tr>
<td>The Joint Ph.D. in Anthropology and Linguistics (ANLI)</td>
<td></td>
</tr>
<tr>
<td>Sociocultural Anthropology</td>
<td></td>
</tr>
<tr>
<td>Dual Ph.D. Program with Near Eastern Studies</td>
<td></td>
</tr>
<tr>
<td>Minors in Anthropology Subfields (Unit Requirements)</td>
<td>29</td>
</tr>
</tbody>
</table>
IMPORTANT CHANGES IN THE HANDBOOK

2015 January update
- **Time Limitations for the Master’s Degree**: revised. Students are expected to complete the MA degree within 3 years of admission.
- **Full-Time Status** (for MA and Ph.D. students): added. This includes a new university rule on Advanced Status, in which students can maintain full-time status with 1 dissertation/thesis unit.
- **Master’s Degree Oral Examination (MA Thesis/Report Defense)**: revised. A new grading scheme has been established: high pass (S in the official transcript); pass (P in the transcript); low pass (P in the transcript and low pass in the GradPath note); and failure (E in the transcript).
- **Continuation in the Ph.D. Program** (for MA students): substantially revised. Advancement to the Ph.D. program after the MA defense no longer requires an approval at a faculty meeting. Specific rules and procedures for the termination of a MA student have been established.
- **Continuation in the Ph.D. Program** (for Ph.D. students): substantially revised. Specific rules and procedures for the termination of a Ph.D. student have been established. They include the rule that students are expected to pass Comprehensive Exams within three years of obtaining a MA degree from the University of Arizona or of admission to the program with a MA degree.
- **Southwest Land, Culture, and Society concentration**: revised.
- **Research Assistant and Teaching Assistant Appointments**: revised. Rules regarding TA/RA titles (Assistant I, Associate I, and Associate II) are explained.
- **GTS Funding**: revised. Starting from the 2015 Fall semester, we will not provide GTS funds for more than 1 unit to students who are eligible for Advanced Status.

2015 May update
- **TA/RA Work Period**: Specific explanations are added.
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). Program coordinator, Scott Ellegood (520-621-1767, ellegood@email.arizona.edu) is also available in the main office to answer questions related to your degree program and to listen to your suggestions or concerns as a student of the School and The University of Arizona. (All conversations with Advising Office personnel are treated 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. 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 mostly processed electronically through GradPath. Please see instructions on GradPath at the Graduate College web site (http://grad.arizona.edu/GradPath). Here is a general outline of the procedure:

General
All students need to file a responsible conduct of research statement before start filing GradPath forms. Student should file GradPath forms generally following the order in which they are arranged.
MA Students
Before MA thesis defense, MA student needs to file: 1) MA Plan of Study (generally by the end of the 2nd semester); and 2) Master’s committee appointment form. After successful MA thesis defense, a Master’s completion confirmation form is filed by the program coordinator.

Ph.D. Students
If student wishes to transfer graduate credits earned at other institutions, student should file a transfer credit form (you can transfer up to 30 credits).
Before comprehensive exams, Ph.D. student needs to file: 1) Ph.D. Plan of Study (generally by the end of the 2nd semester of the Ph.D. program); 2) Comp exam committee appointment form; and 3) Announcement of doctoral comp exam.
After the comp exams, a results of comp exam form will be sent to the committee chair via an email link. Prospectus/Proposal confirmation form is filed by the program coordinator.
Before dissertation defense, Ph.D. student needs to file: 1) Doctoral dissertation committee appointment form; and 2) Announcement of final oral defense form.
After successful final defense, a results of final oral defense form will be sent to the committee chair via an email link.

Notes
When you file a Plan of Study, you should see the DGS to go over the list of courses in person. We recommend that you file your Plan of Study immediately after meeting with the DGS. If you are filing a Plan of Study more than a few weeks after meeting with the DGS, you might send an email to the DGS to refresh his/her memory. After filing a GradPath form, student should track the approval process by logging on to the GradPath. If your form is held up by your advisor or the DGS, they may have overlooked the email notification. You should contact them. Graduate College now appears to be checking any discrepancies between courses listed in the Plan of Study and the courses taken by the student. In the past, this process was rather loose. So if you are taking courses different from the ones you listed in your Plan of Study, you should modify your Plan of Study. The modified Plan of Study needs to be approved by your advisor and the DGS, but they may not know whether this is the first-time submission or a modification of an older one. Notify your advisor and the DGS by email that this is a modified Plan of Study and explain which courses have been substituted by what.

Additional forms are placed on the Graduate College web site (https://grad.arizona.edu/gcforms/academic-services-forms). It is a wise idea to familiarize yourself with the Graduate College site early in your graduate career since it and the Graduate College’s main site (http://grad.arizona.edu/) are the principal sources of information you will need to navigate the UA system efficiently and successfully.

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

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 3.00 (on a 4.0-high scale). Should your grade-point average fall below this requirement, you will be placed on academic probation by the Graduate College. If at the end of the following semester you do not raise your cumulative average to 3.00 or higher, the School of Anthropology will request that you terminate your graduate studies. **No student on academic probation may hold a scholarship, assistantship, or fellowship.** Your GPA at the time of completion of all MA requirements should be higher than 3.50. Your GPA at the time of completion of all course credits required for Ph.D. major and minor should be higher than 3.50.

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. Annual evaluations are made by the faculty members of the student’s subdivision, based primarily on recommendations by the advisor or the student’s committee.

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

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

The schedule below is provided as a guide to help you evaluate your academic progress, and to help you predict whether you are at risk of receiving an “unsatisfactory” evaluation from the anthropology faculty. In evaluating a student’s progress through the program, the faculty takes into consideration individual circumstances, such as joint majors or minors that require extra class work, particularly demanding or prolonged fieldwork or laboratory studies, health concerns, and the exigencies of work and family. You will not be penalized automatically if you fail to keep up with the idealized schedule. However, if your progress through the program is slowed for any reason you should discuss the situation with your advisor in order to determine a solution. Slow progress coupled with a lack of contact with your advisor puts you at 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 annual evaluation letters and specify what you need to do to bring your progress up to acceptable standards. If you fail to respond appropriately and promptly to the specified goals, you will be subject to penalty. Penalties for failing to meet guidelines for satisfactory academic progress range from being excluded from consideration for fellowships, grants, or TA positions to 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>
</thead>
<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 5th semester (or within two years of entering program)</td>
<td>Written and oral Comprehensive Examinations passed</td>
</tr>
<tr>
<td>end of 6th 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>
</table>

