

# GRADUATE STUDENT HANDBOOK

## Master of Arts focused in Applied Archaeology

AY 2026-2027

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# INTRODUCTION

The faculty and staff of the School of Anthropology are pleased to welcome you to the graduate program. This handbook is designed to guide you through the administrative complexities of your degree program, and to help you understand and 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) degree focused in Applied Archaeology 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. Although officially you are a student in the [UA Graduate College](#), your work is primarily regulated, governed, and evaluated by the faculty of the School of Anthropology. The Graduate College sets [minimum requirements](#) for completion of graduate degrees. The School of Anthropology has additional requirements, which are outlined in this document. You are responsible for satisfying both sets of requirements.

Questions about the graduate program should be directed to the School of Anthropology's Program Coordinator or Director of Graduate Studies.

## The Emil W. Haury Anthropology Building

The historic Emil W. Haury Anthropology building is our home on campus. In addition to faculty, student, and staff offices, the Haury building includes several labs and shared workspaces. Please contact the SoA Manager of Administration for all Haury building maintenance issues or concerns. Below are key locations for grad students.

### School of Anthropology Administrative Office

Haury 210 houses the SoA Administrative Offices

|                                               |                          |
|-----------------------------------------------|--------------------------|
| SoA Director, Dr. Robert Schon                | (rschon@arizona.edu)     |
| SoA Manager of Administration, Perlana Howard | (perlanah@arizona.edu)   |
| SoA Program Coordinator, Samantha Wingate     | (sringate@arizona.edu)   |
| SoA Administrative Associate, Dreux Patch     | (dreuxpatch@arizona.edu) |

In the main lobby of 210 you'll find a small water and coffee station, faculty mailboxes, and a closet with general office supplies.

### Mailroom/Print Room

Grad student mailboxes are located in Haury 221. The room also contains a copier/printer and computer terminal that you may use to send jobs to the copier/printer. To request a key for this room, see the SoA Manager of Administration.

### The Cube Room

Haury 124 is a graduate student workspace with assigned cubicles, a soundproof meeting room, and a communal table. Priority for cube assignments goes to students working on their dissertations. The key for the mailroom/copier room can be used to access the Cube Room.

### The TA Room

Haury 120 is a grad student lounge with chairs, small tables, and a refrigerator. Priority for use of this room is reserved for TAs meeting with students. Otherwise, it is a free space. The door lock for this room is controlled remotely and locks from 5pm-6am.

#### School Conference Room

Haury 212 is a small conference room equipped with a large table and chairs, and an interactive monitor. Reserve this room by contacting an SoA staff member.

#### Anthro Lounge

Haury 319 is a multi-use gathering space for SoA staff, faculty, and graduate students.

## I. SCHOOL OF ANTHROPOLOGY GUIDELINES FOR GRAD STUDENTS

This section includes general guidance that applies to all grad students in the School of Anthropology, regardless of field or degree program. Guidance specific to the MA program follows.

### **SoA Adviser**

Each student must have an adviser who is a member of the SoA core faculty (see Appendix A). Upon entering the program, an adviser will be assigned to you. This is likely the person you have been in conversation with before arriving to campus. Unless otherwise indicated, your adviser is the person who will approve the many forms and applications you'll submit during the program. If you do not know who your adviser is or if you wish to switch advisers, please contact the DGS immediately.

### **Satisfactory Progress**

A graduate degree program is structured by academic and administrative milestones. Making satisfactory progress through milestones is a key measure of student success that helps faculty evaluate student learning and helps students set professional goals. Satisfactory academic progress includes the following:

- Maintaining regular communication with advisers and committee members, as well as staff and administrators
- Timely submission of an annual self-evaluation (see Annual Self Evaluation)
- Timely completion of program milestones such as submitting GradPath forms, completing coursework, completing an internship, and writing and defending a thesis/report
- Fulfillment of all Graduate College requirements (GPA, continuous enrollment, etc.) as specified in the Graduate Catalog, and SoA expectations outlined in this document
- Demonstrating potential to make a professional contribution to the field of archaeology through strong performance in coursework, term papers, internship work, independent research, the MA thesis/report

### **Minimum GPA Requirement**

The Graduate College requires students to maintain a minimum 3.0 grade point average (GPA). To maintain good standing in the School of Anthropology, students' GPA should be higher than 3.50 at the time they complete requirements for the MA. See university policies on [grade calculations](#).

