

# Michigan State University

## Department of Anthropology



### 2013-2014 Graduate Manual

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**DEPARTMENT OF ANTHROPOLOGY**  
**Graduate Program**  
**Michigan State University**

*NOTICE: There is a new requirement associated with federal and university regulations regarding **Responsible Conduct of Research**. Students will be informed of the specifics of the requirements as soon as possible. The Department Faculty will likely vote on Anthropology's plan in September 2013.*

## **1. PROGRAM OVERVIEW**

### **1.1. Introduction**

The Department offers the M.A. and Ph.D. degrees in Anthropology. Most students earn the M.A. degree while continuing their studies toward the doctorate, although it is possible to complete only the M.A. degree.

Within the field of Anthropology, graduate students are able to declare an area of concentration in cultural anthropology, physical anthropology, linguistic anthropology, or archaeology. Cultural Anthropology graduate students generally pursue interests in either Medical Anthropology, or in topics that are encompassed by the Culture, Resources, and Power group. Graduate students in physical anthropology can specialize in medical anthropology, skeletal biology, and/or forensic anthropology. Archaeology at Michigan State has traditionally been strong in historic archaeology, as well as the archaeology and ethnohistory of the Great Lakes region, but many graduate students specialize in other geographic and topical areas.

Because anthropology concerns the study of other cultures around the world, the Department maintains close ties with many other units at MSU, including area and thematic studies centers such as the Latin American and Caribbean Studies Center, the African Studies Center, the Center for Gender in Global Context (GenCen), and the Center for Advanced Studies in International Development. In addition, the research interests of the faculty have led to Department links with the School of Criminal Justice, the Department of Parks, Recreation and Tourism, the MSU Museum, and other units.

This handbook is intended to provide Anthropology graduate students and the faculty with a guide to the basic structure of the program so that they will have a working knowledge of their own obligations and responsibilities. This handbook is also sometimes used to inform prospective applicants to the Department of Anthropology about our graduate program. The general information regarding University, College, and Graduate School policy derives from, and is explained further, in *Academic Programs*. This handbook tries to present this information in the context of Department programs.

It is intended to be a guide for students and for faculty, but it is not a legally binding document, and those items that are under Departmental control can be changed by action of the Department faculty. If the Department makes major changes in the graduate program, advance notice will be provided, and returning students will be able to choose to complete their degrees under the old requirements or follow the new program.

Although the Department revises the handbook each summer and tries to keep it accurate and clearly written, typos, errors, and contradictions can creep in. If you notice any, please let the Graduate Secretary know so that they can be corrected in the next edition.

### **1.2. The Anthropology Department at MSU**

Anthropologists are committed to understanding the differences and similarities among people through time and across cultures, to communicating this knowledge, and to making their work accessible to many different publics. We study humans in relation to themselves, their past, their environment, and their biological heritage. MSU's Department of Anthropology includes faculty from the four traditional subfields of the discipline: sociocultural anthropology, linguistic anthropology, biological anthropology, and archaeology. These faculty form the basis of the Department's nationally recognized programs in Culture, Resources, and Power; Medical Anthropology; Forensic Anthropology; and Archaeology.

Anthropology as a discipline has the intellectual resources to deal comprehensively with pressing social problems. It spans the social and natural sciences and the humanities, and has numerous tools and approaches to study human problems. It is a comparative discipline. It is also self-critical and reflexive. As anthropologists, we are unique among the social sciences in our commitment to a holistic perspective and in our reliance on fieldwork as a primary means of gathering information. Our knowledge and skills contribute critical perspectives on contemporary transformations within academia and in society at large.

The Sociocultural/Linguistic group integrates approaches drawn mainly from sociocultural and linguistic anthropology in the study of issues relating to development, environment, social justice and human rights, identity formation, and the production of knowledge. These research themes reflect areas of overlap across the research programs of many faculty. Our course offerings also reflect these themes and their interrelationships.

The Medical Anthropology program provides training in the analysis of health and illness in the context of culture, social behavior, political and economic systems, and human biology. Research and training addresses a wide range of phenomena including cosmology, experiences of suffering, and the dynamics of the life cycle, analysis of medical systems, and health disparities, both in the USA and also internationally. Students are taught to apply some of the major theoretical constructs in the social sciences to the analysis of health issues.

Physical Anthropology at Michigan State University focuses primarily on human skeletal biology. Whether research involves bioarchaeology or forensic anthropology, human osteology is the basis of physical anthropology. The forensics laboratory and human identification program involve faculty and advanced graduate students in research and practice and provides opportunities for collaboration with law enforcement and other state and local agencies. Physical anthropologists at MSU work closely with law enforcement personnel, with medical anthropologists and medical scholars in MSU's medical schools, with physicians and medical examiners across the state, and with a variety of scientists at MSU who focus on other forensic issues. The bioarchaeology program at MSU also focuses on osteology and skeletal biology, and includes collaborative research and graduate training both in the USA and internationally.

Archaeologists in the Anthropology Department represent the major portion of MSU's University-wide Consortium for Archaeological Research, a group that links archaeologists and archaeological research across different disciplines. The archaeology program emphasizes research in the relationships among humans and their social and natural environment across time and space. The archaeology program is noted for research and training in historical archaeology, as well as research in hunter-gatherer societies and in the development of complex political organization. The Department's focus in Great Lakes research includes prehistoric, historic, and modern Native American cultures as well as historic period Euro-American pioneer settlements, and European-Indian interactions from the overlapping perspectives of archaeology, ethnohistory, linguistics, and cultural anthropology.

There are three emerging themes that crosscut the sub-disciplines.

1. **Anthropology and Environment** – addresses human perception of, interaction with, and modification/management of the environment, especially as these processes intersect with social inequalities. We focus on interrelationships among cultural, political, economic and natural systems.
2. **Medicine, Health and the Human Condition** - critically examines a broad array of factors affecting human health and development, and the ways that health may be challenged or maintained. It combines diverse disciplinary and theoretical orientations examining socio-economic contexts, developments in science and technology, biological responses to environmental change, and diverse beliefs and traditions, in order to better understand the conceptual, structural and practical contexts of human health.
3. **Cultural Heritage and the Politics of Representation** – engages with culture and identity as objects and sites of political contestation. We have a wide base of expertise in the inter-related area of cultural heritage preservation and management, knowledge production and identity, and the politics of cultural heritage.

### **1.3. Department Mission Statement and Goals**

As part of a land grant institution, the Department of Anthropology at Michigan State University is theoretically engaged and practice-oriented in its approaches to research and teaching. These approaches are grounded in participatory fieldwork and a comparative perspective. The faculty and graduate students together form a community of engaged, committed scholars who are dedicated to making a difference in people's lives. The strength of this department is in the linkage of theory and practice, and the conduct of research that has an influence on our understanding of the world as well as the development of public policy.

Graduate education in Anthropology at MSU is therefore directed toward development of high achievement in scholarship among the new generation of anthropologists, including a commitment to research, public engagement, and the ethical practice of anthropology.

Anthropology as a discipline highlights the value of diverse knowledge, viewpoints and perspectives, and the process of investigating and integrating knowledge from diverse sources in the production and implementation of new ideas, methods, and policy. The Department of Anthropology at MSU takes pride in the diversity of our



own community of scholars, including our graduate students and faculty, and is committed to maintaining and supporting this diversity both in our Department and in the profession. The Department also emphasizes the importance of collaborative work with the people and communities whom we study, and the need to address our research to a variety of audiences.

#### **1.4. A Very Brief Overview of the Graduate Program in Anthropology**

The graduate program in Anthropology is directed to prepare students with the knowledge and skills they need to become independent researchers and scholars, regardless of their ultimate careers or work settings. All graduate degrees in Anthropology therefore share the same basic structure, including coursework, research design, independent research that integrates data and anthropological theory, and also the communication and presentation of research results.

The first portion of any graduate program therefore focuses on providing students with an understanding of the history of the discipline, the range of contemporary perspectives in anthropological theory, a background in qualitative and quantitative research methods, and knowledge that is specific to a student's subdiscipline and research area. Departmental course requirements therefore include:

- ANP 840 Biocultural Evolution
- ANP 855 The Roots of Contemporary Anthropological Theory
- One of the methods courses listed in Appendix 2
- ANP 420 or 820 unless waived by the department and/or prior coursework (see Section 5.2.2)
- Additional subdiscipline requirements (see Appendix 5)
- Other specific coursework as required upon admission and/or by the student's advisor or guidance committee (see Section 5.2).
- New classes or workshops that may be required as a part of our Responsible Conduct of Research requirements.

Because of the greater breadth and depth of research involved in doctoral research, students in the Ph.D. program prepare for research by fulfilling several requirements, which represent intellectual steps in the process of preparing for, designing, and implementing independent research. These steps are codified in the form of Departmental requirements for the doctorate, which include:

- a) Preparation of annotated bibliographies of professional literature relevant to the student's topic and geographic area of interest
- b) Demonstrating mastery of this body of literature, and of professional standards of thinking, reasoning, and writing, in a written exam
- c) Defending one's ideas orally in a professional context (the oral defense of the exam)
- d) Designing a feasible and ethically responsible research project in a written research proposal
- e) Presenting the proposal in a public forum, and fielding questions and comments from other scholars (the oral defense of the proposal)
- f) Performing fieldwork independently, including data collection, organization, and analysis
- g) Writing up the results of one's research in the format of a dissertation that represents an original theoretical or methodological contribution to the field of Anthropology
- h) Presenting the dissertation results to a public audience, and being prepared to discuss and defend one's ideas, methodology, approach, sampling, research strategy, and other aspects of the research in a professional context (the dissertation defense).
- i) Completion of all appropriate Responsible Conduct of Research (RCR) requirements.

#### **1.5 A Note Regarding This Handbook**

Use of "Department" or "Departmental" generally refers to the Department of Anthropology.

"Regular faculty" means tenure track or tenured faculty appointed within the Department. It should be noted that other faculty may serve in "regular faculty" capacities on guidance committees if they have been explicitly approved by the Graduate School to do so. (see Section 6.2.1. for details).

Changes in Departmental policy reflected herein regarding any component of the degree program must be adhered to by incoming students. Students who entered the program prior to the current year have the right to choose to comply with the new policy or alternatively, complete the requirement following the policy that was in force when they were admitted. Students need to consult with their Guidance Committee Chair regarding these kinds of choices. In some cases, changes in policy will apply to all students.

This handbook is a guide to University, College, Graduate School, and Department rules and policy. In particular, the intent of this handbook is to help students and faculty understand how these rules and policies fit together to form the graduate program in Anthropology. This is not a legal document, however, and policies and rules described here ultimately derive from the University publication *Academic Programs*. If a problem arises, these resources are a good place to start looking for answers:

Academic Programs presents the general University and Graduate School regulations

<http://www.reg.msu.edu/AcademicPrograms/>

Graduate Students Rights and Responsibilities states rules specific to the Graduate School

<http://grad.msu.edu/gsrr/>

MSU/Graduate Employees Union Contract (GEU) addresses those issues affecting graduate student employees (General Assistants, Research Assistants, Teaching Assistants)

<http://geuatmsu.org/>

Guidelines for Graduate Student Advising and Mentoring Relationships

<http://grad.msu.edu/publications/docs/studentadvising.pdf>

Guidelines for Integrity in Research and Creative Activities

<http://grad.msu.edu/publications/docs/integrityresearch.pdf>

Both of the “Guidelines” documents are included here among the appendices.

As of 2012, many forms will be electronic. The form remains largely the same, but includes prompts for electronic signoffs by the appropriate individuals. The form is now included in a program called the GradPlan. In 2013-14, “GradPlan” will become the official website for all doctoral student program planning, guidance committee reports and changes, comprehensive and final defense reports, submission of the dissertation to the Graduate School, and the final University degree certification. It provides electronic circulation for checking/approvals and generates automatic emails when needed. GradPlan is now open for use: <https://login.msu.edu/?App=J3205> Please note that you will NOT be able to use GradPlan until you are officially listed as a PhD student.

The GradPlan process requires doctoral students to complete a preliminary program plan to be checked by the graduate secretary. The plan will then be sent electronically to committee members for approval. All of the pertinent academic information about the doctoral student will be stored in GradPlan (date of comprehensives, completion of RCR program, title of dissertation, etc). This essentially becomes an electronic academic record for doctoral students. Finally, instead of the former paper degree and certification form being sent around campus, the GradPlan web site will be used to complete the steps for graduation, making it easy for the student and the faculty/program to monitor the final steps, including turning in the dissertation to the Graduate School.

Regardless of this change, the basic process by which you begin to complete the form – i.e., meet with your entire committee and discuss – remains the same.

It is important to realize that not all courses that the student has taken at MSU will always appear on the “Report of the Guidance Committee”—that document includes only those courses that will apply toward a degree program. For example, many Anthropology students take language courses that will not officially count toward their degree. Similarly, a 300-level course taken to prepare for a more advanced technical course will not appear on this form. This does not mean that these courses are not required or that they are unimportant, just that they don’t count for this purpose.

The comprehensive bibliographies and proposals are the intellectual property of the student who compiles them, and the department does not distribute them. If a student desires access to previous bibliographies, the student should, in consultation with his or her guidance committee, make arrangements with the author of the bibliographies for permission to examine them.

The Department tries to keep this handbook current, and we revise it each year, but we do make mistakes. Please report any problems or inconsistencies to the Graduate Secretary, so we can fix them for the next version. We rely on you to help spot these problems.

## 2. ADMISSION TO THE GRADUATE PROGRAM (Regular M.A./Ph.D.)

### 2.1. Overview

The main aim of the graduate program in Anthropology is to prepare students to work as professional anthropologists. To pursue this goal, most graduate students are working towards the Ph.D. degree. Normally, students are admitted to the Department's graduate program as a Master's degree student, and are evaluated for admission to the doctoral program during their second year. Occasionally a student who seeks a terminal master's degree is also considered for admission, but the program is really designed for doctoral students.