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
Addition of the MA Program
Starting in Fall 2011, all Ph.D.-track incoming students admitted to the graduate program of the School of Anthropology (not including Applied Archaeology MA students) are registered in the Ph.D. program in terms of the Graduate College record-keeping system. However, if you come to our program without a prior anthropology MA degree, you first need to complete MA requirements and earn a MA degree. For this, you need to file a Change of Program Form (https://grad.arizona.edu/gcforms/sites/gcforms/files/page/changeofprogramform.pdf) at your earliest convenience to request the addition of a MA program to the current Ph.D. program. Unless you file this form, you cannot access MA-related forms on GradPath. After your Change of Program form is processed by the Graduate College, MA-related forms are added to your GradPath.
Students admitted to our program with a prior anthropology MA degree are not required to take any action in this regard. If you have earned a MA degree in other disciplines and wish to use it as a substitute for an anthropology MA degree, see the section, V. Ph.D. EXAMINATIONS AND OTHER RITES OF PASSAGE; MA Outside of 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.” If a core class is not being offered, please consult your advisor regarding appropriate substitutions.

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

Master of Arts Plan of Study
Students in MA programs must complete a “Master's Plan of Study” form by the end of their first year. You should list all courses that you plan to use for your MA degree in consultation with your major advisor. You also need to meet with the DGS in person to discuss your list of courses before you submit your Plan of Study through GradPath. Courses listed for the MA degree must be 500-level or above. The Graduate College's course unit requirements and definitions can be found on their website (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 33 units, including the 3 (or more) units of MA Thesis or Research Report hours (ANTH 909 or 910, respectively).

The MA Plan of Study must be submitted through GradPath. Your advisor and the DGS will need to approve it on GradPath based on the meetings that they have had with you. The “Expected Completion Date” section of the form is especially important since diplomas are ordered ahead of time by the Graduate College. If you will not be completing the degree on the date indicated, please contact 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! (http://grad.arizona.edu/academics/degree-certification/commencement/diplomas; http://registrar.arizona.edu/).

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

Time Limitations for the Master’s Degree
Under current Graduate College rules, graduate course credits to be applied toward an MA degree, including transfer courses, must have been earned not more than six years prior to the completion of all requirements for that degree. In addition, the School of Anthropology expects a student to complete a MA degree within three years of admission. A student's failure to complete a MA degree within three years can constitute a sufficient reason for the denial of the student’s continuation in the program, although the MA committee may allow longer time at its discretion within the time limitation set by the Graduate College.
Transfer and Non-Degree Coursework
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 through GradPath. 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. For students admitted before Fall 2014, no more than six units of University of Arizona undergraduate coursework at the 400-level can be applied toward a UA Master’s program, and then only if they were not used toward a Bachelor’s degree. For students admitted from Fall 2014 forward, 400-level courses may no longer be used for a MA or Ph.D. Plan of Study.

2. No more than 12 units of coursework taken 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](http://grad.arizona.edu/academics/program-requirements/masters-degrees/credit-requirements)

Note that students can only apply a total of 12 units from the above three categories.
Minimum Registration and Leave-of-Absence Policies
To maintain active status in the graduate program at the MA level, you must enroll for a minimum of three graduate units per semester. Once all coursework has been completed and a minimum of Master’s thesis/report credits are earned, the continuous registration threshold drops to one unit per semester (see http://grad.arizona.edu/academics/policies/enrollment-policies/continuous-enrollment). Please remember “continuous enrollment” is NOT the same as “full-time status”!

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

Full-Time Status
Some financial aids and student loans require the students to maintain full-time status. International students are required to maintain full-time status. To maintain full-time status, you need to take:
- 9 units a semester if you are not working as a TA/RA;
- 6 units a semester if you are working as a TA/RA; or
- 3 units of MA thesis or report a semester if you have completed all other MA requirements and are not working as a TA/RA.
- 1 unit of MA thesis or report a semester by applying for Advanced Status if you have completed all other MA requirements and are not working as a TA/RA. For this, you need to apply for Advanced Status each semester by the first day of the class. (https://grad.arizona.edu/gcforms/sites/gcforms/files/page/application-advanced-status.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. Most students normally elect to take Anth 909 (MA Report), but the decision whether to write a MA Report or a formal MA Thesis should be taken in consultation with your major advisor. For those archaeology students who think they may wish to register as an RPA (Registered Professional Archaeologist), it is strongly suggested that they take ANTH 910 (Masters Thesis) and archive their thesis to facilitate the process of registering as an RPA. Whatever the case, this decision should be made in consultation with the student's 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 [http://grad.arizona.edu/degrecert/dissertations-theses](http://grad.arizona.edu/degrecert/dissertations-theses)). 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. If taking ANTH 910 students have the OPTION to archive and copyright their thesis (with additional fees applied), but students who take ANTH 910 are NOT REQUIRED the archive their thesis. If the student decides to archive the thesis, he or she will need to follow the formatting guidelines set forth in the Graduate College Manual for Theses and Dissertations. The manual is available on-line ([http://grad.arizona.edu/degrecert/dissertations-theses](http://grad.arizona.edu/degrecert/dissertations-theses)). 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. 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/](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 (MA Thesis/Report Defense)
A final oral examination is required of all MA candidates in the Anthropology program. The exam must be scheduled in consultation with your committee and the Advising Office (see the section on Master’s Research Write-Up). The exam must be taken several weeks before the end of the semester in which you plan to graduate (check the current academic calendar for specific dates). Students must be officially resident, that is paying tuition, and registered for at least three units if the oral exam is taken in Fall or Spring semester. Students who take the exam in the summer must register for one unit during the appropriate session. Summer-session examinations are possible only if all members of the faculty committee agree to participate. Faculty members have the right to refuse to administer MA oral examinations in the summer (often an important period for faculty field research), the last week of classes, and during final exams week. All committee members are expected to attend the examination, but minimally the chair (or one of the co-chairs) and another committee member, along with the defending student, should be physically present. Committee members who cannot physically attend the examination should still participate through phone or internet video connections. In extraneous circumstances, the committee may make special arrangements to conduct the examination with less than three individuals physically present.

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

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

Eligibility for continuation in the Ph.D. program is determined using the following criteria:

1. Completion of a MA thesis/report and other MA requirements within three years of admission.
   - The MA thesis/report committee may allow longer time at its discretion, but the failure to complete a MA thesis/report within three years constitutes a sufficient reason for the denial of continuation in the program. As a general rule, an extension of more than one year (four years or more from admission) is given only under special circumstances, such as medical and financial problems.