## Enrollment and Leave-of-Absence Policies

To maintain active status in the graduate program, students must enroll in a minimum of one graduate unit every spring and fall semester until all coursework and thesis requirements are met (see [Grad College Policy](#)). This is called maintaining “continuous enrollment.” If a student’s registration lapses, the Grad College will assume they have left the program and will terminate their enrollment. In that case, the student 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 may apply for a formal [leave of absence](#) (LOA). Note that regardless of whether you have an approved LOA on file, the Grad College still counts semesters during which you are not enrolled in your overall time-to-degree (see Timeline for the MA degree).

Remember that “continuous enrollment” is NOT the same as “full-time status”!

## MA Full-Time Status

International visas as well as some financial aid and student loan providers require students to maintain full-time enrollment status. To maintain full-time status, you must enroll in:

- 9 units per semester if you are not working as a RA
- 6 units per semester if you are working as a RA; or
- 3 units of MA thesis (ANTH 909) or report (ANTH 910) per semester if you have completed all other MA requirements and are not working as an RA.
- 1 unit of MA thesis or report each semester by applying for Advanced Status if you have completed all other MA requirements and are not working as a RA. To do so, apply for Advanced Status by the first day of the class each semester in which you are eligible (<https://arizona.app.box.com/v/grad-gsas-advancedstatus>)

## Annual Self-Evaluation

Each spring, students receive an email prompt from the SoA Program Coordinator with instructions for completing a self-evaluation. In addition to informing the faculty about your work, the self-evaluation is a good opportunity to reflect on your accomplishments. You may also indicate areas of professional development in which you would like more faculty and/or School support. Student progress is rated on a scale from 1-4 (see below) and students receive written feedback on their progress. Any student who does not submit an annual self-evaluation will receive a 3 for that year.

### Grad Student Annual Evaluation Scoring Rubric

1. Outstanding
  - a. Student has exceeded expectations through a noteworthy accomplishment such as: passing comprehensive exams with special distinction, winning a competitive external fellowship/grant/prize, having an academic article accepted for publication (a 1 is awarded in the year in which the article is accepted rather than waiting for its eventual publication)
2. Making Good Progress
  - a. Student is making timely and satisfactory progress through program milestones

- b. Student is pursuing activities appropriate to their project and stage in the program, which include but may not be limited to: completing coursework and curricular requirements, effectively communicating with faculty and staff, identifying committee members, presenting work at professional conferences, applying for internal and external funding opportunities, conducting pilot or thesis/dissertation research, actively writing the thesis/dissertation, participating in professional organizations, meeting expectations in TA/RA roles
- 3. Needs Improvement
  - a. Student is not making timely progress through program milestones
  - b. Student has been encouraged by their adviser, the DGS, and/or other faculty members to pursue project and stage appropriate activities listed in 2b (or other academic work) but has not done so
  - c. Student is not in regular communication with faculty and/or staff, or failed to submit a self-evaluation
- 4. Unsatisfactory
  - a. Student has committed a serious violation of the UA Code of Conduct that could disqualify them from continuation in the PhD program.

A student who earns a 3 on their annual evaluation will receive a structured plan to improve their progress. A student who earns 3s in two consecutive years may be recommended for dismissal from the program.

### Research Using Human and Animal Participants

The School of Anthropology requires all its affiliates to adhere to the highest standards of ethical and humane treatment of human and animal research participants. All research involving human and animal participants, regardless of the source of funding, must fully comply with federal rules, regulations, and requirements.

Students who plan to undertake research involving human participants must complete the [University of Arizona Institutional Review Board \(IRB\) process](#). An approval process similar to the one for human subjects also exists for research using [animal subjects](#), including the handling of animal tissues post-mortem (<http://orcr.arizona.edu/iacuc>). Students begin this process with their adviser. Be aware that getting full approval takes time--so plan ahead and start early!

### Recommendations for Dismissal from the Graduate Program

All UA graduate students are admitted by the Graduate College. If a situation arises in which SoA faculty wish to terminate a graduate student's enrollment, the DGS does so by recommendation to the Graduate College. SoA students are notified in writing if they will be recommended for dismissal.

Reasons why a student might be recommended for dismissal include

- 1. The student has violated the Dean of Students code of conduct and academic integrity
- 2. The student has not made/maintained satisfactory progress (see Satisfactory Progress)
- 3. The student has earned a rating of 3 or 4 on two successive annual evaluations

#### Appeals

- The student has a right to appeal a recommendation for dismissal. If the student chooses to appeal, within one month of receiving the recommendation for dismissal 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. That committee must consist of three or more School of Anthropology faculty members (at least two should be voting members) who support the student's continuation. At the faculty meeting, this advising committee must present a proposal to the School of Anthropology voting faculty with details about how the student will address the criteria

for eligibility for continuation that they had not previously met. If the voting faculty accepts the proposal by a majority vote, the student can continue in the program. If the student chooses not to appeal, fails to form a new advising committee within the period specified above, or the School of Anthropology voting faculty rejects the appeal by majority vote, the DGS proceeds to request the Graduate College terminate the student's status, explaining the decision and its justification.