### 2.2. Undergraduate Preparation

Students applying for admission to the graduate program in Anthropology should have a **minimum** 3.0 grade point average in their last two years of undergraduate work (the mean GPA of each entering graduate student cohort is significantly higher). Although all applicants will be considered regardless of their previous fields of academic training, students will usually have earned at least 12 undergraduate credits in anthropology before entering the program, including an undergraduate course equivalent to Language and Culture (ANP 420), and an undergraduate course in human evolution equivalent to Biocultural Evolution (ANP 202).

In the absence of the recommended course credits and/or coursework, applicants should demonstrate in their application that they have a suitable background to succeed in the program. At departmental discretion, applicants, if accepted into the program, may be required to complete additional coursework as necessary, which will be described in their letter of acceptance.

If an incoming student has not had undergraduate preparation in linguistic anthropology that is comparable to ANP 420, the student must take either ANP 420 (Language and Culture) or ANP 820 (Language and Cultural Meaning) as part of their graduate degree program.

### 2.3. How to Apply to the Department

#### 2.3.1. Application Form and Transcripts

Please apply electronically through the Graduate School website at <http://grad.msu.edu/apply/>. Application is now ONLY electronic. The application fee is also payable on-line. The application includes information about applying for financial aid. Prospective students in Anthropology should also include all other supporting materials in their online application. If something must be sent as hard copy, please send it directly to the Department of Anthropology, 655 Auditorium Road room 355, Michigan State University, East Lansing, MI 48824.

Michigan State University now permits concurrent applications for admission to two graduate programs, each with a separate application fee. This option will be available for applications for Fall 2014 admissions. An applicant's application form, and all supporting documents, must be received by the Department by **December 1st**. We review graduate applications ONLY once each year.

*The Graduate Record Examination (GRE) is required for admission.*

#### 2.3.2. Additional Documents Needed

The following additional documents are required by the Department and should be sent via the electronic admissions portal:

- a. Official transcripts of all undergraduate and graduate study.
- b. Official GRE scores. The student must ensure that his/her official report of GRE scores are sent to Michigan State University. Use the following codes to order scores: University code: 1465. Department code: 1701~ Anthropology and 1702 ~Archaeology. Once the applicant has applied to the program, the Graduate Secretary will be able to retrieve their GRE scores. The GRE must have been taken within the five years prior to application for graduate study.
- c. **Three letters of recommendation** from persons of high credibility who are in a position to judge the applicant's academic ability and accomplishments. We recommend that at least one of these letters is from a professional or academic anthropologist. Forms waiving the right to see the letter of recommendation are required.

- d. One or two **writing samples**, for example: undergraduate or graduate research papers, published paper or electronic copy of presented conference poster.
- e. **Completing the Personal Statement**  
This essay is part of the online application for Graduate Admissions at MSU. The Department of Anthropology will retrieve your online application from the Graduate School, so there is NO need to send a hard copy. The personal statement focuses on your ability and preparation to do graduate level scholarly work, as well as personal and professional experiences that may have led to your interest in  
  
anthropology. Therefore, in this essay you should emphasize your **academic and personal preparation for graduate study**, including undergraduate coursework and professional experiences, awards, and undergraduate research experience. Other relevant information might include volunteer experiences, experiences in living or working abroad, competency in a foreign language.
- f. **Writing about your Academic Statement for graduate study**  
IN ADDITION to the above essay, Graduate Admissions and the Department require a separate essay (1-2 pp, double-spaced), called your **academic statement**. This is a forward-looking statement that should focus on why you are interested in graduate study in anthropology, and your interest in pursuing graduate education here. Some questions to consider follow. What makes you think that MSU would be a good fit for your graduate education? What topics and geographic areas are you particularly interested in? Do you have any ideas about which what faculty members you might want to work with? What do you anticipate doing after graduate school? How do you anticipate that your graduate studies in anthropology at MSU will prepare you for your career?
- g. A **curriculum vitae**, outlining your professional training and accomplishments. The Department appreciates that incoming students with extensive experience or prior graduate education will have a lengthier vita than students who are apply for graduate school directly after obtaining the bachelor's degree. Although the format of vitae can vary, the following topics are usually included (as appropriate):
  - \* Your name, email address, contact information
  - \* Education (list of institutions, your major field of study, graduation dates)
  - \* Honors and awards (honorary society memberships, graduation honors)
  - \* Fellowships and grants received (for example: for undergraduate or graduate study, for travel)
  - \* Research interests (for example: geographic area of interest, possible general topics of interest)
  - \* Relevant experience (for example: intensive travel, field work, research experience, relevant professional experience, relevant volunteer experience)
  - \* Publications (or unpublished manuscripts, including the title of your bachelor's thesis, or master's thesis, as appropriate; fieldwork reports, research reports, papers or posters presented to a professional audience or at a public event)

### 2.3.3. Application Deadline

Graduate students are normally admitted for the Fall semester only. All necessary materials must arrive at the Department by **December 1st**. This deadline applies to all students - even to students who are not requesting financial aid. The Department's Admissions Committee finalizes decisions on admissions and most of the year's financial aid no later than mid-April.

### 2.3.4. Admissions Criteria

The Graduate Admissions Committee considers not only the student's past preparation and performance, but also his or her interests and needs and whether or not these can best be accommodated by the graduate program of this department. No student is admitted unless at least one regular MSU faculty member has agreed to work with that student.

MSU will now require an additional step to verify transcripts for applications for admission from students from China. The following language will be added to Academic Programs:

APPLICANTS FROM CHINESE UNIVERSITIES: Please arrange for a verification report of your university academic records with the **China Academic Degree and Graduate Education**

**Development Center (CDGDC).** The report must be mailed directly to the department to which you are applying by the CDGDC, rather than by you or any third party:

**China Academic Degree and Graduate Education Development Center**

Verification Division

B-17, Tongfang Scientific Plaza

No.1 Wangzhuang Road, Haidian District, Beijing, 100083, P.R.China

Tel: +86-10-82379480

Fax: +86-10-82378718 (24 hours)

Email: [cqv@cdgdc.edu.cn](mailto:cqv@cdgdc.edu.cn)

Website: [www.chinadegrees.cn](http://www.chinadegrees.cn)

### **2.3.5. Credit For Prior Work at MSU**

Some students may have earned graduate-level credits in Anthropology as an undergraduate or as a non-degree student before they were admitted to the graduate program. A student admitted under the Graduate Lifelong Education program may petition the Department to apply up to nine credits to a graduate degree. Such students, however, may not enroll in ANP 840 or 855 under the Lifelong Education Program. Courses earned under the Undergraduate Lifelong Education status may not be applied to a graduate degree program.

To petition for credit transfer, the student should submit the following documents to the Graduate Secretary

1. Cover letter requesting the transfer of specific credits into the graduate degree program
2. A transcript recording the grade received in the course(s),
3. A copy of each course syllabus,
4. An endorsement by their First Year Advisor or Graduate Committee Chair.

These documents are then forwarded to the Graduate Curriculum and Programs Committee for review; this committee makes the final decision on credit transfer.

### **2.4. Financial Aid For Entering Graduate Students**

Funding for Teaching Assistantships and Graduate Office Fellowships may be available for exceptional entering graduate students. However, the availability and allocation of awards is also influenced by the financial resources of the Department and other available funding.

Students are encouraged to apply for financial support outside the Department. Other sources of financial aid include the Title VI-supported Foreign Language and Area Studies Fellowships (FLAS). These fellowships are available through the African Studies Center, the Caribbean and Latin American Studies Center, and the Center for Gender in a Global Context in International Studies and Programs. Check with International Studies and Programs to determine which area studies center has FLAS funding available. Note that FLAS awards are also competitive and are for foreign language study.

Information on other forms of financial aid available through the University for continuing Michigan State University students may be obtained from the Office of Financial Aid, 252 Student Services Building or by calling (517) 353-5940 <http://www.finaid.msu.edu/sships.asp>.

The Office of Admissions and Scholarships is an additional source of money intended for the recruitment of new graduate students. [http://admissions.msu.edu/finances/scholarships\\_searchServices.asp](http://admissions.msu.edu/finances/scholarships_searchServices.asp)

Receipt of externally funded fellowships by students who have written and received their own grant worth at least \$20,000 (direct costs), makes the students eligible for the in-state tuition rate. (See section 12.7. for more information).

### **2.5. Admission to Interdepartmental Graduate Specializations**

Students who are accepted in the graduate program in Anthropology may also apply for admission to one of several affiliated interdepartmental graduate specialization programs. Students in these graduate specializations can also elect Anthropology as their cognate field. These interdepartmental specializations are listed below:

#### **2.5.1. African Studies**

<http://africa.msu.edu/gradprog.htm>

#### **2.5.2. Ecology, Evolutionary Biology & Behavior**

<https://www.msu.edu/~eebb/graduate.html>

#### **2.5.3. Environmental Science and Policy Program**

<http://www.espp.msu.edu/index.php>

#### 2.5.4. Forensic Sciences

This interdisciplinary program offers a Master's of Science (M.S.) degree, and includes a specialization in Forensic Anthropology

<http://www.forensic.msu.edu/>

#### 2.5.5. Gender, Justice, and Environmental Change

<http://www.gjec.msu.edu/>

#### 2.5.6. Latin American and Caribbean Studies

<http://isp.msu.edu/units/clacs.htm>

#### 2.5.7. Infant Studies

<https://www.msu.edu/user/sswmsw/igsiec.html>

#### 2.5.8. International Development and Sustainability

<http://www.casid.msu.edu/>

#### 2.5.9. Center for Gender in Global Context

<http://gencen.isp.msu.edu/>

### 3. WHO'S WHO AND WHAT THEY DO: FACULTY AND SUPPORT STAFF

Graduate education and research take place within a community of scholars where constructive relationships among faculty, among graduate students, and between students and their mentors and advisors are essential not only for academic excellence but also for maintaining the highest standards of research scholarship, ethics, and professional integrity. The Department of Anthropology forms the community of scholars responsible for cultivating a stimulating intellectual environment and for the mentoring of new scholars.

These goals are attained through the actions of specific individuals such as advisors, course teachers, and mentors, and through the organization of selected individual faculty to serve in formal mentoring and advising roles. In addition, several standing Committees in the Department share responsibility for the quality of scholarship and graduate education. Contact information for chairs of these committees and individuals in other departmental roles listed below can be obtained by contacting the Graduate Program Secretary.

#### 3.1. Individuals

##### 3.1.1. The First Year Advisor

Each incoming graduate student is assigned a temporary advisor based on the faculty's evaluation of the incoming student's research interests. The temporary advisor will help students initiate their academic programs and will provide similar assistance until the student selects a Chair for the Guidance Committee. The temporary advisor can be selected as Chair by the student, but need not be.

##### 3.1.2. The Guidance Committee Chair

After the student has had some time in residence to get to know the faculty, the student selects a faculty member to be the Guidance Committee Chair. Ideally, the student's Chair is someone with whom the student can establish a mentoring, as well as an advising, relationship. A mentor not only guides the student through the degree program, he/she also can contribute to the student's intellectual, professional, and personal growth. Here is one summary of a mentor's many roles in a student's professional life:

“Mentors are **advisors**, people with career experience willing to share their knowledge;

**Supporters**, people who give emotional and moral encouragement;

**Tutors**, people who give specific feedback on one's performance;

**Masters**, in the sense of employers to whom one is apprenticed;

**Sponsors**, sources of information about and aid in obtaining opportunities;

**Models of identity**, the kind of person one should be to be an academic.”

(Morris Zelditch, cited in *Adviser, Teacher, Role Model, Friend: On Being a Mentor to Students in Science and Engineering*. (1997)) National Academies Press, Washington D.C. You can access the book to read it online at

<http://books.nap.edu/openbook/0309063639/html/index.html>

Because mentoring is a personal as well as a professional relationship, a single person may not be able to fill all these roles. All students benefit from establishing a mentoring relationship with a number of faculty members of diverse talents, ages, and personalities. In general, however, when selecting a Guidance Committee Chair, the student should consider discussing these issues with their proposed Guidance Committee Chair:

- \* Does this faculty member's research interests and/or geographic area of interest at least partially overlap with mine? Can he/she be of help to me in guiding my research? In helping me arrange my fieldwork? In helping me develop a professional network?
- \* Is this faculty member someone with whom I can work? A good mentoring relationship is characterized by mutual respect, trust, understanding, and empathy. Will this kind of relationship be possible with this faculty member?
- \* Is this faculty member already over-burdened with students and other responsibilities? What kind of mentoring do I expect from my Chair?
- \* What kind of mentoring is realistic to expect from this faculty member? What other faculty members at MSU or elsewhere could I rely on for other aspects of mentoring?

The specific responsibilities of the Guidance Committee Chair include:

- \* Advising students on preparing for and selection of a thesis or dissertation topic with realistic prospects for success within an appropriate time frame
- \* Providing training and oversight regarding the conduct of research, theoretical and technical aspects of the student's research, and professional integrity.
- \* Providing regular feedback on student progress, including constructive criticism if the student's progress does not meet expectations
- \* Helping students develop into successful professionals and colleagues. In this respect, a student's graduate school mentors can continue to be an important resource well into the student's professional career.

### **3.1.3. The Graduate Program Secretary**

The Department's Secretary for Graduate Programs keeps graduate student records and can answer procedural questions. Students may access all except the confidential sections of their files. Students should check periodically with the graduate secretary to make sure their files are current.

Students are responsible for informing the Graduate Secretary of any changes in the composition of their Guidance Committee. Students must work with the Graduate Secretary to obtain the proper forms and to make sure that they are up to date. Students should also make sure that the Graduate Secretary has a copy of any required research-related documents in the student's file: documents such as a copy of the student's research bibliography, the research proposal (for master's thesis or dissertation research), any grant proposals, any research approvals or permits, and also a copy of the completed thesis or dissertation.

Don't forget to inform the Graduate Secretary if your local address and /or phone number change!

The Graduate Secretary also assists students in completing the proper paperwork for changes in student status (for example, advancement to Ph.D. candidacy) and in filing for degrees. The Graduate Secretary insures that university and departmental forms are filled out correctly and is a valuable resource for students.