2. A minimum Grade Point Average of 3.00 at the end of any semester and of 3.50 (on a 4.0-high scale) at the time of completion of all MA requirements.
   - If a student’s GPA falls below 3.00, the Graduate College will disqualify the student from the program. At the recommendation of the student’s chair and with a written mentoring plan, the DGS may request a one-semester extension. The student must raise his or her GPA to 3.00 or higher at the end of the next semester. If the student fails to do so, he or she will not be allowed to continue in the program.
• If a student’s GPA is lower than 3.50 when he or she completes all MA requirements, he or she may not be allowed to continue in the program.

3. Passing of the MA thesis/report and the oral examination with a high pass or a pass (higher than a low pass or failure).
• The MA thesis/report and the oral exam receives one of the following grades: high pass (S in the official transcript); pass (P in the transcript); low pass (P in the transcript and low pass in the GradPath note); and failure (E in the transcript).
• A high pass is given to the student if his or her MA thesis/report and performance in the MA defense are excellent. The student receives a MA degree and is allowed to continue in the program if the student is judged to fulfill other criteria listed here.
• A student with a pass grade receives a MA degree and is allowed to continue in the program if the student is judged to fulfill other criteria listed here. If the committee allows the student to continue in the program but finds the student’s performance less than satisfactory, the committee gives the student a warning in this regard in writing or verbally following the MA defense. In this case, the student needs to improve the research and writing abilities within a reasonable time frame. Failure to do so may result in the denial of continuation in a later stage of the Ph.D. program.
• A student with a low pass receives a MA degree. However, a low pass grade constitutes the committee’s recommendation not to allow the student to continue in the program.
• A student with an E (failure) grade does not receive a MA degree and is not allowed to continue in the program.

4. Compliance with university policies on academic and professional conduct.

5. Evidence of potential to complete a rigorous research-oriented degree program and clear potential for making a professional contribution to the field of anthropology.
• The subdivision faculty evaluates this potential annually by considering the student’s research and his or her performance in courses and on term papers. The MA thesis/report committee and the advisor also evaluate this potential at the time of the MA oral examination, by considering the student’s MA research, the MA thesis/report, and his or her performance in the oral examination, as well as the student’s performance in courses and on term papers.
• Annual evaluations are communicated to each student through annual evaluation letters. Students who received an “unsatisfactory” letter need to discuss the problems with the advisor or the committee and to improve academic performance. Failure to do so may result in the denial of continuation in the program.
• Even when a student has received “satisfactory” or “superior” letters, the student may not be allowed to continue in the program when the student’s academic performance deteriorates to the level of “unsatisfactory” after receipt of the annual evaluation letter or when the student does not fulfill the criteria listed above. In such a case, the advisor, the committee, or the DGS will notify the student of the possibility of termination in writing or verbally whenever such a possibility becomes apparent. However, the advisor or the committee may not foresee the student’s poor performance in the oral examination or academic misconduct, and in those cases the student may be denied continuation in the program without prior warning.
When the MA thesis/report committee gives an E grade for the MA thesis/report, the student will not be allowed to continue in the program. The committee alone makes this decision and no faculty approval is required. The committee reports the decision to the Director of the School of Anthropology and the DGS. The Director or the DGS writes a memo to the Graduate College to request the termination of the student’s status.

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

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

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

The Ph.D. degree in Anthropology requires a minimum of 48 units of course work, including at least 36 units in the major field and at least 9 units in the minor (The anthropology minor requires 12 units, and some anthropology concentrations require 15 units). In addition, at least 18 units of ANTH 920 (dissertation units) are required (24 units for dual Ph.D. degree students). With the prior approval of the student’s dissertation committee and the 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 up until the time you have earned 18 units of dissertation hours (ANTH 920) (24 units for dual Ph.D. degree students). The Graduate College no longer has a maximum enrollment policy for Fall and Spring semesters. After 18 dissertation hours have been completed, the minimum number drops to one hour per semester. Please remember “continuous enrollment” is NOT the same as “full-time status”!

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

Full-Time Status
Some financial aids and student loans require the students to maintain full-time status. International students are required to maintain full-time status. To maintain full-time status, you need to take:
- 9 units a semester if you are not working as a TA/RA;
- 6 units a semester if you are working as a TA/RA;
- 3 units of dissertation hours a semester if you have completed the required units of dissertation hours and are not working as a TA/RA; or
- 1 unit of dissertation hours a semester by applying for Advanced Status if you have completed the required units of dissertation hours and are not working as a TA/RA. For this, you need to apply for Advanced Status each semester by the first day of the class. (https://grad.arizona.edu/gcforms/sites/gcforms/files/page/application-advanced-status.pdf).

If you have a .5 TA or RA, which covers all of your tuition, we encourage you to take the maximum number of dissertation hour units that you need and are allowed by the university and college rules (up to 19 units) so that you can become eligible for advanced status quickly.

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, graduate course units 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 university, you should complete the “Evaluation of Transfer Credit” through GradPath in your first year. If you wish to use transfer courses to substitute for specific required courses (rather than as general graduate 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 if you were admitted before Fall 2014. 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. Students admitted in Fall 2014 or later are not allowed to list 400-level courses in MA or Ph.D. Plan of Study.

Grade (GPA) Requirements
All students are expected to maintain a GPA or 3.00 or higher (on a 4.0-high scale) at all times. If your GPA falls below 3.00, you must raise your GPA to 3.00 or higher by the end of the following semester. When you complete required course credits for a Ph.D. degree, your GPA must be at least 3.50. The grade point average is computed on all University of Arizona coursework for which letter grades were received for graduate-level credit, regardless of whether the course was taken to satisfy requirements for the degree. Courses in which grades of P or S were awarded are not calculated in the GPA, nor do they count toward meeting the criteria for dean’s list, honorable mention, or academic distinctions. For additional information on courses using alternative grades, consult the Graduate Catalog.
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](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. Graduate students within the School follow a major focus in one of the four traditional subfields of Anthropology. There are four options for selecting a minor: (1) another subfield of Anthropology; (2) a synthetic concentration as defined below; (3) another unit of the university; and (4) a synthetic minor as defined below.

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

1. Anthropology 608B “History of Anthropological Theory”;
2. One anthropology course outside of the student’s major and minor field; and
3. One quantitative method course.