- Students may also appeal their recommendation for dismissal to the Dean of the Graduate College.

## **Grievances**

Should a student wish to register a grievance, there are resources in the School and Grad College.

1. Submit a grievance/concern (anonymously or not) to the Director of Graduate Studies' mailbox in Haury 210. The DGS will then move the grievance through the appropriate channels.
2. See the [Grad College Grievance Policy](#) and associated resources.

## II. THE MASTER OF ARTS DEGREE IN ANTHROPOLOGY

Arizona's Master of Arts program focused in Applied Archaeology is a rigorous two-year academic program designed to teach the subject matter and professional skills needed for a successful career in applied archaeology working for businesses, governmental agencies, tribal groups, non-profit organizations, and beyond. The curriculum includes classroom instruction in anthropological method and theory, laboratory training in specialized analytical techniques, coursework to establish expertise in an archaeological region, and an internship to develop professional skills.

In Tucson, the University of Arizona is situated in one of the largest concentrations of applied archaeologists in the country and our program integrates professionals working in the private, public, and non-profit sectors of archaeology. Completion of this program qualifies graduates to apply for registration in the Register of Professional Archaeologists (RPA; <http://www.rpanet.org/>) and meet the professional standards required by the U.S. Department of the Interior and other federal and state agencies for supervisory archaeologists.

### Model Schedule

Below is a model schedule through the MA program. Individual routes will vary somewhat. Students whose progress is substantially slowed should discuss this situation with their adviser and/or the DGS.

|                |                        |
|----------------|------------------------|
| Semester One   | coursework             |
| Semester Two   | coursework             |
| Summer         |                        |
| Semester Three | coursework, internship |
| Semester Four  | defend thesis/report   |

### Timeline for the Master's Degree

According to [Graduate College policy](#), graduate course credits to be applied toward an MA degree must have been earned not more than six (6) years prior to the completion of all requirements for that degree. This includes any transfer credits. The School of Anthropology expects a student to complete the MA degree within three years of admission. A student's failure to complete the MA degree within three years may be grounds for dismissal from the program.

### GradPath

GradPath is the Graduate College system for tracking grad student progress through the degree program. Instructions for using GradPath are at the Graduate College website (<http://grad.arizona.edu/GradPath>). The main GradPath page for MA students looks like the image below. Each listed item is a form that must be completed in the order listed. If a button is inactive (gray), activate it by completing the forms that precede it.

| ▼ MA - Anthropology ( Active in Program)                |          |                              |                   |
|---------------------------------------------------------|----------|------------------------------|-------------------|
| Responsible Conduct (ANTHMA)                            | Approved | <a href="#">View Current</a> | <a href="#">i</a> |
| Plan of Study (ANTHMA)                                  | Approved | <a href="#">View Current</a> | <a href="#">i</a> |
| Master's/Specialist Committee Appointment Form (ANTHMA) |          | <a href="#">View Current</a> | <a href="#">i</a> |
| Master's/Specialist Completion Confirmation (ANTHMA)    |          | <a href="#">View Current</a> | <a href="#">i</a> |
| Commencement Verification (ANTHMA)                      |          | <a href="#">View Current</a> | <a href="#">i</a> |

### GradPath Forms Explained

- Responsible Conduct: complete this form first; a confirmation that the student will conduct research responsibly and in accordance with disciplinary ethics
- Plan of Study: details the student's plan to fulfill curricular and credit requirements (see Curricular Requirements)
- Master's/Specialist Committee Appointment form: names the faculty members serving on the MA committee (see MA Committee)
- Master's Specialist Completion Confirmation: submitted by the Program Coordinator, this form confirms the successful completion of the MA defense (see MA Defense)
- Commencement Verification: confirms the name to be printed on the diploma and commencement program, as well as the correct address to which the diploma should be sent after graduation

### Master of Arts Plan of Study

The Plan of Study is a list of the courses a student plans to take to fulfill their degree requirements. Creating a Plan of Study ensures that students are familiar with the requirements and have a course plan that will help them meet those requirements in a timely manner.

Students should create their Plan of Study in consultation with their adviser. Refer to the course requirements listed in the Curricular Requirements section. Once a student's Plan of Study is complete, they should meet with the DGS for review and approval before submission. MA students should submit a Plan of Study no later than their second semester.