*The Current Graduate Secretary is Rita Jahshan – e-mail: [jahshanr@msu.edu](mailto:jahshanr@msu.edu) or phone: 517-432-1445.*

### **3.1.4. The Department Office Supervisor**

The Department's Office Supervisor is an important resource regarding financial requirements and procedures used by the Department, College and the University. This information is particularly relevant to graduate students who are writing grants and fellowship applications, or who are employed in the Department. The Department Office Supervisor also hires student staff for office and other work as the need arises. A preference is given to those students with work-study funding. The current office supervisor is Annette Werner.

### **3.1.5. The Department Chair**

The Chair is responsible for both fiscal and academic standards as well as program integrity and is thus ultimately responsible for Department programs, including the graduate program. The Chair works to bring the Department together and acts as a liaison between the College and the Department. The Chair also serves ex-officio on all graduate student committees and approves the composition of all Guidance Committees.



### **3.1.6. The Department Assistant to the Chair**

As Assistant to the Chair, this person assumes the responsibilities of the Chair in the Chair's absence and manages course scheduling for the Department.

### **3.1.7. The Department Graduate Program Director**

The role of Graduate Program Director is to facilitate communication about rules, procedures, financial support, and other issues between the graduate students, department, college, and university. This person is a resource for information regarding how University and Graduate School policy impacts the Anthropology graduate program in general.

### **3.1.8. The Department Ombudsman**

The Department's Ombudsman acts as a liaison or mediator for students if they need advice or help in resolving a problem within the department, and can identify where to find more information. Although the graduate student's first stop should be with their advisor or Chair of their Guidance Committee, students may consult the Department Ombudsman to help resolve problems before they get to the point of requiring attention outside the department. (See Section 11.5.) The Department Ombudsman changes; see the Department Chair for the name of the current person.

### **3.1.9. The Graduate Student**

The graduate student's responsibilities include:

- \* Learning and adhering to University and academic unit rules, procedures and policies, including those outlined in this Graduate Handbook, in Academic Programs, Graduate Student Rights and Responsibilities, and Academic Freedom for Students at MSU. These publications are available in hard copy or on the Department and Graduate School web sites.
- \* Meeting University and Department requirements for degree completion in a timely manner
- \* Forming a Guidance Committee that meets University and Department requirements, and keeping the members of the Guidance Committee informed regarding their academic activities and research progress.
- \* Following disciplinary and scholarly codes of ethics in course work, research, and professional activities.
- \* Following high ethical standards in accordance with University and federal guidelines in collecting and maintaining data, including seeking regulatory approval for research before any research project begins
- \* Exhibiting the highest standards of professionalism in teaching, research, and scholarship
- \* Providing the Department with copies of research-related documents (such as permits, approvals, grant proposals, research proposals) as well as the final and approved versions of the student's bibliography, thesis or dissertation proposal, and thesis or dissertation.
- \* The student must also give the Department a hard-bound copy of the thesis or dissertation.

## **3.2. Committees Relevant to the Graduate Program**

### **3.2.1. The Graduate Student's Guidance Committee**

During the first two years of graduate study, students select a Guidance Committee of faculty members to assist them in course selection and research. The members of a student's Guidance Committee are approved by the Department Chair, who also has the right to add one additional member to the Guidance Committee.

The Guidance Committee must approve each step in the degree program, including (for example) the student's plan of coursework ("Report of the Guidance Committee"), the thesis or dissertation proposal, the Comprehensive Examination, and the written thesis/dissertation. The Guidance Committee also conducts the oral defense of the student's Comprehensive Examination, research proposal, and thesis/dissertation. The Guidance Committee Chair should take minutes of all meetings involving the full committee; copies of these minutes are sent to each member, the student and the student's file.

*Students are required to meet with their entire Guidance Committee at least once each year, and we recommend once each semester, if possible.*



Responsibilities of the Guidance Committee include:

- \* Advising students on course work, research, or other professional activities
- \* Meeting with the student at least once annually to provide feedback on student progress toward the degree
- \* Administering examinations and evaluations in a fair and professional matter
- \* Reviewing the thesis or dissertation in a timely, constructive, and critical manner

Specifically, the signature of the members of the Guidance Committee is required to show that the student has successfully completed each step in the degree program. The first year advisor helps these students fill out the First Year Plan of Study. Once the student has a Committee, they are responsible for:

- a. Conducting the Plan B final evaluation, if appropriate; OR supervise the MA thesis proposal and its defense if the student is directed to earn the Plan A master's degree. The Guidance Committee and student will fill out the forms marking these steps in the program.
- b. Filling out the Worksheet for the "Report of the Guidance Committee" (a University document) for doctoral students; and making sure appropriate signatures are done.
- c. Approving the student's comprehensive bibliography and scheduling the comprehensive exam. The student initiates the paperwork required to sit for the written exam, and the members of the Guidance Committee approve the request. The members of the Guidance Committee also compose and evaluate the student's written comprehensive exam, and meet with the student for the defense of the written exam. Note that the Graduate Curriculum & Programs Committee must approve all comprehensive bibliographies before comprehensive exams can be scheduled. (see 3.2.2)
- d. Scheduling a proposal defense. The Guidance Committee must read, evaluate, and approve master's thesis proposals and dissertation proposals, and must approve the student's request to schedule a proposal defense.
- e. Scheduling a date to defend the thesis or dissertation. The Guidance Committee must sign that they approve the student's request to schedule a defense of a thesis or dissertation
- f. Making any needed corrections of the thesis or dissertation. At the time of the defense, the Guidance Committee instructs the student regarding any needed revisions. The signatures of the Guidance Committee members signify their approval of the final version of the thesis or dissertation.

### **3.2.2. The Graduate Curriculum and Programs Committee.**

This committee is the faculty oversight committee responsible for hearing petitions, prioritizing students for financial aid, and for assuring equity among student programs. One graduate student serves as the graduate student representative to this committee. Any student may bring a matter before the Graduate Curriculum and Programs Committee by notifying the graduate student representative to the Committee or the Graduate Curriculum and Programs Committee Chairperson.

The Graduate Curriculum and Programs Committee is particularly relevant during the annual reviews of graduate student progress (usually in early February), when the Committee utilizes the information provided by the faculty instructors, supervisors, and advisors, together with the information provided by the student, to evaluate student progress in the program and to recommend students for financial aid.

In addition, the signature of the Graduate Curriculum and Programs Committee must be obtained to signify that this Committee approves student advancement at the following steps in the graduate program:

- a. Submission of the comprehensive bibliography and scheduling the written part of the comprehensive exam. The student's Guidance Committee approves the student's bibliography and request to sit for the comprehensive exam. The Graduate Curriculum and Programs Committee members verify that the bibliographies adhere to common Departmental standards.
- b. Verification that the student has completed all necessary paperwork in order to schedule a proposal defense

### **3.2.3. GSA (Graduate Students in Anthropology)**

All graduate students in the Department are members of this organization. The GSA is governed by members elected by other graduate students, and sends an elected representative to all faculty committees that include a student representative.

### **3.2.4. GEU (Graduate Employees Union)**

Graduate teaching assistants at MSU are covered by the GEU contract. The text of the contract can be downloaded from the university web site at: <http://geuatmsu.org/>

## **4. GRADUATE PROGRAM SUMMARY**

### **4.1. Summary of the Program Requirements in Anthropology**

- \* Remember that if the student did not have linguistic anthropology as an undergraduate, she/he must then take either ANP 420 or ANP 820.
- \* Remember that if the student lacks undergraduate preparation in human evolution, s/he must consult with the advisor regarding suitable preparation before taking ANP 840.

### **Requirements for the Master of Arts Degree for Students who are Enrolled in the Master of Arts Degree Program with a Major in Anthropology**

All incoming graduate students will enroll in the Master of Arts degree program in Anthropology. At the time of the second year program review, students will be directed by the Faculty to earn either a Plan A (with thesis) master's degree, or a Plan B master's degree, without thesis. As appropriate, the student will be evaluated for admission to the doctoral program at this time.

#### **Plan A Master's Degree**

1. A minimum of 30 credits of graduate coursework, including ANP 840 and ANP 855, the departments' linguistics requirement and a methods course appropriate for the student's subdiscipline, approved by the student's Guidance Committee. Fifteen of the 30 credits must be earned in Anthropology; 16 must be earned in courses numbered 800 and above. Additional coursework maybe required beyond 30 credits by the student's guidance committee. The Department requires a grade of no less than 3.0 in all ANP courses.
2. The Plan A degree requires the student to write an approved thesis proposal, and write and defend a master's thesis. The student will register for at least 4 credits (and no more than 8 credits) of M.A. thesis research (ANP 899). If needed, the student must receive Human Research Protection Program (HRPP) training for research and file a research proposal and plan of study that meets the requirements of the Social Science Institutional Review Board (SIRB) before beginning research.

#### **Plan B Master's Degree**

1. A minimum of 30 credits of graduate coursework, including ANP 840 and ANP 855, the departments' linguistics requirement and a methods course appropriate for the student's subdiscipline and approved by the student's Guidance Committee. Fifteen of the 30 credits must be earned in Anthropology; 16 must be earned in courses numbered 800 and above. Additional coursework beyond 30 credits may be required by the student's guidance committee. The Department requires a grade of no less than 3.0 in all ANP courses.
2. A final evaluation with a Guidance Committee of at least three faculty, at least two of which should be from the Department of Anthropology.

### **Doctor of Philosophy**

All incoming graduate students enter as master's degree students, and are evaluated by the Faculty at the time of the student's second year program review. Students who are advanced to the doctoral program will fulfill the following program requirements for the PhD degree:

1. Completion of ANP 840 and 855 and an approved methods course, unless these courses were taken as part of the MA program.
2. Completion of any additional courses as required by the student's Guidance Committee.
3. Successful completion of the comprehensive examination.
4. Successful completion and defense of a dissertation proposal and dissertation, including 24 credits of ANP 999.

## **4.2. Summary Timeline of Student Progress**

### **First year students**

1. During or before the Department orientation, all incoming students will meet with their temporary advisor and complete a “Preliminary Plan of Study” with their temporary advisor
2. All students should begin thinking about faculty members who would be appropriate for their Guidance Committee.
3. All students take Human Research Protection Program (IRB) training, as well as the Responsible Conduct for Research training.
5. By January, all first-year students submit materials for the mid-year “progress review.”
6. If students are planning to do research that requires IRB decisions during the summer between their first and second years, they must obtain IRB approval during the first year. Students must have IRB approval before they begin their research.

### **Second year students**

1. All students are evaluated in the February “program review”. At this point the Faculty will direct the student to a Plan A or a Plan B master’s degree.
2. Plan A master’s students will finish their course work and write a research proposal for the Plan A master’s thesis (the master’s thesis proposal is not publicly defended). Students who are writing a Plan A master’s thesis must have their proposal written and obtain IRB approval for their research (if necessary) by the end of Spring semester of the second year. Plan A master’s students will meet with their Guidance Committee in the spring to evaluate their progress.
3. Plan B master’s students will finish their coursework and have a final evaluation. The necessary procedures and evaluation will be specified by their Guidance Committee. This evaluation should take place in the Spring- only three members are necessary for the committee.
4. By the end of the second year, all students must have a Guidance Committee.

### **Third year students**

1. Students who are writing a Plan A master’s thesis will be finishing their research during the summer between their second and third years. In their third year, they will finish the thesis and present it for a public defense.
2. Plan B master’s students are expected to be finished with their coursework and other requirements by the end of their second year.

### **Students who have been admitted to the doctoral program.**

1. Complete the “Report of the Guidance Committee” showing all the courses that they will take, and finish their coursework. This should be completed with the Guidance Committee and approved by them.
2. Select a fourth member for the doctoral guidance committee and fill out the Members of the Guidance Committee form.
3. Complete their Comprehensive Exam Bibliographies. The bibliography must be approved by the student’s Guidance Committee and by the Graduate Program and Curriculum committee.
4. Obtain IRB approval for their dissertation research (if required).
5. Complete the Comprehensive Exam, which includes two parts:
  - a. Passing the written exam and the oral defense;
  - b. Writing a dissertation proposal that is approved by the Guidance Committee, and is publicly presented.

## **5. THE FIRST YEAR OF GRADUATE STUDY IN ANTHROPOLOGY**

### **5.1. Overview of the Student's First Year**

During the first year orientation in August, each student will meet with the assigned First Year Advisor to select appropriate courses and begin to identify possible committee members for the master's degree. The student and Advisor fill out the First Year Plan of Study.

During the first year of graduate study, the student should make a point of meeting and talking with all faculty whose work is related to the student's interests. It is expected and normal for students to initiate contact with relevant faculty members—during office hours, by email, by appointment, or casually at social events, brown bag lectures, or hallway conversations. Students are expected to attend Department brown bag lectures and other Department events so that faculty, graduate students, and the new students have the opportunity to get to know one another. The Department realizes that no one can attend everything, but each student should make sure that at least some faculty in the department know who they are and what they are interested in.

### **5.2. Coursework**

#### **5.2.1. Required Courses Typically Completed During the First Year**

All incoming students will meet with their assigned temporary advisor during graduate student orientation or earlier. The First Year Plan of Study lays out a time frame for the completion of course requirements that are commonly taken by all graduate students in a particular subfield.

All graduate students are required to take Roots of Contemporary Anthropological Theory (ANP 855) and Biocultural Evolution (ANP 840); this is usually done during the first year. The normal course load for full-time graduate students is 9 credits (usually three courses) per semester. Note, however, that TAs and RAs are only required to 6 credits per semester. Students will also have to complete requirements for the Responsible Conduct of Research (specifics to be provided by the end of September 2013).

#### **5.2.2. Other Courses**

Beyond the required courses, the student's first year of graduate study will be determined in consultation with his/her temporary advisor. During the first year, students should enroll for courses that meet their special interests and that will give them a solid background in the discipline, acquaint them with a number of different faculty, and allow them to satisfy some of the formal requirements for the degrees.

Students who did not have undergraduate preparation in linguistic anthropology will need to take either ANP 420 (Language and Culture) or ANP 820 (Language and Cultural Meaning), unless they obtain a waiver from the Department. Students who have taken a comparable class at another university can petition for a waiver by submitting the following documents to the Graduate Secretary:

- 1) Cover letter requesting a waiver of the linguistic anthropology requirement
- 2) Transcript recording the grade received in the course,
- 3) Copy of the course syllabus,
- 4) Endorsement by their First Year Advisor or Graduate Committee Chair.