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

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

In addition to the general requirements, all students with a major focus in archaeology at the MA or 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
- 518 Southwest Land and Society
- 527A Prehistory of East Asia
- 527B Archaeology of Pre-Han China
- 547 Pueblo Archaeology
- 551A or B Archaeology of North America
- 552R Southwest Archaeology
- 556B Old World Prehistory, 2nd part (OK for H-G or Neolithic requirement)

Archaeology of Complex Societies
CLAS 500  Topics in Egyptology
530  Ancient Greek Technology
553A or B  Mesoamerican Archaeology (either semester)
543A or B  Archaeology of Neolithic and Bronze Age Greece
546  Mapping Ancient Cities
CLAS 552  Etruscan Art and Archaeology
558  Historical Archaeology
564  Archaeology of Greek Religion and Ritual
638  Culture Contact and Colonialism

Method and Theory in Archaeology
552L  Archaeology of the Southwest
512A Geoarchaeology
562  Classical and Controversial: Critical Debates in Classical Antiquity
564  Introduction to Dendrochronology
565  Greek Pottery
574  Archaeometry
572  Zooarchaeology Laboratory Methods
568  Human Osteology
572  Zooarchaeology Laboratory Methods
596F  Ceramic Analysis Practicum
596F  Ceramic Analysis Seminar
596N  Archaeological of Performance
597L  Dendrochronology Lab
696A  Advanced Quantitative Zooarchaeology & Taphonomy
696A  Lithics Analysis Seminar

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
ANTH 666 Human Microevolution (3 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)
ECOL 533 Human Genetics (3 units)

Group 2
ANTH 501A The Primate Skeleton (3 units)
ANTH 566 Paleoanthropology (3 units)
ANTH 568 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 696D 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, as well as the quantitative method course, students are also required to take the following core courses (15 to 18 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”)

26
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

ANLI students are not required to take a minor.
A student with a major focus in sociocultural anthropology is expected to have a command of sociocultural theory, research methods, and the literature on a geographic area (36 units). Dissertations are expected to be problem oriented and are normally based upon substantial field research. All students with a focus in sociocultural anthropology are required to take the core course sequence comprising ANTH 608A and ANTH 608B during their first year. Students are required to take at least one other theory class. Some existing theory classes which satisfy this requirement include:

- 548: Writing Culture (Alonso)
- 613: Culture and Power (Alonso)
- 509: Economic Anthropology (Park)
- 611: Ecological Anthropology (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; 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;
Dual Ph.D. Program with Middle Eastern & North African Studies

The School has a unique dual-degree Ph.D. program with the School of Middle Eastern and North African Studies (MENAS). Participants must be admitted into the graduate programs of both units. This rigorous program requires a minimum of 81 credit hours, 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.

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

Minors in Anthropology Subfields (Unit Requirements)

A minor in anthropology usually consists of 12 units, but a few concentrations in anthropology require as many as 15 units (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 crosscut anthropology subfields. Concentrations assist some students in building a regimen for training that, through focus on a particular set of issues, allows the student to span multiple subfields or disciplines. Concentrations in the School of Anthropology are Applied Anthropology; Ecological Anthropology; 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. Students are required to take ANTH 507 (Intellectual Foundations of Applied Anthropology) or ANTH 609 (Mixed Methods in Applied Anthropology). Decisions on which courses to take, and whether to use the applied anthropology concentration as a minor or part of the major, should be made in consultation with your major advisor.

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

THIS MINOR/CONCENTRATION IS TEMPORARILY SUSPENDED. NO NEW STUDENTS MAY ELECT THIS MINOR/CONCENTRATION UNTIL FURTHER NOTICE.

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

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

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

William Self Associates, Inc., Scholarship: William Self Associates, Inc., a private consulting company in archaeology and historic preservation, has established a scholarship in the amount of $5,000 to support graduate research for archaeology students enrolled in the School of Anthropology, University of Arizona. There are no restrictions on who can receive the award other than that students must be enrolled in the graduate program in anthropology at the University of Arizona, with a concentration on Southwestern archaeology. Research may be on any topic, but preference will be given to those focusing on the archaeology of the Hohokam region. The scholarship will be awarded on an annual basis. Recipient of the scholarship will be selected by the Executive Committee of the Southwest Land, Culture, and Society (SWLCS) Program. Funds may be used for any research related expenses, including living expenses, specialized analyses, and travel to conferences. A request for proposals will be announced in January and is due February 15.

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

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. Required courses include:

ANTH608B History of Anthropological Theory
ANTH636 Foundation of Archaeological Interpretation
ANTH637 Archaeological Methodology
ANTH562 Archaeological Quantitative Methods (or equivalent)
a. Hunter-gatherer societies (Students are required to take ANTH556B [Old World Prehistory, Part II] to fulfill the requirement for a course in hunter-gatherer archaeology.)
b. Agricultural/Neolithic societies (one course)
c. Complex societies (one course)
d. Method and Theory (two courses. One of them must be a lab, e.g., architecture, AAR, GIS, AutoCAD, material analysis, etc.

Remaining 9 units: Students are encouraged to supplement their major requirements with coursework that will help them develop topics for their M.A. and Ph.D. theses. Students are required to take one anthropology course outside of major and minor.

1) For courses a-d, one must be non-Mediterranean focused.
2) Students need to fulfill minor requirements as defined in this Handbook.
3) Students must demonstrate facility in ancient Mediterranean language (e.g., Egyptian, Greek, or Latin) as a minimum one language to 500 level by coursework or by examination.
4) Students must demonstrate foreign language proficiency as defined in this Handbook.
5) Students need to complete one foreign language requirement before by the taking of the Comprehensive Examination and the second foreign language requirement within twelve months following the Comprehensive Exam.

Synthetic Minor in Anthropology

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

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

A minor in anthropology usually consists of 12 units, but a few concentrations in anthropology require as many as 15 units (e.g., Medical Anthropology and Biological Anthropology). Non-anthropology major students can minor in anthropology in general, for which 12 units of anthropology courses are required; for these students, minoring in specific subfields or concentrations of anthropology is optional. Minor-field committees for students who are majoring in fields other than Anthropology may consist of one or two individuals, at least one of whom must be a core member of the faculty of the School of Anthropology (see Appendix A). The minor-field portions of the written exam generally follow the procedures of the School of Anthropology, unless major and minor advisors reach another solution. Written exams will consist of one or two questions. The student will have one week to provide written answers of up to but no more than ten double-spaced pages per question.

Transferring Credits 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 (24 units for dual Ph.D. degree students). (see the section on Minimum Registration and Leave-of-Absence Policies for a Ph.D. student).