The Plan of Study is just that: a plan. If a student's actual coursework deviates from what they have entered in the Plan, it can be updated in GradPath at any time. Please note that changes to the Plan of Study must be approved by the student's adviser, the DGS, and the Grad College. When possible, make any needed changes all at once rather than several small changes over time. Some guidelines:

- The MA requires a minimum of 33 credits (30 credits of coursework + 3 credits of MA thesis or report hours).
- Courses listed for the MA Plan of Study must be 500-level or above. (The Graduate College's course unit requirements and definitions can be found on their [website](#)).
- At least half of the units used towards the MA degree must be in courses for which a letter grade (A, B, C, rather than Pass/Fail) is awarded. 900 level courses are not assigned letter grades.
- If a core class is not being offered, your adviser can identify an appropriate substitution. Be sure all course substitutions are communicated in writing to the DGS.

- Include 3 units of MA Thesis (ANTH 909) or Research Report (ANTH 910) (see Master’s Thesis and Report).
- The “Expected Completion Date” on the Plan of Study is important. Once set, it can only be changed by the Grad College. If a student will not complete the degree on the date indicated, they must communicate this change to the DGS right away.

### Transfer and Non-Degree Coursework

- MA students may transfer up to 6 units of coursework from another university. To be eligible for transfer, students must have earned an A or B in the course, and units must have been awarded graduate credit at the institution where the work was completed.
- 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.
- University of Arizona Bachelor’s degree recipients who are accepted for post-baccalaureate studies in the School can transfer 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.

Students who wish to transfer credit must submit a Transfer Credit form in GradPath before the end of their first year of study. Please consult your adviser and the Director of Graduate Studies to decide which courses can and should be transferred toward your graduate degree in Anthropology. We will review relevant course syllabi in our evaluation, so please provide copies.

### Required Coursework

- ☐ ANTH 636 Foundations of Archaeological Interpretation
- ☐ ANTH 637 Archaeological Methodology
- ☐ ANTH 540A Cultural Resource Management
- ☐ ANTH 595A Ethics in Anthropology
- ☐ \_\_\_\_\_ (Elective in Quantitative Methods)
- ☐ \_\_\_\_\_ (Elective in North American Prehistory)
- ☐ \_\_\_\_\_ (Elective in Laboratory Methods 1)
- ☐ \_\_\_\_\_ (Elective in Laboratory Methods 2)
- ☐ \_\_\_\_\_ (Elective in Historical Archaeology)
- ☐ ANTH 593 Internship
- ☐ ANTH 909/910 MA Report or Thesis

### MA Committee

MA students must form a committee to advise and evaluate their MA thesis project. In conversation with your adviser, look for members who have expertise in areas relevant to your MA thesis topic. Master’s degree committees are composed of no fewer than three members:

Member 1: The student’s SoA adviser

Member 2: A UA faculty member who holds a tenured, tenure-track or continuing-status appointment at the rank of Assistant Professor or above

Member 3: The third member can hold the qualifications of Member 2, be of a different UA rank and status, be faculty from another university, or a professional practitioner

Committee members who are not on the graduate faculty at UA require special permission to serve on the student's committee. If you would like such a person on your MA committee, contact the DGS. After confirming the eligibility of this person to serve, the DGS and Program Coordinator will submit a Special Member request to add them to the GradPath system. This process takes a few days, so please do not wait to make the request.

As soon you have identified the members of your MA committee, complete and submit the Master's/Specialist Committee Appointment form on GradPath.

## Internship

The School of Anthropology requires MA students focused in Applied Archaeology to complete an internship as part of their training.

### Definition

An internship is a supervised learning experience involving participant-observation and operational responsibilities in an organization outside the classroom. An internship consists of specialized work providing training and practice in actual service in settings such as a business, tribal museum, community organization, or government agency.

### Purpose

The goal of the internship is to allow students to apply lessons learned in the classroom to a real-world experience set in a professional practice-oriented environment, with the supervision of a practicing professional. Internships offer students the opportunity to develop technical skills, including teamwork, effective communication, professional networking, business procedures, leadership, and critical thinking. Internships provide students with work experience in a semi-formal academic framework that earns course credit from UA.

### Description

Internships will entail at least 45 hours of coursework for each unit of credit awarded, with activities that vary according to the educational needs of individual students, different institutional settings, and the opportunities offered by specific projects. Internships for the MA in Applied Archaeology entail a minimum of 135 hours of work. Internships will be arranged by students in consultation with their faculty adviser.