These documents are then forwarded to the Graduate Curriculum and Programs Committee for review.

Students who did not have undergraduate preparation in physical anthropology will need to consult with their advisor regarding preparatory work for ANP 840. Options might include sitting in on ANP 202, being a TA for ANP 202, or taking a one-credit reading course.

Students requiring a foreign language for dissertation research should, if possible, begin such study in the first year of graduate work.

### **5.2.3. Transfer Credits**

Up to a combined total of 9 credits of graduate coursework at other institutions, courses enrolled with Lifelong Education status, or at the Graduate Certificate level can be transferred, if approved by the Graduate Curriculum and Programs Committee and by the student's Guidance Committee.

### **5.2.4. Ungraded Classes**

Graduate students may not take Anthropology courses on the credit/no-credit basis. Anthropology courses must be taken for credit for a numerical grade, or on the "Visitor" basis with the approval of the student's Guidance Committee Chair and the course instructor. No credits are accumulated for courses taken as a "Visitor" even though the courses do appear on the student's transcript. Students may take courses outside the Department as "Visitor" or CR/NC with the approval of the advisor and the department offering the course.

### **5.2.5. Independent Study Classes**

Normally, during the first and second year of graduate study, a student should take a minimal number of independent study courses. The student must file an application for Independent Study, which requires permission of the course instructor, the student's advisor or Guidance Committee Chair, and the Department Chairperson.

**First year students in the Department are NOT eligible to participate in the CIC Traveling Scholars Program** (see Chapter 15.5.6).

## **5.3. Annual Reviews**

### **5.3.1. Procedure**

The progress of each graduate student in the graduate program is reviewed each January by the faculty as a whole. A distinction is made between the first "Progress Review," which is made after the student's first semester in residence, and a "Program Evaluation," which normally takes place in the second year and beyond.

### **5.3.2. Documents Needed For the First Year Review**

Toward the end of the Fall Semester, the Department's Graduate Curriculum and Programs Committee will collect the following materials for each first-year student

- a. Grades for each course taken while a graduate student at Michigan State University.
- b. An "Instructor's Student Evaluation form," which is completed by the instructors of all first-year graduate students in Anthropology courses (400-level and above). Students will receive a copy of each completed evaluation form.
- c. The student's Guidance Committee Chair or temporary advisor will complete a form regarding the student's progress and plans. This form is submitted to the Graduate Curriculum and Programs Committee for review, and will also be provided to the student.
- d. "Graduate Student Teaching Assistant Evaluation Form" (or Graduate Assistant Evaluation Form) for those students who have held a TA or GA during the first two years of graduate work. This form is completed by instructors and research assistant supervisors). Each graduate student TA or GA receives a copy of the form. Graduate student teaching assistants are covered under by the GEU contract (posted on the Graduate School web site).

### **5.3.3. Evaluation**

These materials are reviewed by the Graduate Program and Curriculum Committee, which makes recommendations to the full faculty for action. Based upon the documents mentioned above as well as other pertinent data, the full faculty reviews the academic progress of each student. The result of this review is reported to the student in writing. If there are serious questions about the student's ability to make satisfactory progress in the program, the student will be informed at this time.

#### **5.3.4. Evaluation follow-up.**

After each annual evaluation, students should meet with their Graduate Committee Chair to review the results of the evaluation, and to discuss, if necessary, any aspect of the evaluation that needs to be addressed by the student during the next year.

Graduate students who wish to appeal any part of the evaluation should do so in writing to the Department Chair, and this appeal will be included with the evaluation in the graduate student's file. The graduate student, or the Guidance Committee Chair, may also call a meeting of the entire Graduate Committee to review the faculty evaluation, if desired.

Graduate students should be aware that they are required to comply with any specific action or requirement that is presented in the evaluation letter from the Department Chair, within the time span specified in this document. **Failure to respond or take action within the specified time frame is grounds for dismissal from the program.**

## **6. THE SECOND YEAR OF GRADUATE STUDY**

### **6.1. Overview of the Second Year**

Coursework during the second year of graduate study focuses on meeting the methods requirements and gaining a deeper background in the student's chosen area of specialization. Students should try to attend local, regional, or national meetings to hear presentations in their areas of interests. They should try to obtain research experience during the summer and present their own research results in a public forum, such as at a Departmental brown bag lunch, or at a professional meeting.

### **6.2. The Master's Guidance Committee**

The student's Guidance Committee members help the student develop a program of study, provide advice in academic matters, and supervises the student's progress through the degree program. The student will form their Guidance Committee during the first two years of graduate study.

#### **6.2.1. Who Serves on the Guidance Committee?**

The requirements are slightly different for Masters and Doctoral Guidance Committees; most students in their second year of study are completing master's degrees.

Masters committees include three regular MSU faculty members or other faculty members explicitly approved by the Graduate School to serve on graduate guidance committees. A minimum of two members must be from the Department of Anthropology. Those two members must be [regular] "tenure-stream" or "approved" faculty of the Department of Anthropology.

The third member maybe be regular or an adjunct appointment in ANP, or a faculty member from a different MSU unit, as long as the professor is a regular faculty member of another MSU department .

See Appendix 6 for the appointment of others to a Guidance Committee. (The following is Appendix 6.1)

Procedure to have non-regular MSU faculty, academic specialists, and non-MSU individuals serve on graduate student committees.

The following materials must be submitted as a complete packet:

1. Letter of request from Department Chair/School or Program Director, with supporting signature from the Dean or Graduate Associate Dean of the college, to the Dean of the Graduate School, requesting that the individual serve on any student committee or for a specific student and why the person is appropriate (e.g. special expertise)
2. Letter from the individual summarizing his/her background and qualifications to serve as a member of a graduate student committee.
3. Copy of the individual's vita.

4. Two letters of reference that speak to the individual's qualifications to serve on graduate student committees. One letter may be from an MSU faculty member, **but at least one letter must be from an external source**

NOTE: From *Academic Programs, Planning a Doctoral Program and Appointment of a Guidance Committee*: <http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=111#s394>

**In general, no more than 1 non-regular faculty member may serve on a Master's committee, and no more than 2 on a doctoral committee.**

**Please submit COMPLETE packet to:**

**Karen Klomparens, Dean  
The Graduate School  
110 Linton Hall  
Campus**

### **6.2.2. Forming the Guidance Committee**

In the first year, the student is assigned a temporary advisor, based on the Department's understanding of the student's research interests, as indicated by their application essays. The temporary advisor can also be a good resource in the selection of a Guidance Committee Chair, making sure the student is aware of other faculty in the department with similar interests, and by steering the student toward relevant coursework that will introduce them to other faculty who might be suitable for serving on the student's Guidance Committee.

The student has the responsibility of getting to know a variety of faculty members within the Department and in related disciplines, either through formal coursework, or by participation in informal interactions that accompany social and professional events such as brown bag lectures, colloquia, Department sponsored social events, and other informal interaction. The student can also use faculty office hours to initiate a conversation with various faculty members regarding their research interests and ongoing projects.

By the end of the Fall Semester of the second year of full-time graduate study, the student should have selected a Chair for his/her Guidance Committee. The complete Guidance Committee must be selected by the end of Spring semester of the second year of study.

The student must obtain a "Members of the Guidance Committee" form (included here among the Appendixes) from the Graduate Secretary. This form must be filled out and filed with the Graduate Secretary. The Department Chair approves the composition of the Guidance Committee.

**Failure to form a complete Guidance Committee by the end of the second year of graduate study constitutes grounds for termination from the program.**

If a student's Guidance Committee Chairperson is temporarily not in residence at Michigan State University, the student must select one resident Committee member to serve as temporary Chair, or co-Chair.

If the student is unable to form a Guidance Committee for any reason, the Department Chair is responsible for intervening to resolve the problem. The Department Chair also retains the right to add one member to the Guidance Committee.

### **6.2.3. Meeting With the Guidance Committee**

The Guidance Committee, with the agreement of the Graduate Curriculum and Programs committee and in consultation with the entire department faculty, has the final responsibility for decisions about each student's progress. It is the student's responsibility to maintain close contact with his/her Committee on an informal basis. *The Department requires that the student arrange a formal meeting of the group at least once per academic year.* The Guidance Committee Chair is responsible for recording minutes of each formal Committee meeting and for providing copies of minutes to all concerned parties and to the Department's Graduate Secretary for the student's departmental file.

#### **6.2.4. Changing the Guidance Committee**

The membership of a student's Guidance Committee need not be considered a permanent arrangement, and a change in membership need not be considered a problem. For a variety of reasons, it may become advisable or necessary for a student to add, delete, or substitute a Committee member. For example, a member may move to another job, or be unavailable because of fieldwork or sabbatical leave; or the student may shift his/her area of interest to one for which another faculty member may be more appropriate. The student may also desire to change the composition of the committee in recognition that guidance in fieldwork and dissertation preparation is sometimes facilitated by different individuals.

In such instances, the student must reach a mutual agreement with his/her Committee and then initiate paperwork necessary to complete the change. If a student decides to remove a member of the Guidance Committee, the student must inform the faculty member and the Graduate Secretary in writing simultaneously that the faculty member is being removed from the committee.

The student must complete a "Change in Plan of Study and Committee Membership" form from the Graduate Secretary. (Appendix 11)

If need be, the Department Chairperson can help the student make these changes. The Department Chair can also initiate changes to Guidance Committee membership.

### **6.3. Second Year Program Review**

The faculty evaluates the academic progress of each student annually. The first year evaluation is called the Progress Review; the second year evaluation is called the Program Review.

#### **6.3.1. Documents Needed for the Second Year Program Review**

Toward the end of the Fall semester, the Department's Graduate Curriculum and Programs Committee will collect the following materials for each second-year student. A copy of each evaluation letter or form is kept in the student's file, and students will receive a copy of each evaluation form or letter.

- a. Grades for each course taken while a graduate student at MSU
- b. Documentation that the student has attended the appropriate IRB training sessions. These training sessions are explained in Chapter 6 of this Handbook. RCR requirements must also be fulfilled. Specifics of these requirements will be distributed later this semester.
- c. A form from the student's Committee Chair outlining the student's progress in the program and future plans.
- d. An "Instructor's Student Evaluation Form" from the instructor of Anthropology classes taken.
- e. A "Teaching Assistant/ Research Assistant Evaluation form" from the student's supervisor(s).
- f. Documentation that the student has completed required RCR training.

#### **6.3.2. What happens at the Program Review**

At the program evaluation, the faculty provides a recommendation about the future status of each student in the graduate program. Normally one of the following decisions is made:

- a. The Faculty directs the student to earn the M.A. degree through preparation of a Plan A master's degree (with thesis). The student can also request a Plan A master's degree; the Faculty decides whether to support this request.
- b. The Faculty directs the student to earn the M.A. degree through the Plan B program (without thesis).
- c. In either case, the Faculty evaluates the student's potential for admission to the doctoral program; if appropriate; the Faculty may make a decision at the Program Evaluation meeting, or may postpone the decision for a later meeting.
- c. If the student is not admitted to the Ph.D. program at the Program Review in the second year, the faculty may require a student to do specified additional preparation prior to re-evaluation for advancement to the Ph.D. program; or
- d. The student may be dropped from the graduate program.

The student will be notified of the faculty's decision in writing before the end of Spring semester.

#### **6.3.3. Evaluation follow-up.**

After each annual evaluation, the student should meet with his/her Graduate Committee Chair to review the results of the evaluation, and to discuss, if necessary, any aspect of the evaluation that needs to be addressed by the student during the next year.



Graduate students who wish to appeal any part of the evaluation should do so in writing to the Department Chair, and this appeal will be included with the evaluation in the graduate student's file. The graduate student or the Guidance Committee Chair may also call a meeting of the entire Graduate Committee to review the faculty evaluation.

Graduate students should be aware that they are required to comply with any specific action or requirement that is presented in the evaluation letter from the Department Chair, within the time span specified in this document. Failure to comply with any Department requirement in a timely manner is grounds for dismissal from the program.

#### **6.3.4. Final Evaluation for the Plan B master's degree**

Under the Plan B master's option, the student is required to complete a final evaluation, under the supervision of an advisor and two additional guidance committee members. Format and content of the evaluation will be specified by the student's committee; a majority vote of the committee of the committee constitutes a pass.

In the Spring term of the student's second year, the student will meet with the three-person Master's Guidance Committee to discuss the student's progress and future plans. At that meeting, the Guidance Committee reviews the student's coursework and credits, and together completes and signs one of the two documents listed below.

1. Report on the Plan A master's degree (Appendix 8)
2. Report on the Plan B master's degree (Appendix 9)

At the time of the Spring evaluation, the full Faculty will evaluate the student for the Plan A or the Plan B master's degree. If the student is earning a Plan A master's degree, the Guidance Committee will help the student form a time line for writing a thesis proposal and submitting the thesis.

If the student is earning a Plan B master's degree, the Guidance Committee, in consultation with the Graduate Secretary, will meet to establish procedures and criteria for the final evaluation. They will then complete the report. (See Section 8.3.)

## **7. RESEARCH ETHICS**

### **7.1 Responsible Conduct of Research (RCR) Training Requirements**

*Details of the RCR requirements for Anthropology will go here once approved by the Department and College.*

### **7.2 Research with Human Subjects**

Federal and University regulations require that all research projects involving human subjects be reviewed and approved by an Institutional Review Board (IRB) to assure the ethical conduct of research and the protection of human subjects. MSU's IRB process is overseen and conducted by MSU's Human Research Protection Program (HRPP). Under the regulations, research is defined as a formal investigation designed to develop or contribute to general knowledge. A human subject of research is an individual from whom an investigator obtains data by interaction or intervention or about whom the researcher obtains confidential information.

All graduate students are required to complete an online tutorial that can be accessed at <http://www.humanresearch.msu.edu>. The student is responsible for making sure that the Department Graduate Secretary has a copy of the certificate of completion. The second part of the requirement is completion of a workshop at the Annual Anthropology Graduate Student Workshop in the beginning of the Spring semester. The Anthropology workshop focuses on specific issues related to anthropological research.