Statistics Requirement
All doctoral students must complete, with a grade of at least B, a comprehensive advanced course with substantial content in modern statistical methods and techniques. This course must be 500-level or above, or the equivalent from another institution. When a student receives a grade lower than B, the student needs to retake the same course or an equivalent statistics course to obtain a B or higher grade. The statistics requirement must be satisfied before the Comprehensive Examination is scheduled or very soon thereafter. Archaeologists should complete ANTH 562 ("Archaeological Quantitative Methods") to satisfy the statistics requirement. 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. For students in sociocultural anthropology and related subfields, ANTH 595B: Complexity and Anthropology will also fulfill this requirement. 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” (Students in the Archaeology of the Mediterranean World concentration also need to fulfill the ancient Mediterranean language requirement). See the section on the Archaeology of the Mediterranean World concentration for this requirement). Proficiency in this case normally means that the student’s knowledge of the subject language is sufficient for access to the professional literature with only occasional aid of a dictionary. Standard scholarly languages include European languages and other major languages in which technical literature needed for students specializing in the appropriate areas of is published, such as Arabic, Chinese, Russian, Indonesian, Turkish, etc. The student’s supervising committee may require the student to meet a more rigorous standard than this (including the ability to write and converse) or achieve proficiency in more than one non-English language. Discuss with your advisor what standard of rigorousness is appropriate for your specialty at the earliest possible date.

The Foreign Language Proficiency requirement should be fulfilled as soon as possible, but no later than the end of the second year after the Comprehensive Examinations. Failure to fulfill this requirement in a timely manner may result in a student’s progress being rated as unsatisfactory. Students in sociocultural anthropology must complete the foreign language requirement before taking the doctoral Comprehensive Examination. Students
in the Archaeology of the Mediterranean World concentration need to complete one foreign language requirement by the taking of the doctoral Comprehensive Examination and the second foreign language requirement within twelve months following the Comprehensive exam.

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 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 GradPath. Note that dissertation hours (920) should not be listed on the plan of study. Approved transfer courses must be listed under the appropriate major or minor heading.

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

V. Ph.D. EXAMINATIONS AND OTHER RITES OF PASSAGE
During the course of your doctoral studies you must pass several examinations. The structure and scope of these examinations are detailed in this section.

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

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

Option II. Qualifying Exam:
1) The DGS will constitute a Qualifying Committee of three persons (who may be recommended by the initiating faculty member).
2) The student will submit to the Qualifying Committee the following materials:
   a. A transcript of previous studies;
   b. A comprehensive plan of work for 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.
3) The Qualifying Committee will meet with the student for a one-hour oral examination.
4) If the Qualifying Committee determines that the student should be admitted to the doctoral program, the committee will recommend to the faculty a change of status for the student (just as if the student had gone through an MA procedure).

**Comprehensive Examination**

The Doctoral Comprehensive Examination or “Comps” (written and oral) is to be taken after all course requirements for the 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**

By the end of the second semester of doctoral study, or as soon as possible thereafter, the student should select a major field advisor and the chair of their comprehensive exam committee. Student needs to file a comprehensive exam committee appointment form through GradPath. The student may identify a pair of individuals to serve as co-chairs of their committee if they prefer. The 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. In this case, the student needs to resubmit a comprehensive exam committee appointment form through GradPath. However, once a student has attempted the written part of the Comprehensive Examination, the committee may not be changed until the entire exam, including the oral component, has been completed.

The Comprehensive Exam committee consists of four or five members. Three represent the major focus and one or two represent the minor. The chair must represent the major field (Anthropology). The composition of the minor committee depends on whether it is in Anthropology or another field. **All Comprehensive Examination committees must include at least two (2) core faculty from the School of Anthropology** (see Appendix A). **In addition, the Graduate College requires that the Comprehensive Exam committee includes at least three (3) members who are current tenured or tenure-track UA faculty or approved by the Graduate College as tenure equivalent. The fourth member may be tenured or tenure-track, or a special approved member. Special members must be pre-approved by the Dean of the Graduate College. Any members beyond the fourth can also be tenured or tenure-track, or special approved members.** (http://grad.arizona.edu/academics/program-requirements/doctor-of-philosophy/comprehensive-examination). A Special Member form (to be filed by the graduate coordinator) may be required for others to serve as committee members (http://grad.arizona.edu/system/files/SpecialMemberForm.pdf). Some non-core affiliated faculty have permanent approval to chair or serve on Comprehensive Exam committees. Note that it is no longer required that the major and the minor field chairs be core members.

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 file a Special Member form through the graduate coordinator (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. It 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. Should special circumstances require a member to attend remotely, prior permission from the Graduate College is necessary. The School cannot bear the travel and per diem expenses of committee members from remote locations, although Skype, GoToMeeting.com and other telephonic, VOIP or internet conferencing options for participation are acceptable with the student's committee's approval.

**Procedures for Comprehensive Examinations**

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

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

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

This means that the exam is to be based mainly on knowledge gained in advance of initiating 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.** Should special circumstances require a member to attend remotely, prior permission from the Graduate College is necessary. The oral portion of the examination **must be scheduled within six months of the successful passing of the written portion.**

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

After the comp exams, a results of comp exam form will be sent to the committee chair via an email link. The committee chair needs to approve the form. Appropriate locations for scheduling the oral Comprehensive Exam are Haury 212 (the School's conference room) and various campus classrooms. To reserve Haury 212 or other rooms, contact Catherine Lehman (cml@email.arizona.edu; 520-621-6298) in the Anthropology Main Office, Haury 210. Most room scheduling requests require at least seven working days to process.

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

**Advancement to Candidacy**
You must pay certain fees for advancement to candidacy to the 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.
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) and at least three members of the committee must be tenured or tenure eligible professors at the University of Arizona. (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 not necessarily be involved with your dissertation research. To avoid delays and bad feelings, it is best to establish whether committee members will continue to be involved with the dissertation research soon after the Comprehensive Exams are completed.

“Special members” from outside the university may also serve as additional committee members (i.e., in addition to the 3 members who must be tenured or tenure eligible professors at the University of Arizona), provided that approval has been granted by the Graduate College. Retired or Emeritus faculty are allowed to participate in Dissertation committees 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 file a Special Member form through the graduate coordinator (http://grad.arizona.edu/system/files/SpecialMemberForm.pdf). If the dissertation committee is composed of only three members, all of them must approve (i.e., vote to pass) the defense and dissertation. If the committee includes four or five members, one may be a special member. The student can still pass if one member of the committee abstains or votes to fail the dissertation.