### Sponsoring Organization

The following requirements need to be met by sponsoring organizations in order to provide students with an effective outreach and educational experience: (1) a brief statement that describes the purpose of the internship, (2) a brief description of intern's status within the organization, schedule and expected number of hours to be worked, (3) whether or not an hourly wage, stipend, or benefits will be available, (4) minimum qualifications required for education, work experience, or special skills, (5) a general job description that describes the intern's duties and responsibilities, including the organization structure for reporting, (6) the name, position title, and contact information for the expected on-site supervisor, and (7) a description of what the

organization expects from the intern. This information will be used by the faculty advisor in approving the internship.

#### Stipends

The School of Anthropology recognizes that students often need financial support during an Internship. We therefore allow students to receive stipends from organizations providing Internships. If students are paid in association with an Internship, academic credit will be awarded only for faculty-approved academic work as approved by the faculty advisor. Students must check with their faculty advisor before enrolling in an internship related to their paid jobs. Internship placement is not contingent upon the availability of stipends.

#### Forms:

Students completing internships must fill out University of Arizona School of Anthropology Internship Forms when enrolling in the course or at the beginning of the term include:

- Internship Application Form
- Internship Assumption of Risk and Release Form

At the conclusion of the internship, the student completes and submits the:

- Student's Internship Evaluation Form

At the conclusion of the internship, the Internship Supervisor completes and submits the

- Supervisor's Internship Evaluation Form

## Master's Thesis and Report

Your research and writing skills are verified by presenting the results of your MA research in either Report or Thesis form. 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 ways they are filed with the university. Please confer with your adviser about which option is right for you.

- (1) Master's Report (ANTH 909). MA Reports are filed with the School of Anthropology only. They are not entered into the Grad College system and are therefore not publicly findable via library search engines.
- (2) Master's Thesis (ANTH 910). MA Theses are filed with the Graduate College and made findable via university library services.
  - a. Archaeology students who wish to register as an RPA (Registered Professional Archaeologist) are strongly encouraged to file the MA Thesis.

In either case, the final paper must adhere to the [formatting guidelines](#) set by the Graduate College).

Guidelines for the MA Report/Thesis are to be set in conversation with your adviser and committee and will vary substantially based on subfield and topic. Be sure you understand expectations for length, citation style, scope, and voice. Most MA committees expect to have your final draft in-hand at least four weeks before an anticipated defense. Be sure to ask in advance about timeline expectations.

## Scheduling the MA Oral Examination (MA Defense)

Once your committee has reviewed your MA Thesis/Report and determined that it is defensible, you will work with committee members to set a time and date for your defense. If committee members do not feel the MA Thesis/Report is defensible, they will identify the revisions required before a defense can be set. MA defenses may be scheduled during summer or winter session by the

consensus of the committee. Please remember that many faculty members use summer and winter sessions as research periods and may be unwilling to schedule defenses during those times.

#### Special Enrollment Considerations

- Students must be registered for at least 1 unit of ANTH 909/910 in the semester in which the MA defense is held
- Master's students who have maintained continuous enrollment, fulfilled all other degree requirements and were enrolled in the prior semester may defend and file for the degree in the summer or winter term without registration while they complete their Thesis or Report. If students need library privileges or plan to use other University facilities or need significant faculty time during the summer or winter session, enrollment is required. Students may enroll in GRAD 922 to allow access to the Library during the summer or winter terms.

### The MA Defense

The MA defense is private; it is attended by the student and their committee members only. The oral examination must be attended by all committee members and lasts for a period not exceeding two hours.

- Based on your written work and the result of the oral examination, your committee will give your MA Thesis/Report one of the following grades: high pass (S in the 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). The committee may request revisions to the Thesis/Report before it is filed. Expectations for revision and a timeline for completion will be clearly communicated to you.
- Instructions for how to submit your MA Thesis to the Grad College can be found [here](#).

When you have completed all degree requirements The Graduate Coordinator will submit the Master's Completion Confirmation form in GradPath on your behalf.

### Continuation in the Ph.D. Program

Students who have satisfactorily completed the MA degree focused on Applied Archaeology and wish to pursue a PhD must formally apply for admission to the PhD program. A strong application will depend on the full and enthusiastic endorsement of the MA adviser and committee.

### Commencement

There is an SBS grad student commencement each year in early May. Students who complete their MA at any time during the preceding academic year may walk in the commencement ceremony. Students must register themselves for commencement (an email soliciting registrations is sent to all grad students each spring) and inform their adviser and the DGS of their intention to walk.

- If a student is nearly finished with the thesis but has not met the May UA graduation deadline, they may still "walk" in the spring commencement ceremony
- Submit the Commencement Verification form in GradPath to verify the spelling of your name for the diploma and the commencement program, and the address to which the official diploma will be mailed (see GradPath Forms Explained).