#### **7.2.1 IRB Research Approval**

Anthropology students whose research involves human subjects must obtain IRB approval for their project from MSU's HRPP prior to initiating data collection. The application material is available at: <http://www.humanresearch.msu.edu/>. (Please note that your graduate advisor will need to approve and submit the application under his/her name, and will appear as the PI (Principle Investigator) on the application and approval.)

Prior to beginning dissertation research, the student must provide the department with a copy of Appendix 12, and if conducting human subjects research, a copy of the IRB Approval Letter. These documents will be kept in the student's file maintained by the department's Graduate Secretary.

Failure to obtain and comply with IRB approval for research with human subjects is considered grounds for dismissal of a student from the program.

## **8. THE MASTER OF ARTS DEGREES**

The Department offers two tracks leading to the M.A. degree, each appropriate under different circumstances. At the student's second year program review, the Faculty will advise the student to complete either the Plan A degree (with thesis) or the Plan B degree (without thesis).

### **8.1. General Information for all Master's Degree Students**

#### **8.1.1. Academics**

All master's degree students must take coursework totaling at least 30 credits including ANP 840 and ANP 855, a methods course appropriate for the student's sub discipline, and approved by the student's Guidance Committee, and must satisfy the Departmental linguistic anthropology requirement (see Section 1.4 and 2.2). Additional courses are selected with the approval of the student's Guidance Committee. Fifteen of the 30 credits must be earned in Anthropology; 16 must be earned in courses numbered 800 and above. The Department requires a grade of no less than 3.0 in all ANP courses.

#### **8.1.2. Second Year Program Review.**

In February of the student's second year in the graduate program, the full Faculty evaluates each student's progress. At that time, the Faculty may determine whether a student will earn the Plan A or the Plan B master's degree.

#### **8.1.3. Degree time limits**

Students need to be aware that the University requires that the master's degree must be completed within **6 calendar years from the date of enrollment of the first course that the student takes in the graduate program** (<http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=111#s386>). Requests for extensions must be approved by the department, college, and university. Approval is not automatic.

### **8.2. The Plan A Master's Degree**

#### **8.2.1. Who is in the Plan A Degree Program?**

The Faculty will direct students to earn either the Plan A or the Plan B master's degree; a student may, however, explicitly request a Plan A degree.

#### **8.2.2. Degree Components**

In addition to coursework, the Plan A degree requires the student to write an approved thesis proposal, and to write and defend a master's thesis. The student will register for at least 4 credits (and no more than 8 credits) of M.A. thesis research (ANP 899).

#### **8.2.3. Get RCR & IRB training and approvals**

All graduate students must complete RCR and IRB training and obtain approvals BEFORE beginning fieldwork. The student must provide the Department with a copy of all these documents for the student's file. Failure to do so is grounds for dismissal from the program.

#### **8.2.4. The M.A. Proposal**

The thesis proposal is normally 10-12 pages in length and should contain the following sections: statement of problem, discussion of previous research and review of literature, review of data available and/or to be collected, discussion of methods of analysis, prediction of results and discussion of the research's contribution to the field of anthropology.

Unlike the Ph.D. proposal, the M.A. proposal is not publicly presented, nor is it evaluated by the Graduate Curriculum and Programs Committee. It is simply approved by the student's Guidance Committee (Appendix 7 is the MA Thesis Proposal Approval Form). **This form, the M.A. proposal, and the RCR-IRB paperwork must be on file in the Graduate Secretary's office.**

### 8.2.5. The M.A. Thesis

Normally the Master's thesis is primarily descriptive in nature. It may be based on analysis of original data or on documentary sources but in either case must be built on a clearly articulated theoretical problem. It is normally about 30-50 pages in length.

The M.A. thesis must be prepared according to the current specifications of the Graduate School, which may be found in the booklet *The Formatting Guide—Master's Theses and Doctoral Dissertations* (<http://grad.msu.edu/etd/formattingtutorial.aspx>). For the M.A. thesis, the Graduate School requires only electronic versions of the documents. The thesis is officially submitted to The Graduate School, and must adhere to published format requirements.

UNIVERSITY REGULATIONS REGARDING THE FINAL COPIES OF THE THESIS UNDERGO FREQUENT REVISION. Please check with the Graduate School for current information.  
<http://grad.msu.edu/etd/formattingtutorial.aspx>

### 8.2.6. The M.A. Thesis Defense

The M.A. Thesis must be successfully defended before the student's Guidance Committee. The defense is also open to other interested faculty, but only the student's Guidance Committee evaluates the student's performance. The defense includes a short (20-30 minute) student presentation and time for discussion. Allow at least 2 hours for the defense.

It is expected that the text of the thesis/paper draft to be defended will be substantially the same as that in the version submitted to the Graduate School. A defended draft will be free of technical errors in grammar and spelling, and will include all photographs, maps, tables, figures, appendixes and full bibliographic citations.

The Guidance Committee will meet before the student schedules the defense to discuss the general topics to be addressed. In addition, the Guidance Committee must fill out the Report of the Plan A Master's Degree, which certifies that the student may file for the degree when all coursework and other requirements have been completed

The student must be enrolled for at least one credit (usually ANP 899) in the semester that the thesis is defended, even if the defense is in the summer. Students must complete any changes that are required by their Guidance Committee before the end of the next semester after the defense. Students do not have to be registered for the semester in which they graduate (receive the degree).

### 8.2.7. Time Limits

The Plan A master's degree must be completed within 5 years from the date of enrollment in the graduate program.

### 8.2.8. Finishing Up

The Graduate School no longer requires a bound copy of a thesis; only electronic versions of the documents will be accepted. For details about submissions, formatting and deadlines go to:  
<http://grad.msu.edu/etd/formattingtutorial.aspx>.

Make at least **two copies** of the master's thesis. The Department needs one bound copy for the Departmental Library, and the student must offer to provide a copy of the master's thesis to the Guidance Committee members. In addition, it is a professional courtesy to provide a copy of the master's thesis to any granting agency or organization or individual who facilitated the student's research. Some granting agencies will require the student to submit a copy as a final report; the student is responsible for finding out about any such requirements.

The Graduate School also establishes the deadlines for submitting the thesis and graduation forms--that is, do not expect to be able to graduate in the Fall semester if you defend on the last day of classes in the Fall. Check the Graduate School website for the submission deadline dates for graduating in a given semester. The Graduate School website also provides specific information regarding formatting, copyrights, and other matters.

### 8.3. The Plan B Master's Degree

The Plan B Master's Degree is a non-thesis degree; the student completes a final evaluation with the Guidance Committee. As of 2008-2009, the requirements for the Plan B M.A. degree changed.

#### 8.3.1. Who is eligible?

The Faculty will direct individual students to earn either the Plan A or the Plan B degree. The student can, on their own, inform their committee that they wish to do a Plan A Masters.

#### 8.3.2. Degree Components

In addition to the coursework requirements detailed above for all master's degree students, the Plan B degree requires a final evaluation with the student's Guidance Committee of at least three faculty members. Please Note: Additional coursework beyond 30 credits for the MA degree maybe required by the Student's Guidance Committee.

#### 8.3.3. Final Evaluation

The format and content of the evaluation will be specified by the student's committee. In Spring semester of the second year, the student will meet with the Guidance Committee to review the progress in the degree program. If appropriate in that meeting, the Guidance Committee will complete the Report of the Plan B Master's Degree (Appendix 9) and discuss the student's future plans.

## 9. THE THIRD YEAR OF GRADUATE STUDY

### 9.1. Overview of the Third Year in the Graduate Program

The student's admission to the doctoral program is determined at the Program Review, which normally takes place in February of the second year of graduate study. Admission to the doctoral program is effective the semester after the student completes the Plan A or the Plan B master's degree. Students who are in the doctoral program will complete any courses that their Guidance Committee requires for the doctorate, and prepare for the Comprehensive Examination.

### 9.2. Completing Program Requirements

#### 9.2.1. Course Selection

All graduate students in Anthropology must take three required courses: ANP 855 (Roots of Contemporary Theory), ANP 840 (Biocultural Evolution) and a methods course appropriate to the student's sub-discipline. The Departmental linguistic anthropology requirement must also be met. Required courses normally will be taken during the first and second years as part of the MA degree. Please Note: Additional credits beyond 30 credits for the MA degree maybe required by the Student's Guidance Committee.

The Graduate School requires at least 24 credits of ANP 999 (for dissertation research). Students who have been admitted to the doctoral program can begin registering for ANP 999 after they have received their master's degree. If a student needs to register for research credit before admission to the doctoral program, s/he should register for ANP 890B (Independent Research); a student in the Plan B master's program or the doctoral program should not register for ANP 899 (master's thesis research).

Other coursework should help the student to gain a broad foundation in anthropology generally, and an expertise in areas of special interest. Intellectual needs vary in this respect, and the student's Guidance Committee may permit the student to undertake a shorter or longer period of study prior to taking the Comprehensive Examinations than is required for other students. **However, the Graduate School requires that the Comprehensive Exams be taken no later than the student's fifth year in the doctoral program.**

**Normally the Department expects students to work on their bibliographies in their third year; students should plan to take the doctoral exams and write proposals in their third or fourth year in the Department.**

Students who are admitted to the doctoral program can also apply to take courses at participating CIC universities with the approval of the Guidance Committee. The student will know his/her status after the program review in February, and can begin applying for CIC study in Spring of their second year. (See 15.5.6 and 15.5.7)

### **9.2.2. Form a Doctoral Guidance Committee;**

*When the student is advanced to the doctoral program, he/she must choose a four-member doctoral committee. The student will meet at least annually with the Guidance Committee.*

**For the Ph.D. program**, the Guidance Committee consists of at least four regular faculty members from MSU. The Committee Chairperson and second committee member must be [regular] “tenure-stream” or “approved” faculty of the Department of Anthropology. The third member must also be from this Department’s faculty, but may have either a regular or an adjunct appointment in Anthropology, as long as the professor is a regular member of another MSU department.

The Department strongly recommends that the fourth committee member be from an MSU department outside Anthropology. That individual must be a regular MSU faculty member in a discipline that is relevant to the student’s interests. The Department strongly encourages Ph.D. candidates to have one member of the Guidance Committee drawn from another disciplinary or cognate department that is relevant to the student’s interests and course of studies. Beyond the importance of interdisciplinary development, if the fourth member is outside the Department, that person can also usually serve as the Dean’s representative on the Guidance Committee, saving time and hassle later.

A Guidance Committee may also include “extra” faculty members from other universities. Committee members who are located off-campus are considered to be consultants and are not required to attend exams, although they are, of course, welcome to do so. In any case, normally the Department cannot provide travel support for off-campus members to attend student examinations. If not present in person or via phone or computer at the defense, the off-campus member must submit a written critique of the thesis or dissertation draft prior to the defense, with suggestions for any necessary revisions. If an additional non-MSU member is added, this **MUST** be approved by the Dean of the Graduate School.

The Department Chair must approve all Guidance Committee members, and reserves the right to appoint one member. If someone is a formal member of a student’s committee and is not from MSU, the Dean of the Graduate School must approve the appointment

The student also has the responsibility of getting to know a variety of faculty members within the Department and in related disciplines, either through formal coursework, or by participation in informal interactions that accompany social and professional events such as brown bag lectures, colloquia, Department sponsored social events, and other informal interaction. The student can also use faculty office hours to initiate a conversation with various faculty members regarding their research interests and ongoing projects.

The student has the Guidance Committee sign the “Members of the Doctoral Guidance Committee” (Appendix 6) form, and submits it to the Graduate Secretary. The Department Chair approves the composition of the Guidance Committee. If the student is unable to form a Guidance Committee for any reason, the Department Chair is responsible for intervening to resolve the problem.

If a student’s Guidance Committee Chairperson is temporarily not in residence at Michigan State University, the student must select one resident Committee member to serve as temporary Chair or Co-Chair.

The composition of the Guidance Committee can change for a great many reasons; it is normal that faculty might be on leave or unavailable, or that a student’s interests may change. The student must complete a “Change in Plan of Study and Committee Membership” form from the Graduate Secretary. If the “Report of the Guidance Committee” form (below) has been submitted and approved by the College, however, then both the Department Chair and the Associate Dean must approve the new Committee composition.

Appendix 22 provides a description of what kinds of mentoring to expect from the Guidance Committee members; other helpful information about the role of the Guidance Committee is given in section 3.2.1. The student is responsible for obtaining signatures of their Guidance Committee members (“Members of the Guidance Committee.” Form Appendix 6)

### **9.2.3. The “Report of the Guidance Committee” (Appendix 10 & 11)**

This form is particularly important because the College requires that the student must actually take all of the courses listed on the “Report of the Guidance Committee” form. This form, and the exact way in

which it is filled out, also affects the setting of the “clock” for various deadlines established by the Graduate School.

The form can be revised if necessary, so the student is not necessarily stuck forever with their first edition of the form (for example, if the Guidance Committee decides that a course is or is not needed).

**The student and the Guidance Committee Chair together fill out a worksheet**, based on the results of a meeting with the entire Guidance Committee. The Graduate Secretary will then complete the official form. This form is signed by the student, all members of the Guidance Committee, the Department Chairperson, and the Dean of the College of Social Science. This form is filed with the Department Chairperson and with the Dean’s office, and is a contractual obligation for completing the Ph.D. program.

This Form is electronic, with prompts for electronic signoffs by the appropriate individuals. The program in which ALL Ph.D. student information is maintained is now part of GradPlan.

All of the pertinent academic information about the doctoral student will be stored in GradPlan (date of comprehensives, completion of RCR program, title of dissertation, etc). This becomes an electronic academic record for doctoral students. Finally, instead of the former paper degree and certification form being sent around campus, the GradPlan web site will be used to complete the steps for graduation, making it easy for the student and the faculty/program to monitor the final steps, such as turning in the dissertation to the Graduate School. Access to GradPlan is at:

<http://www.grad.msu.edu/gradplan/Default.aspx> The program allows students to lay out their Ph.D. program of study, as well as make notes and keep track of all requirements.

Regardless of this change, the basic process by which you begin to complete the form – i.e., meet with your entire committee and discuss – remains the same.