You must complete a doctoral dissertation committee appointment form through GradPath, specifying the final composition of your Ph.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. In that case, you need to resubmit a doctoral dissertation committee appointment form through GradPath.

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

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

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

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

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

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

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

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

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

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

Ph.D. Research Using Human and Animal Subjects
All research on human subjects, regardless of the source(s) of funding, must fully comply with Federal human subjects rules, regulations, and requirements. Students who plan to undertake
research using human subjects must complete a “Project Approval Form” (PAF) and file it with the help of the School’s Human Subjects Committee. Students may first take their proposal to the chair of this committee (check with Advising Office for current chair) for more specific advice on the appropriate and the required steps to follow, which may vary with the type of research conducted. Be aware that getting full approval takes time, so plan ahead! The Human Subjects Committee in Anthropology will forward the PAF, after examination and recommendations, to the University-wide Human Subjects Institutional Review Board (IRB), whose members are responsible for final determination as to whether the project adequately protects the privacy, confidentiality, safety, and basic rights of human subjects (http://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.

Continuation in the Ph.D. Program
All Ph.D. students are expected to make satisfactory progress in academic work and to maintain good academic standing. If a student fails to meet the following criteria, he or she may not be allowed to continue in the program.

1. A minimum Grade Point Average of 3.00 at the end of any semester and of 3.50 (on a 4.0-high scale) at the time of completion of course credits required for a Ph.D. major and minor.
   - If a student’s GPA falls below 3.00, the Graduate College will disqualify the student from the program. At the recommendation of the student’s chair and with a written mentoring plan, the DGS may request a one-semester extension. The student must raise his or her GPA to 3.00 or higher at the end of the next semester. If the student fails to do so, he or she will not be allowed to continue in the program.
   - If a student’s GPA is lower than 3.50 when he or she completes course credits required for the Ph.D. major and minor, he or she may not be allowed to continue in the program.
2. Making adequate progress in academic work as discussed in the section on the expected time line and maintaining the expected level of performance in course work, research, and dissertation as discussed in respective sections of this handbook.
   - The above-mentioned GPAs represent the minimum requirements, and a student’s performance may be considered unsatisfactory when the GPA is higher than the required level, for example, if the grades and the quality of papers for courses critical for the student’s research focus are poor.
   - Annual evaluations of progress are communicated to each student through annual evaluation letters. Students who received an “unsatisfactory” letter must discuss the problems with the advisor or the committee and take specific steps to improve academic performance. Failure to do so may result in the denial of continuation in the program.
   - Even when a student has received “satisfactory” or “superior” annual evaluation letters, the student may not be allowed to continue in the program when he or she does not fulfill other criteria listed here. In such a case, the advisor, the committee, or the DGS must notify the student of the possibility of termination in writing or verbally whenever such a possibility became apparent. However, the advisor or the committee may not foresee the student’s poor performance in comprehensive exams or academic misconduct, and in those cases the student may be denied continuation in the program without prior warning.

3. Compliance with university policies on academic and professional conduct.

4. Passing of Comprehensive Exams within three years of obtaining a MA degree from the University of Arizona or of admission to the program with a MA degree. Students are strongly encouraged to take comprehensive exams within two years of a MA degree or admission with a MA. The comprehensive exam committee may allow longer time at its discretion, but the failure to take comprehensive exams within three years constitutes a sufficient reason for the denial of continuation in the program. As a general rule, an extension of more than one year (four years or more from a MA degree or admission with a MA) is given only under special circumstances, such as medical and financial problems. See the section on Comprehensive Exams for details.

5. Completion of a Ph.D. degree within the time limit. See the section on the time limit for details.


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

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

VI. STAGES FOR PRODUCING THE DISSERTATION

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

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

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

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

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

Your field notes, databases, and journals are the foundation for your own claims, but they will also likely be used by other scholars in the long run. Indeed, some granting agencies conduct “data audits” and most field notes should eventually be formally archived and thus must be kept orderly and usable. Your funding agency may even want you to deposit some field materials
with them, or they may require quarterly or bi-annual reports on your progress, which you may have to prepare in the field. In addition, they will nearly always want a final report, due soon after your official end date; others may be willing to wait for a copy of your completed dissertation. You must also be organized in your handling and documentation of research and travel expenses, since you will be required to prepare a complete accounting within ten days of your return to Tucson! Please seek guidance in this area from 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. 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. Dissertation defenses should be
conducted in the summer only as a last resort, and members of your committee have the right to refuse to be available for summer or winter break defenses, or for defenses occurring during sabbatical leaves. All committee members are expected to attend the examination, but minimally the chair (or one of the co-chairs) and another committee member, along with the defending student, should be physically present. Committee members who cannot physically attend the examination should still participate through phone or internet video connections. In extraneous circumstances, the committee may make special arrangements to conduct the examination with less than three individuals physically present.

A dissertation defense should be a stimulating experience. Prepare a 45-minute 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 Defense through GradPath. This form should be submitted far enough in advance of the examination that all approvers can grant their approval in time for the form to reach the Graduate College one week prior to the exam.

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

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

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

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

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

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

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

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

For the specific work period for Anthropology TAs, see the section on TA Contract Duration below.
For more other rules of GA work, see the Graduate College GA manual:
[http://grad.arizona.edu/financial-resources/ua-resources/employment/ga-manual](http://grad.arizona.edu/financial-resources/ua-resources/employment/ga-manual)

---

**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). For specific criteria for TA selection, see Appendix D.

**Required Unit Registration**

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

**Required Training Workshops for TAs**

All new teaching assistants are required to take (once) 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.
International Teaching Assistant English Fluency Evaluation

Graduate College regulations stipulate that international students need to demonstrate the following levels of English proficient before they carry out Teaching Assistant duties.

1. TOEFL iBT speaking score of 24 or more = unlimited instructional duties
2. TOEFL iBT speaking score of 22 or 23 = limited instructional duties, including grading, lab prep, office hours, and web support.

For students with iBT score of 22 or 23 who wish to carry out unlimited instructional duties and for those with iBT score less than 22 or no iBT score who need to carry out any TA duties, the School of Anthropology needs to evaluate their English proficiency.

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

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

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

International Teaching Assistants will not be paid until those reports are filed. For Pass conditional or Fail, the student needs to be re-evaluated every semester.