It is important to realize that not all courses that the student has taken at MSU will necessarily appear on the “Report of the Guidance Committee”-- just those courses that will be used to apply toward a degree program. For example, many Anthropology students might take language courses that will not count toward their degree. Similarly, a 300-level course taken to prepare for a more advanced technical course will not appear on this form.

#### **9.2.4. College Grade Requirements**

Satisfactory performance in coursework for the Ph.D. program requires that an average of 3.0 or higher must be maintained. If a student receives a grade below 3.0 in a course outside the Anthropology Department, the course may still be counted as part of the student’s program of study, so long as the grade received is a passing grade and the student’s overall grade point average remains above 3.0. If a student earns a grade lower than 3.0 in an Anthropology course, then he/she must repeat the course.

#### **9.2.5. Enrollment Credits**

Before the student can take the Comprehensive Examination, all deferred grades must be removed from the student’s record. For 899 and 999 grades, they will appear as DF’s and are not changed until the student has finished the program.

Students must be registered for at least one credit during the semester in which they take the Comprehensive Examination. As a rule, the Department does not allow Comprehensive Exams during the summer session due to faculty research schedules. However, if there are extreme and extenuating circumstances and the Guidance Committee can accommodate, and the exam is administered during the summer session, the Department Chair can ask the Dean of the Graduate School to waive the one credit requirement. The waiver is possible only if the student was registered during the preceding spring semester, or is registered for the following fall semester.

If students in the Plan B master’s degree program wish to take research credits, they should register for ANP 890B (Independent Research). **If the student takes ANP 899 (thesis research), the Registrar’s office may or may not allow these credits to be converted into ANP 999 credits.** A doctoral student can’t use ANP 899 for credits in the Plan B master’s program.

Ph.D. students must enroll for at least 24 credits of ANP 999 (Dissertation Research). Students can register for ANP 999 as soon as they have been advanced to the Doctoral program and have met the

requirements for the MA degree. A student cannot take more than 36 credits of ANP 999; if you need more, you must appeal.

Academic Programs has been updated to reflect a change in policy about the limit for 999s, the policy now reads: All doctoral students must register for and successfully complete a minimum of 24 credits and **no more than 36 credits** of doctoral dissertation research (course number 999).

#### **9.2.6. Full Time Status for Doctoral Students**

The University says that “full time” for doctoral students is usually 6 credits. However, for some doctoral students, “full time” is defined as a minimum of 1 credit. This one-credit rule applies to doctoral students who: a) have passed all of the Comprehensive Exams, including the proposal defense, and are actively engaged in dissertation research, or b) are doing department-approved off-campus fieldwork related to preparation of their dissertations. This status must be requested for one semester at a time, for a maximum of three semesters (see the Graduate Secretary to initiate this request).

Doctoral students must be “full time” to receive a graduate assistantship. All students who wish to be considered a full-time student must register for at least one credit each Fall and Spring semester from the time that they take the comprehensive exams up to and including the semester in which they defend their dissertations. Students must be registered for at least one credit to defend a thesis or dissertation, regardless of semester.

#### **9.2.7. Time Limits**

The Graduate School states that the student must pass the Comprehensive Examinations no later than **5 years** after the date of the first course that the student is using to count toward the doctoral degree program, as shown on the student’s “Report of the Guidance Committee”.

### **9.3. The Comprehensive Doctoral Examination**

The purpose of the Comprehensive Examination is to test the student’s ability to relate selected topics to broader issues in anthropology and to enable students to demonstrate substantive, methodological and technical competence relevant to their future research and career. The quality of the student’s performance on the Comprehensive Examination therefore reflects not only on an individual student’s achievement, but also collectively allows the Department to evaluate the quality of the instruction, mentoring, and research relationships within the graduate program, and to ensure high professional standards.

Each part of the Comprehensive Examination has a specific purpose. The written test and oral discussion are designed to test the student’s mastery of the literature covered by the areas and topics chosen by the student. The student must demonstrate understanding of the basic theoretical and methodological issues inherent in the bibliographical selections and must be able to provide a coherent integration of these issues.

The purpose of the preparation and presentation of the dissertation proposal is to prepare the student to design and present basic research. The proposal must provide a statement of a research problem, review the appropriate theoretical and methodological literature, select suitable methods, and outline the contribution that the proposed research will make to the theoretical literature of Anthropology. It is hoped that the proposal will be used to apply for extramural funds to complete the research.

#### **9.3.1. The Written Exam**

##### **9.3.1.1. Preparing for the Examination: the Annotated Bibliography**

In consultation with the Guidance Committee, the student will select two or three examination areas. Ordinarily there will be one geographic area and one topic areas in which the student will specialize (a list of sample areas and topics is included among the Appendices). The Guidance Committee approves the area and topic of specialization. Occasionally, a student’s committee may recommend three topics.

The student, with the advice of the Guidance Committee, then prepares a Comprehensive Exam Bibliography containing readings appropriate to the area and topic. The bibliography will be annotated briefly, but sufficiently to inform a reader as to the logic of its theoretical or methodological coverage. The total number of entries for the bibliographies is 150. If two areas are defined, each bibliography should contain approximately 75 entries. If three areas are defined, each bibliography should contain approximately 50 entries. The Department has a policy that student class papers, drafts of bibliographies, proposals, chapters, etc, must be submitted to the faculty or Department in hard copy, not via email, unless the faculty member requests digital submission.

The Bibliography is intended to demonstrate the student's understanding of the scholarly literature in the selected topic and geographic area. It is not specifically tied to the dissertation topic, which usually will become more narrowly focused. One way to think of the Bibliography is that this step in the graduate program equips the student with the background needed to discuss the topic/area intelligently with a knowledgeable senior colleague, and that the readings and organization could provide the background and framework for teaching a 400-level course on the subject.

The comprehensive bibliographies are the intellectual property of the student who compiles them and the department does not distribute them. If a student desires access to previous bibliographies, the student should, in consultation with his or her guidance committee, make arrangements with the author of the bibliographies for permission to view them.

**Acceptable Bibliographies must include the following component and formatting requirements:**

1. **A general introduction for each bibliography.** For each topic (or topic and area), the student will include a general introduction that articulates a brief justification for the selection of topic (What general anthropological issue does this topic address?) and the theoretical background to be used in studying the overall topic (What general perspective or theoretical framework will be used to structure the selection of relevant resources?).
2. **Annotated References.** Each reference must be annotated or justified, either in an annotation for each entry or in a series of short essays in which every entry is cited, providing an explanation of the student's choice to include specific references.
3. **Use a consistent format.** Each of the bibliographies will adhere to a consistent format. All sources listed in the bibliographies will be cited in the annotations, and all sources cited will be listed. Pages should be numbered. Bibliographies should indicate the number of references in each section and a total for each bibliography.

Normally, a student will write several drafts of the Bibliographies, which are circulated among the members of the Guidance Committee. These drafts may not be circulated via email, unless specifically requested by a faculty member. Faculty are expected to respond with comments within two weeks of receiving a draft. If that turn-around time is not possible, the faculty member should let the student know when to expect a response.

Once the Guidance Committee approves the Bibliographies, the student will fill out a "Request to Schedule the Comprehensive Examination" form, which must be signed by all members of the Guidance Committee. (If a committee member is not in residence, email approval from that member should be attached to the form in lieu of a signature.)

**9.3.1.2. Submit the Bibliography to the Graduate Curriculum and Programs Committee**

The signed "Request to Schedule Comprehensive Exams" form (**Appendix 14**) must be attached to the Bibliographies as a cover sheet, and the package is submitted to the Graduate Curriculum and Programs Committee for approval.

The Graduate Curriculum and Programs Committee reviews the bibliographies for adherence to the guidelines provided above. If the Committee feels the bibliographies are not yet complete, the Committee Chair will communicate with the Chair of the Guidance Committee. In this way, the Department ensures comparable and equitable treatment of all graduate students in the Department, regardless of the composition of their Guidance Committees.

The bibs must be submitted by the "turn in dates" set by the Graduate Curriculum and Programs Committee. The comprehensive exams must commence no sooner than ten business days after the turn-in date for the committee to give feedback to your committee.

**9.3.1.3. Scheduling and Sitting for the Comprehensive Exam**

Once the Bibliographies are approved by the Graduate Curriculum and Programs Committee, the student is eligible to sit for the comprehensive exams. Both the written exam and the oral defense must occur during the University-established dates for Fall or Spring semesters (semesters end at the end of finals week). Exams may not be taken or defended after the University finals week;



exams may not be taken during Summer terms. Students are responsible for scheduling the written exam early enough to allow time for the defense before the end of the semester; otherwise, the oral defense will take place in the next Fall or Spring semester.

Students will obtain written approval from their Guidance Committee members to schedule their Comprehensive Exams and also to schedule their Proposal Presentation and Defense. Students should consult with the Graduate Program Secretary on the scheduling procedure.

Students should be aware that the Graduate Program and Curriculum Committee meets once each month (to approve Bibliographies). The Committee announces a schedule of monthly meetings at the beginning of each semester, so students have advance notice about the deadlines for submitting bibliographies.

The comprehensive bibliographies and proposals are the intellectual property of the student who compiles them. If a student desires access to previous bibliographies, the student should, in consultation with his or her guidance committee, make arrangements with the author of the bibliographies for permission to use them.

#### **9.3.1.4. Taking the Written Exam**

The written portion of the Comprehensive Examination consists of questions on each of the student's areas/topics of concentration. It is possible that different questions on the exam can be of different formats. *The format of the written exam is decided by the student's Guidance Committee.*

The Guidance Committee can select from three format options for each of the areas in which the student is being examined.

- 1) An eight-hour, closed-book exam, typed on a departmental laptop at Baker Hall (the student must reserve the computer and the room for the exam) Note that students may bring the bibliographies into the exam.
- 2) A 48-hour open-book take-home exam;
- 3) A two-week open-book take-home exam, with a limit of 30 double-spaced pages.

All written exams will be completed within a single semester (semesters end at the end of finals week).

#### **9.3.1.5. How is the Exam Graded?**

Each question is given to at least two designated readers. At least one reader must be a member of the student's Guidance Committee. The second reader may be another faculty member from the Department of Anthropology who is not a member of the Guidance committee, or, by approval of the Department's Graduate Curriculum and Programs Committee, the second reader may be from outside the Department.

The Guidance Committee will evaluate the written exam within one week after the student completes the exam. At that time, the Guidance Committee will decide whether to go ahead with the oral defense of the exam. The Committee will notify the student at least 24 hours before the oral exam is scheduled.

If either written responses receives a non-passing grade from the committee, the oral portion will normally be postponed. The Guidance Committee decides whether the student will be given the opportunity to re-write answers or to answer new exam questions.

#### **9.3.1.6. The Oral Component of the Exam**

The schedule for the oral examination is publicly announced after the Guidance Committee has met and decided that the student's performance on the written examination is at a sufficiently high level to justify continuing with the oral portion of the examination. The student must be given at least 24 hours notice before the oral exam occurs.

The oral exam is administered by members of the student's Guidance Committee and readers, all of whom are expected to attend and participate. Any faculty member in the Department may attend, but only the members of the Guidance Committee decide on the student's performance. During the oral exam, participants may question the student about the responses given in the written exams as well as about other aspects of the student's areas of specialization.

Immediately after the oral exam, the student's Guidance Committee will meet without the student, and collectively decide whether the student has passed or failed each section of the Comprehensive Examination. They will notify the student orally immediately after the decision is made, and then in writing within three days. Copies of the decision must be provided to the Graduate Secretary.

#### **9.3.1.7. Retaking the Exam**

If the student fails one or more written sections of the exam, the Guidance Committee determines whether the student may retake the failed section(s) of the exam. The written retake must take place by the end of the semester following the semester in which the written portion was taken.

### **9.3.2. The Dissertation Proposal and Defense**

The writing and formal presentation of the dissertation proposal is the second component of the Ph.D. Comprehensive Examination.

#### **9.3.2.1. Description of the Proposal**

Dissertation research begins with a written proposal. The proposal should present a clear statement of the problem to be investigated, describe how this problem is related to larger issues in the field, briefly review the relevant literature on the problem, and describe the methods that will be used to address the issue (including the kinds of data that will be collected and how they will be analyzed). The proposal will also make some initial predictions regarding the expected outcomes of the analysis, and briefly describe how these outcomes might be interpreted. The proposal is usually 10 to 30 double-spaced pages in length.

#### **9.3.2.2. When to Write the Proposal**

Almost all research projects require funding by an outside agency. For this reason, when preparing a research proposal for Departmental approval, students should consider the requirements for submitting proposals to research granting agencies. An approved proposal should, therefore, be completed well in advance of the anticipated date of departure for the field, often before the student takes the written exam.

In general, doctoral students should begin drafting proposals in their third year. Students should expect to prepare a number of drafts before obtaining their Guidance Committee's approval. Drafts may not be submitted via email. The faculty are committed to respond to drafts within two weeks, unless they have notified the student in advance. The student is expected to revise the proposal taking the Committee's suggestions into account.

#### **9.3.2.3. Who must approve the dissertation proposal?**

Members of the Guidance Committee approve the content and format of the proposal. The Guidance Committee completes and signs the "Request to Schedule Dissertation Proposal Defense" form, and the student submits this completed form, and a copy of the proposal, to the Graduate Curriculum and Program Committee. The Committee verifies that the student is able to schedule a proposal defense

#### **9.3.2.4. Presenting the Proposal (the Proposal Defense)**

The second portion of this part of the Comprehensive Examination consists of a public presentation of the research proposal. The student submits the approved "Request to Schedule Proposal Defense" form to the Graduate Secretary, who will then formally announce the public presentation. Any interested member of the Department or the University may attend.

The student must provide the Graduate Secretary with a one page abstract, approved by the Guidance Committee Chair, for emailing the announcement to the Department and posting it; email it to her as a Word document.

As with the doctoral exam, the proposal defense must be conducted during Fall or Spring semesters. Proposals may not be defended during Summer terms.

The proposal defense lasts about 2 hours. The student will make a short presentation of the proposed research, and there is time for discussion both with the student, and privately among the faculty. Any faculty member may comment on the substance of the proposal, but only the Guidance Committee members decide whether the student has passed the proposal presentation portion of the Comprehensive Exam.