TA Contract Duration

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

TA Work Assignments, Responsibilities and Duties

Students applying for or holding a TA appointment are responsible for knowing and following all policies and rules governing these appointments. In addition to the information provided below, TA appointees should acquaint themselves with the pertinent sections of the Graduate 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). The University Office of Instruction and Assessment also offers workshops for teaching assistants (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 or three discussion sections in the freshmen-level general education program. Schedules, hours, and duties will vary by course and professor. A typical allocation of time per week is as follows:

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

**Teaching Assistant Contracts and Grievances**

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

It is the responsibility of a TA to keep the assigned instructor(s) informed of any dissatisfaction concerning 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. AGUA is also prepared to assist TAs with legitimate grievances.

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

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

Parental Leave: http://grad.arizona.edu/financial-resources/ua-resources/employment/ga-manual/ga-benefits

Temporary Alternative Duty Assignment: http://grad.arizona.edu/financial-resources/ua-resources/employment/TADA

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 and health insurance. In-state tuition remission is awarded at 50% for .25 TA/RA positions and 100% 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](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. The DGS announces a call for application by emails. Preference is given to students in good standing who are not receiving significant amounts of financial support from other sources. **As a general rule, US students will not receive GTS funds for an out-of-state tuition waiver after 1.5 years from the entrance to the graduate program. We strongly encourage US students to obtain Arizona residency by then.** US students can still apply for GTS funds for an in-state tuition waiver after 1.5 years, and international students can always apply for GTS funds for out-of-state and in-state tuition waivers. 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.
As a general rule, we do not provide GTS funds for more than 1 unit to students who is eligible for advanced status (those who have completed the required units of ANTH 920 dissertation hours and are not working as TA/RA). Nor do we provide GTS funds for more than 1 unit to students who have spent more than 2 years after the comprehensive exams and are not working as TA/RA (3 years for dual Ph.D. degree students). (see the section on Minimum Registration and Leave-of-Absence Policies for Ph.D. students).

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.
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
- Adams, E. Charles
- Alonso, Ana M.
- Austin, Diane
- Baro, Mamadou
- Blake, Emma
devet, Thérèse
- Ferguson, T. J.
- Finan, Timothy
- Fish, Paul
- Fish, Suzanne
- Fogelin, Lars
- Green, Linda
- Greenberg, James
- Hasaki, Eleni
- Holliday, Vance
- Inomata, Takeshi
- Killick, David
- Kuhn, Steven L.
- Lansing, J. Stephen
- McGuire, Thomas
- Mendoza-Denton, Norma
- Mills, Barbara J.
- Nichter, Mark
- Nichter, Mimi
- Olsen, John W.
- Park, Thomas
- Pavao-Zuckerman, Barnet
- Pike, Ivy
- Raichlen, David
- Reid, J. Jefferson
- Romano, David
- Roth-Gordon, Jennifer
- Schiffer, Michael B.
- Schon, Robert
- Silverstein, Brian
- Shaw, Susan
- Sheridan, Thomas
- Soren, David
- Stiner, Mary C.
- Stoffle, Richard
- Tecot, Stacey
- Triadan, Daniela
- Voyatzis, Mary
- Wilkinson, Richard
- Williams, Brackette
- Woodson, Drexel
- Zedeño, M. Nieves
- Zhang, Qing

### ADJUNCT AND AFFILITATED FACULTY
- Alvarez, Maribel
- Anderson, Bruce E.
- Betteridge, Anne
- Creasman, Pearce Paul
- Croissant, Jennifer
- Dean, Jeffrey
- Dore, Christopher
- Gilliland, Mary Kay
- Glittenberg, Joann
- Hammer, Michael
- Majewski, Teresita
- Nakhai, Beth
- Odegaard, Nancy
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

<table>
<thead>
<tr>
<th>Language</th>
<th>Faculty Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHINESE (Modern Mandarin):</td>
<td>Olsen, John</td>
</tr>
<tr>
<td></td>
<td>Zhang, Qing</td>
</tr>
<tr>
<td>DUTCH:</td>
<td>deVet, Thérèse</td>
</tr>
<tr>
<td>Egyptian (Middle)</td>
<td>Creasman, Pearce Paul</td>
</tr>
<tr>
<td>FRENCH:</td>
<td>Baro, Mamadou</td>
</tr>
<tr>
<td></td>
<td>Blake, Emma</td>
</tr>
<tr>
<td></td>
<td>Creasman, Pearce Paul</td>
</tr>
<tr>
<td></td>
<td>deVet, Thérèse</td>
</tr>
<tr>
<td></td>
<td>Hasaki, Eleni</td>
</tr>
<tr>
<td></td>
<td>Killick, Dave</td>
</tr>
<tr>
<td></td>
<td>Mendoza-Denton, Norma</td>
</tr>
<tr>
<td></td>
<td>Park, Thomas</td>
</tr>
<tr>
<td></td>
<td>Romano, David Gilman</td>
</tr>
<tr>
<td></td>
<td>Silverstein, Brian</td>
</tr>
<tr>
<td></td>
<td>Soren, David</td>
</tr>
<tr>
<td></td>
<td>Vasquez, Marcela</td>
</tr>
<tr>
<td></td>
<td>Woodson, Drexel</td>
</tr>
<tr>
<td>GERMAN:</td>
<td>deVet, Thérèse</td>
</tr>
<tr>
<td></td>
<td>Hasaki, Eleni</td>
</tr>
<tr>
<td></td>
<td>Triadan, Daniela</td>
</tr>
<tr>
<td>GREEK (Modern):</td>
<td>Hasaki, Eleni</td>
</tr>
<tr>
<td></td>
<td>Voyatzis, Mary</td>
</tr>
<tr>
<td>GREEK (Ancient):</td>
<td>Romano, David Gilman</td>
</tr>
<tr>
<td>HAITIAN CREOLE:</td>
<td>Woodson, Drexel</td>
</tr>
<tr>
<td>HUNGARIAN:</td>
<td>Schon, Robert</td>
</tr>
<tr>
<td>INDONESIAN:</td>
<td>Lansing, Steve</td>
</tr>
<tr>
<td>ITALIAN:</td>
<td>Blake, Emma</td>
</tr>
<tr>
<td></td>
<td>Kuhn, Steve</td>
</tr>
<tr>
<td></td>
<td>Schon, Robert</td>
</tr>
<tr>
<td></td>
<td>Soren, David</td>
</tr>
<tr>
<td>JAPANESE:</td>
<td>Inomata, Takeshi</td>
</tr>
<tr>
<td>PORTUGUESE:</td>
<td>Finan, Tim</td>
</tr>
<tr>
<td></td>
<td>Mendoza-Denton, Norma</td>
</tr>
<tr>
<td></td>
<td>Roth-Gordon, Jennifer</td>
</tr>
<tr>
<td>RUSSIAN:</td>
<td>Olsen, John</td>
</tr>
<tr>
<td>TURKISH:</td>
<td>Creasman, Pearce Paul</td>
</tr>
<tr>
<td></td>
<td>Silverstein, Brian</td>
</tr>
<tr>
<td>SPANISH:</td>
<td>Alonso, Ana</td>
</tr>
<tr>
<td></td>
<td>deVet, Thérèse</td>
</tr>
<tr>
<td></td>
<td>Green, Linda</td>
</tr>
<tr>
<td></td>
<td>Greenberg, James</td>
</tr>
<tr>
<td></td>
<td>Inomata, Takeshi</td>
</tr>
<tr>
<td></td>
<td>Majewski, Teresita</td>
</tr>
<tr>
<td></td>
<td>Mendoza-Denton, Norma</td>
</tr>
<tr>
<td></td>
<td>Sheridan, Thomas</td>
</tr>
<tr>
<td></td>
<td>Triadan, Daniela</td>
</tr>
<tr>
<td></td>
<td>Vasquez, Marcela</td>
</tr>
<tr>
<td></td>
<td>Zedeño, M. Nieves</td>
</tr>
</tbody>
</table>

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: Criteria for Assigning Teaching Assistantships and Instructor Roles to Graduate Students

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

We would like all students to have an opportunity to work as a TA or instructor for at least 6 semesters\(^1\). Under ideal circumstances we anticipate some students will be able to teach or work as a TA for up to 8 semesters. Students should not expect more than 8 semesters support as a TA. However, in rare emergency situations we may hire students who have had more than 8 semesters of TA support, so students may continue to apply for TA support even when they have exceeded the 8-semester threshold.

Priorities for Assigning Normal TA (including grader) Positions

First Priority Group: Graduate students to whom the School has made prior commitments for TAships. This includes second year TAships for Excellence Fellows.

Second Priority Group: Graduate students focusing on the subfield of the course needing TAs, who are in their second year or later, with 5 semesters or less of experience as a TA/instructor. First-year students entering the PhD program with an MA in-hand from another institution also fall into this group. Within this group, students are ranked using the following criteria, in this order:

1. Program progress: Students with an MA are given priority over pre-MA students.
2. Seniority within program: Students who started their program at an earlier date are ranked higher than those in the same program who started later.
3. Number of TAs within program and start year: If two or more students are equal in terms of their program progress and start year (seniority), the students with the fewest semesters of TA funding are given priority.

Third Priority Group: Graduate students (MA or PhD) focusing on the subfield of the course with 6 or 7 semesters of experience as a TA/instructor. If multiple students fall within this category, they will be ranked according to the criteria listed above.

Fourth Priority Group: Eligible and qualified graduate students from other subfields with 5 semesters or less of experience as a TA/instructor.

Fifth Priority Group: First year students without MA (especially to be assigned as graders\(^2\)).

Sixth Priority Group: Graduate students with more than 8 semesters of experience as a TA/instructor.

---

\(^1\) Only work as a TA for classes in Anthropology at the University of Arizona is counted here. TA positions in other units or other universities, RA positions, and summer teaching, whether in class, online, or in the field, are not counted. However, this kind of experience will be taken into account in assigning positions with greater responsibility, such as being sole instructor for a course.

\(^2\) Graders are paid at the same rates as TAs, but have higher student:TA ratios.
Priorities for Assigning Instructor Positions (solo teaching)

First Priority Group: Graduate students focusing on the subfield of the course with at least two and no more than five semesters as a TA/instructor. Ideally, prior experience should include at least one semester as TA or instructor for the class to be taught or its equivalent.

Second Priority Group: Graduate students focusing on the subfield of the course with six or more, but less than eight semesters as a TA/instructor. Ideally, prior experience should include at least one semester as TA or instructor for the class to be taught or its equivalent.

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

Other Considerations

- A student who is very close to graduation and has comparatively little classroom experience may be given higher priority for TA positions.
- Students who receive poor TA evaluations may be considered ineligible for further TA support until they have taken remedial training.
- Students who do not fulfill the obligations of TA positions or other instruction-related funding (such as failing to complete a project or assignment for which they were paid) may be considered ineligible for further TA support.

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

Faculty often request specific students as teaching assistants in their classes. These requests are granted only when they can be accommodated within the other criteria outlined in this document.

What CANNOT be Considered in Assigning Teaching Assistantships

- Financial Need: Because the TA committee is not in a position to objectively evaluate financial need for all TA applicants, this criterion is not used in assigning TA positions. We assume that all graduate students are “needy” and could benefit from the salary or tuition assistance that comes with a TA position.
- Past RA, Fellowship, Scholarship, or other non-TA support: As with financial need, the TA committee is not in a position to track all types of past support received; therefore TA allocation decisions should be based solely on the amount of past TA support received.
- All discriminatory “identity” categories including nationality, among many others.
- Past decisions to decline an offer of TA funding. Students often receive offers of support or fellowships that lead them to turn down a TA opportunity. These decisions will not be held against students in future allocations of TA funding, so long as the student exercises due diligence in notifying the Graduate Coordinator of such changes. In fairness to others, students who decide to turn down an offered TA position should notify the Graduate Coordinator as soon as they so that a replacement can be identified.
APPENDIX E: Alternative Formats for the Doctoral Dissertation in Anthropology

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

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

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

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

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

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

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

   b. All publications must be based upon original research done while a graduate student at the University of Arizona. At least two of the articles must represent post-MA research. Publications derived from work begun for an MA project may be part of the dissertation package, but articles that are a direct reworking of the MA paper or thesis cannot be counted toward the minimum number of three.
c. Short research notes; technical appendices to books, monographs or dissertations; contributions to online or printed encyclopedias; and reports submitted to public or private agencies will not usually be counted toward the minimum number of articles. However, they can be included as supporting material in the sections devoted to critical review and background information.

d. As a general rule, only publications for which the student is first or corresponding author can be included in the dissertation package. (We do, however, recognize that in some cases senior collaborators may demand first authorship regardless of their actual contribution; the student’s committee will have the power to waive the rule on a case-by-case basis). The student must have been substantially responsible for designing the study, analyzing the data, and writing the manuscript for any article to be included in the doctoral packet. In the case of publications with two or more authors, the candidate must preface each paper with a paragraph detailing the contribution of each listed author to the creation of the publication, even if he or she is first author.

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

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

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

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

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

The Graduate College has added forms, policies and procedures on line for easier access. You can find their web site at www.grad.admin.arizona.edu.

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.