After the proposal is successfully defended, the Guidance Committee will sign a form recording a successful proposal defense, and the student will return the form, with a final copy of the proposal, to the Graduate Secretary. The student is also responsible for making sure that a copy of the SIRB form, with signed approvals, is on file with the Graduate Secretary.

**Failure to have these documents on file before beginning dissertation research is grounds for dismissal from the program.**

The comprehensive bibliographies and proposals are the intellectual property of the student who compiles them. If a student desires access to previous bibliographies, the student should, in consultation with his or her guidance committee, make arrangements with the author of the bibliographies for permission to use them.

#### **9.3.2.5. Time Limits for the Written Exam and Proposal**

The dissertation proposal can be presented and defended either before or after the student takes the written exams. However, because the dissertation proposal is considered to be an integral portion of the Comprehensive Exams, the proposal must be presented and the written exams must be taken within a reasonably short time span. The time span for all parts of the Comprehensive Exam will be no longer than two semesters.

For example, if a student takes the written exam in the Fall, she/he must present the dissertation proposal no later than the end of Spring semester of that same academic year. Alternatively, if the student takes the written exam in the Spring semester, she/he must present the proposal no later than the end of the following Fall semester.

The University requires that the entire Comprehensive Exam (written exam and defense, and dissertation proposal and defense) must be completed within 5 years of the first course listed as applying for the student's degree program on the "Report of the Guidance Committee."

#### **9.4. Becoming a Doctoral Candidate**

After the student passes the Comprehensive Examination, he/she is classified as a "doctoral candidate." Make sure that the graduate secretary has a copy of your dissertation proposal, and any grant proposals.

## 10. DISSERTATION RESEARCH AND WRITING

After the student has passed his/her Comprehensive Examination, including both the written exam and the proposal and proposal defense, he/she is now a **doctoral candidate, or ABD (all but dissertation)**. At this point the student undertakes research leading to the doctoral dissertation. The doctoral dissertation will be based on original research. The Department expects fieldwork based dissertations. Alternative kinds of dissertations may be possible, but must be justified and approved by the Guidance Committee in writing.

### 10.1. Funding Dissertation Research

#### 10.1.1. What Funding is Needed?

Funding may be needed for language study, travel, equipment, and analysis of some materials by specialists. Students may also need funding for personal support during fieldwork, analysis, and writing.

#### 10.1.2. How to Find Funding

The student's Guidance Committee is the single best source of information regarding sources of funding in the student's geographic area and specialty. The Graduate School also publishes a Funding Guide each year that lists sources of funding for dissertation research, and the Library has a librarian who specializes in research funding and maintains an online list of sources (see link below)

Included among the Appendices is a list of resources at MSU to help graduate students find funding, a list of other databases to search for funding, and a list of commonly used funding sources for anthropologists. Don't forget that different topics in anthropology might be funded by agencies in the humanities, the social sciences, the medical sciences, or in the natural sciences. Agencies and foundations that concentrate in different geographic areas are also a source of grants and fellowships for anthropologists.

One very useful campus web site is: <http://staff.lib.msu.edu/harris23/grants/index.htm>

#### 10.1.3. Writing and Submitting Grants

The Department's Office Supervisor can help provide information that may be required for grant preparation. The granting agencies themselves are also available to answer questions about whether a particular project would be fundable by that agency, and what budget items may or may not be approved. Applicants are expected to call or email the agency with these sorts of questions.

Any funding proposal written by a graduate student in the Department of Anthropology **MUST** have approvals and signatures from the Department Chair, the Dean of the College of Social Sciences, and the Office of Contracts and Grants. This process can take up to two weeks. Prior to obtaining signatures, it is expected that the student will have received feedback as appropriate from their Guidance Committee; students must have the approval of their Guidance Committee Chair to submit a funding proposal.

Grant applications for field research also require proof of SIRB approval. This approval must be obtained before the grant can be submitted. MSU's Office of Contracts and Grants must preview the budget to ensure that budget categories are consistent with University requirements and that the budget items (such as mileage) are calculated correctly. Please see the Department Office Supervisor for the proper procedures for submitting grants.

You might also investigate whether your submitted grant or fellowship application qualifies for additional funding through the Graduate School. Consult the Graduate School web site for instructions (<http://grad.msu.edu/funding/>).

**Make TWO copies of any grant proposal and budget for the Department. The Department's Office Supervisor MUST have a copy of any grant that you submit (because it involves financial matters). The Graduate Secretary also needs one for your "graduate student file".**

## 10.2. Dissertation Fieldwork

Fieldwork is required for the Ph.D. in Anthropology, unless specifically waived by the student's Guidance Committee in writing.

### 10.2.1. Permits and approvals

In addition to RCR and IRB approval for human subjects research, dissertation fieldwork may also require permits or official letters of permission. The Guidance Committee Chair should be able to help the student find out any permit requirements and how to fulfill them. Students must have appropriate permits and approvals before beginning their doctoral research.

### 10.2.2. Student Responsibilities

Students are required to keep in contact with their Guidance Committee Chair during dissertation fieldwork and writing. The best way to avoid problems and conflict is for the student to keep all members of their Guidance Committee informed of their research activities, schedule, plans, and any changes in plans.

### 10.2.3 University travel guidelines

- a. All students (and faculty) must have a signed travel authorization for any professional travel. Without this approval, you may or may not be covered by University insurance.
- b. Check with the MSU Travel Clinic before you travel internationally. They will let you know of any health risks or required immunizations. <http://grad.msu.edu/travel/specialnote.aspx>
- c. Check the International Studies and Programs website for issues related to safety around the world. <http://isp.msu.edu/travel/>
- d. Apply for assistance with travel funding via the Graduate School. If the Graduate School provides funding, they will also provide a MEDEX emergency card.

## 10.3. Analysis and Writing

A doctoral dissertation is an original theoretical or methodological contribution to the literature of Anthropology.

### 10.3.1. Resources

Michigan State University's Computer Center (353-1800) provides help on canned statistics programs for no charge and will refer students elsewhere if needed. Graduate student consultants from the Department of Statistics and Probability are also available by appointment at no charge. The Computer Center also offers short courses through User Services, usually at the beginning of each term.

The Writing Center (300 Bessey Hall, 432-3610) provides individual help as well as organizing "peer response writing groups" to assist students in writing papers, theses and dissertations. (See also <http://www.msu.edu/user/writing>). The Department is also participating in a Graduate School pilot project on writing; there will be at least two writing groups available to students. We do not know how far into the future these groups will operate.

The Department has a qualitative computer analysis laboratory in 339 Baker Hall (shared with the Department of Criminal Justice). This laboratory focuses on qualitative data analysis and ethnographic research, but is open to any Anthropology graduate student who needs to use computer facilities while on campus.

The Graduate School's Resource Guide has a section of practical advice for dissertation-writing. The Department library (335 Baker Hall) also contains many Anthropology dissertations and theses, which can give the student an idea of how to organize and present various kinds of information and analysis.

Be aware, however, that different Guidance Committees may have different ideas about how a dissertation should be written, and what information it should include in the text or its appendixes. **It is therefore crucial that the graduate student keep in contact with the members of the Guidance Committee throughout the period of dissertation writing, even if the graduate student is no longer in residence at MSU.**

### 10.3.2. Working With Your Committee

The time period when a student is working independently on fieldwork, analysis, and writing is often the time when the student's relationship with the Guidance Committee becomes more tenuous. Because students are unlikely to be taking classes during this time, and because some students are rarely in the Department, or are even living in a different state or country, it may be difficult for students and faculty to interact informally during this stage in the student's doctoral program.

It is therefore imperative that the student keep in close contact with the Guidance Committee Chair and other members of their Guidance Committee, and that the Committee meets formally with the student at least once each year. These meetings provide a context for ensuring that the faculty and the student have information regarding the student's interests, difficulties in analysis, expectations, time frame for completion, and so on.

It is also important that the student and faculty have reasonable expectations for turn-around time when many different drafts of chapters are sent back and forth, and when the documents involved can be substantial in length. In general, the student should expect the faculty to take at least two weeks to read and respond to drafts of chapters; at the same time, faculty should explicitly inform the student if they will not be able to respond within that two-week period because of other time commitments; in that case, faculty should provide some reasonable estimate of when they will be able to respond.

Students should also be aware that during the Summer term many faculty have fieldwork and other research and writing commitments, and may not be available to read drafts of proposals and dissertations.

### 10.3.3. ANP 999 credits (dissertation research credits)

University requirements specify that Ph.D. students must enroll for at least 24 credits of ANP 999 (Dissertation Research). No more than 36 credits of ANP 999 can be taken. These credits can be taken as soon as the student is officially admitted to the doctoral program; she/he need not be a "doctoral candidate." Remember that a "full-time student" must register for at least one credit every Fall and Spring semester. If it appears that you might exceed the 36 credit limit on ANP 999, you must apply for a waiver. Such waivers are not automatic.

**The financial institution from which students receive loans, may have different standards pertaining to "full-time" status.** You should consult with your financial institution to see what they consider "full-time"; meaning how many credits you must be enrolled in to be considered "full-time", so your past loans don't come due. Often if you demonstrate that the university considers you full-time, they will accept that.

### 10.3.4. Dissertation Time Limits

The dissertation must be completed **within 8 years** of the student's first course that is listed on the "Report of the Guidance Committee" as applying towards the doctoral degree. Students need to work closely with the Graduate Secretary to ensure that their "Report of the Guidance Committee" is accurate because this form is crucial in setting the time clock for all deadlines.

The Graduate School has been very reluctant to grant time extensions. Those extensions that they do grant are typically for one year only, and they often include the proviso that the student re-take the Comprehensive Examinations.

#### 10.3.4.1. How the time limits affect students who entered the graduate program with a B.A. or B.S. degree

Students entering the graduate program with a B.A. or B.S. degree will list courses taken for the Plan A or Plan B master's degree on the left (master's degree) side of the "Report of the Guidance Committee" form. These courses will include the courses that are required for all graduate students:

The right side of the form lists the courses taken specifically for the doctoral degree (normally, those taken only after 30 credit hours of graduate coursework have been completed).

The Graduate School's 8 year time limit for the Ph.D. degree begins with the date of the first course that is listed on the "Report of the Guidance Committee" under the "doctoral degree program". In some cases, the only courses that the student will have that are specifically applied to the Ph.D. degree are ANP 999 (dissertation) credits.

#### **10.3.4.2. How time limits affect students who entered the graduate program with a M.A. degree from another university**

Students who enter the MSU graduate program with an MA degree from another institution are in a different situation. Conceivably, their 8-year time limit would begin at the time that they take their first class at MSU in the Anthropology graduate program. In reality, however, the Department has found that nearly every student in this situation has in fact taken at least 30 credit hours of graduate coursework anyway. All graduate students must take ANP 840, ANP 855, and a methods course, and must fulfill the linguistic anthropology requirement; in addition, the student's Guidance Committee commonly advises additional courses to help prepare for the Comprehensive Exams and for doctoral research.

Filing for the Plan B master's degree thus re-starts the 8-year time limit for doctoral students, beginning with the date of the first course that the student applies specifically to the doctoral program (that is, after 30 credits in the master's degree program were completed). In such cases, it is possible that the only courses that the student will have that are specifically applied to the Ph.D. degree are ANP 999 (dissertation) credits. The student obviously can go ahead and complete the dissertation well before the time limit. Problems arise only when the student does not complete the dissertation within the time limits; extensions are *extremely* difficult to obtain.

### **10.4. The Dissertation Defense**

After the student has completed his/her research and written a dissertation, in a form approved by the Guidance Committee and in conformity with University regulations, he/she must successfully defend the dissertation orally before the Department faculty and an official representative from the College of Social Science.

#### **10.4.1. What is a Defensible Draft?**

It is expected that the dissertation draft to be defended will be substantially the same as that in the version submitted to the Graduate School. The defended draft of the dissertation will be reasonably free of technical errors in grammar and spelling, and will include all photographs, maps, tables, figures, appendixes, and full bibliographic citations. All Guidance Committee faculty members will receive the same version of the dissertation.

The student's Guidance Committee will not under any circumstances permit the defense of a rough draft of the dissertation.

#### **10.4.2. Arranging for the Defense**

The student's Guidance Committee must meet together in person to determine whether the submitted draft of the dissertation is ready to be defended. The dissertation defense may be scheduled during the University-scheduled time frame for Fall or Spring semesters. The defense **MUST** be scheduled and two copies of the final draft must be submitted to the Department at least 16 working days in advance of the defense.

Both copies should be submitted to the Departmental Graduate Secretary. One copy remains in the Department and one copy is then sent to the Dean's office for the Dean's representative to read before the defense. At the same time, an abbreviated abstract (no more than 1 page) of the dissertation must be turned in to the Department Graduate Secretary so that it can be included in the printed flier that publicly announces the Dissertation Defense.

The student must be enrolled for a minimum of 1 credit during the semester in which the dissertation is defended. As a rule, the Department does not allow dissertation defenses during the summer session because an integral part of the defense is presenting the dissertation results to a public audience, and being prepared to discuss and defend one's ideas, methodology, approach, sampling, research strategy, and other aspects of the research in a professional context. However, if there are extreme and extenuating circumstances that make it necessary for the defense to take place immediately in the Summer, the Department Chair can ask the Dean of the Graduate School to waive the one credit requirement. If a student enrolls for Spring semester, and defends immediately in the Summer, the Department can request a waiver so that the student need not register for Summer. These requests, endorsed by the Department and the College, are sent to the Graduate School for review.

#### **10.4.3. Obtaining an Outside Reader**

The Associate Dean for Academic and Student Affairs in the College of Social Science appoints a regular MSU faculty member, from a unit other than that of the candidate, as Dean's Representative (external examiner) at the time of the oral defense of the dissertation. The Department Secretary is responsible for delivering a copy of the dissertation to the Associate Dean's office (202 Berkey Hall) no later than three weeks before the oral defense.

If an "outside reader" is already part of the Guidance Committee, then he/she usually serves as the Dean's Representative. This is the reason that the Department recommends that the student have someone outside the Department as a member of the Guidance Committee. It makes intellectual sense, and having a "built-in" person to serve as Dean's representative is easier for everyone. The "outside reader" also functions to ensure equitable treatment and shared standards for student performance and scholarship across the entire College.

#### **10.4.4. What Happens at the Defense**

The format of the Ph.D. dissertation defense usually is as follows:

- \* Introduction of the candidate;
- \* 30 to 40 minute presentation by the candidate, including such items as research objectives, methodology, findings, and, finally, the conclusions and significance of the dissertation;
- \* Question and answer period during which the faculty will question the candidate and discuss issues or other matters relevant to the dissertation. The defense up to this point is open to the public, including all other faculty, students, and interested individuals. Anyone may ask questions of the candidate.

After the presentation and discussion, everyone except faculty members will leave the room. It is normal for all faculty present at the examination to participate in the final deliberations. However, only the members of the student's Guidance Committee and the representative of the Dean of the College of Social Science may actually vote on the acceptability of the dissertation.

The Department Chairperson also technically serves on all doctoral committees, and can elect to attend the dissertation him/herself or designate a representative. The graduate student who is defending can specifically request that the Department Chair (or representative) attend, or any faculty member in the Department can make this request. If the Department Chair (or representative) does attend the defense, then he or she also has the right to vote on the acceptability of the dissertation.

#### **10.4.5. Revisions to the Dissertation**

Following the dissertation defense, the Guidance Committee may require revisions of the dissertation before it is accepted. The Guidance Committee will state in writing how the revisions will be evaluated and approved.

The defense and the revisions must take place in the same semester (Fall or Spring). If the student needs an extension of this deadline to accommodate more extensive revisions, she/he must petition to the Graduate Program and Curriculum Committee. All revisions must be completed and the approved dissertation submitted to the Graduate School within the 8-year deadline.



## 10.5. Finishing Up

The final version of the dissertation must be approved by Department of Anthropology, College, and Graduate School. The student is responsible for all University forms and fees before the degree is awarded.

### 10.5.1. Enrollment requirements

A student must be enrolled for the semester in which he/she defends the dissertation, but does not have to be enrolled when turning in the final copies, if that is a different semester. However, a student must fill out forms for the Degree and Certification Office for the term in which the degree is obtained.

### 10.5.2 Responsible Conduct of Research.

Every student (and faculty) must meet the Department's RCR requirements EACH YEAR. See separate documentation on requirements. The dissertation will not be awarded if this requirement is not met.

### 10.5.3. Due dates

Please be sure to obtain an up-to-date guide for the preparation of dissertations from the Graduate School or from the Department's Graduate Secretary.

### 10.5.4. Format requirements

UNIVERSITY REGULATIONS REGARDING THE FINAL COPIES OF THE DISSERTATION UNDERGO FREQUENT REVISION. Please check with the Graduate School.

<http://grad.msu.edu/etd/formattingtutorial.aspx>

### 10.5.5. Distribution of the dissertation

At least one bound copy of the dissertation is needed; it is the student's responsibility to investigate whether additional copies of the dissertation are needed. The University will not complete the paperwork for the degree until the Graduate School electronic and Department paper copies are received:

1. The Graduate School no longer requires a bound copy of a thesis or dissertation, Only electronic versions of the documents will be accepted. For details about submissions and deadlines go to: <http://grad.msu.edu/etd/formattingtutorial.aspx>
2. **The Department** requires one copy for the Department Library. It must be hard bound. Students should give the bound copy to the Graduate Secretary. Many students use the services of Budget Printing (517-351-5060; email [budgetprinting22@aol.com](mailto:budgetprinting22@aol.com)). We are not necessarily recommending them, but are told their prices are reasonable and their work reliable.
3. **Funding Agencies** sometimes also require that the student submit a copy of the dissertation resulting from the funded research; the student should check with the agencies or organizations involved. Failure to adhere to the granting agencies requirements may result (minimally) in the granting agency's refusal to consider any more grant applications by that individual.
4. One courtesy copy of the dissertation must be submitted to the **Guidance Committee Chair**, if requested by the Chair. The student should also check with other members of the Guidance Committee members to see whether they want a copy and what format (electronic or paper) they prefer.
5. **Courtesy copies** of the dissertation. It is a professional courtesy for the student to provide a copy of the dissertation to any individual, agency, or organization that facilitated the dissertation research. While the student may feel that this extra effort represents an unneeded expense, attention to these professional courtesies is an important part of professional behavior. The student should at least ask the granting agency and any individual or group who facilitated their research regarding their expectations.
6. Electronic copies are "published" by ProQuest. When submitting electronic dissertation to ProQuest, a student has now the option to open the document to searches using Google, Google Scholar and Google Books. The option to block such searches also continues to be available. The policy for embargos of thesis and dissertations has been changed, **but continues to be restricted to requests involving potential patents**. What is different is that the period of embargo is restricted to six months and the holding of the document is now done by ProQuest after the electronic thesis/dissertation is submitted after the approval of the Graduate School.

## 11. ACADEMIC POLICIES

Standards of performance are set by the Department, the College of Social Science, and also the Graduate School of the University. *Academic Programs* details the College and Graduate School requirements that are summarized below. All information given in this handbook must comply with these basic rules. Academic Programs policies are available on-line at

<http://www.reg.msu.edu/academicprograms/Programs.asp?PType=SPCG>

### 11.1. Academic Performance.

#### 11.1.1. Grades and other requirements

The University sets minimum requirements for course grades for graduate students. Please consult *Academic Programs* for the official policies regarding graduate education at MSU. In brief, the Department requires a minimum of 3.0 in each course with an ANP prefix. *If the student earns lower than a 3.0 in an ANP course, he/she must re-take the course.* A grade lower than 3.0 in a cognate course is acceptable to the Department, as long as the student's grade point average is not below 3.0.

**DF-Deferred grades: The required work must be completed and a grade reported within 6 months with the option of a single six-month extension.** If the required work is not completed within the time limit, the DF will become U-Unfinished and will be changed to DF/U under the numerical and Pass-No Grade (P-N) grading systems, and to DF/NC under the Credit-No Credit (CR-NC) system. This rule does not apply to graduate thesis or dissertation work.

#### 11.1.2. Scholarly integrity

Integrity in research and all professional activities is based on sound disciplinary practice as well as on a commitment to basic values such as fairness, equity, honesty, and respect. Students learn to value professional integrity and high standards of ethical behavior through interaction with members of the Department and their Guidance Committee, and by emulating exemplary behavior. As a result, the Department as a whole shares a commitment to high ethical standards.

The University document *Guidelines for Integrity in Research and Creative Activities* as well as the *American Anthropological Association Code of Ethics* is provided in this Graduate Handbook for all graduate students and faculty. Students should also be aware of other resources regarding ethical behavior in general (consult the Graduate School web site) and the standards expected in their subfield (a list of relevant web sites is provided below) RCR requirements focus on this and other aspects of professionalism.

“Communities survive or die on the basis of shared values. Among the most important of these in a scholarly community is respect for the intellectual enterprise of others. The behavioral reflection of this value is a readiness to acknowledge individuals for their original work, ideas, findings, and creative endeavors. Failure to provide such credit--knowingly representing the work or ideas of another as one's own--is plagiarism. Imitation may be ‘the sincerest form of flattery,’ but when it involves imitation of the work of another scholar, it is theft.” (From the Audiology and Speech Science graduate student handbook, cited in the *Graduate Handbook Template*, p. 20).

*Research Integrity* is a newsletter that is published semi-annually and distributed to every graduate student and faculty member. It can be accessed via the Graduate School website at

<http://grad.msu.edu/publications/docs/integrityresearch.pdf>

Responsible Conduct for Research (RCR) is now in effect. The specific requirements for meeting these guidelines will be distributed to all students. The department has not voted on all details as of August 1, 2013.

### **11.1.3. Review of Graduate Student Progress**

As noted earlier (and also below), students are kept apprised of their progress in the program each year via a formal letter from the Department after the annual review of graduate students at the beginning of the Spring semester.

In addition, every graduate student is reviewed annually by their Guidance Committee. Students are required to meet at least once each year with their Guidance Committee. In these meetings, all Committee members are kept up to date regarding the student's past performance, current status in the program, and future plans. Written minutes of this meeting are maintained by the Guidance Committee Chair, and are distributed to each Committee member, the student, and one is placed in the student's departmental file.

#### **11.1.3.1 Evaluations during the First and Second Years**

Once each year (February) the Department meets as a whole to discuss each student's progress in the program. All students receive an annual progress report in the form of a letter from the Department Chair, a copy of which is also placed in the student's file.

#### **11.1.3.2 Annual Evaluations after the Second Year**

After the second year Program Evaluation, students continue to be reviewed annually by the full faculty. These reviews are based on the student's transcripts, a statement of the student's progress and current activities from the student's Guidance Committee Chair, and input from other faculty. The Department Chair will convey the results of this evaluation to the student in the form of a letter, a copy of which goes into the student's file.

Students who are applying for financial aid will submit several other documents to the faculty for consideration, including evidence of professional activities, research, and teaching (as appropriate). These documents, and the procedure of ranking students for financial aid, are described in Chapter 12.1.

#### **11.1.3.3. Evaluation follow-up.**

After each annual evaluation, students should meet with their Graduate Committee Chair to review the results of the evaluation, and to discuss, if necessary, any aspect of the evaluation that needs to be addressed by the student during the next year.

Graduate students who wish to appeal any part of the evaluation should do so in writing to the Department Chair, and this appeal will be included with the evaluation in the graduate student's file.

The graduate student, or the Guidance Committee Chair, may also call a meeting of the entire Graduate Committee to review the faculty evaluation, if they wish.

Graduate students should be aware that they are required to comply with any specific action or requirement that is presented in the evaluation letter from the Department Chair, within the time span specified in this document. **Failure to comply with any Department requirement or deadline is grounds for dismissal from the program.**

### **11.2. The Graduate Student's "File"**

The Department Graduate Secretary maintains a file for each student. The file contains records concerning each student's program, including program plans, the list of members of the Guidance Committee, annual review letters, teaching assistant evaluations, thesis proposals, financial aid information, grades and evaluations, grant proposals or funding requests, and results of the Comprehensive Exam. Most of this information is also included in GradPlan, the new online system for graduate student information.

The student's file must also contain a copy of their signed (approved) dissertation or thesis proposal. The student file should also include a copy of any grant proposals submitted for funding.

Other than confidential reference letters (to which the student has waived access), the student should have their own copies of all letters and forms that are in their Department file. Students should check their Department file periodically. Students can make an appointment with the Graduate Secretary to review their file at any time.

A checklist of the most common documents that should be in the graduate student's file is included among the Appendices.

### **11.3. Degree Time Limits**

The University, Graduate School, and College of Social Science have set the following requirements:

- 1) The time limit for completion of the requirements for the master's degree is five calendar years from the date of enrollment in the student's first course the Master's degree program (*Academic Programs*); and
- 2) "Comprehensive Examinations for the Ph.D. degree must be taken within five years,
- 3) and all remaining requirements for the degree must be completed within eight years, from the time when a student begins the first class at MSU that appears on the "Report of the Guidance Committee". Applications for extensions of the eight-year period of time toward degree must be submitted by the department/school for approval by the Dean of the College and the Dean of The Graduate School. Upon approval of the extension, doctoral comprehensive examinations must be passed again. Should the degree requirements not be completed within this eight year period, all of the doctoral comprehensive exams must be passed again." (*Academic Programs*)

**Time extensions for the master's degree and the doctoral degree are difficult to obtain and must be approved by the Department Chair, the College of Social Sciences, and the Graduate School.** The Graduate School will allow an extension for only a specific time period, normally no longer than one year. The extension will include a specific time frame for each remaining requirement.

### **11.4. Termination Guidelines**

This Graduate Handbook describes a series of steps in the form of coursework, examinations, and other Department requirements that must be successfully completed to obtain a graduate degree. These requirements are not meant to be stumbling blocks or hoops set for student performance, but are intended to document the student's progress toward the degree. However, sometimes it may be necessary to drop a student from the graduate program. For example:

#### **11.4.1. Department Degree Requirements**

If the student has not met the Departmental requirements that are outlined in this handbook within the time frames stipulated, the student is not making adequate academic progress toward a graduate degree. This failure is grounds for termination from the Anthropology graduate program.

#### **11.4.2. Graduate School and University Requirements**

Both the Graduate School and the University have their own requirements, including the maintenance of a specific grade point average, as well as time limits on the completion of various phases of graduate work. (see *Academic Programs* for a full discussion of these requirements) Failure to meet any of these requirements is grounds for termination from the Anthropology graduate program.

#### **11.4.3. Faculty, Department, and/or Guidance Committee Requirements**

The student's Guidance Committee, or the members of the faculty as a whole, or the Department Chair, may notify the student in writing of some specific requirement or deadline. If the student fails to fulfill this requirement, or comply with the stated deadline, the student may be terminated from the Anthropology graduate program.

#### **11.4.4. Dismissal based on non-academic criteria**

This Graduate Handbook and also other University documents include the University's and Department's expectations regarding integrity in scholarship and research, which apply to all scholars of the University. These documents include the University *Guidelines for Integrity in Research and Creative Activities* (provided as an Appendix here), as well as the document *Graduate Student Rights and Responsibilities*. Responsible and ethical conduct of all scholarly and research activities is expected of all graduate students, and failure to adhere to these expectations is grounds for dismissal from the graduate program. Most recently, these expectations have been translated into training requirements for various funding agencies and for MSU. RCR requirements for Anthropology are provided separately since the faculty is not set to approve them until September 2013.

Specific examples of some non-academic criteria that are grounds for dismissal include (for example):

- \* Failure to obtain IRB approval before beginning a research program involving human subjects. The Department will assist students in obtaining training, in writing the proposal, and obtaining approval.
- \* Dishonesty regarding grades or any academic record;
- \* Dishonesty regarding research protocol, methodology, findings, and reporting
- \* Dishonesty regarding financial aid, or application for and use of grant money

In addition, all scholars in the Department (graduate students, undergraduate researchers, and faculty) are expected to be familiar with, and to adhere to, the ethical standards of behavior, research, and scholarship that have been established for the discipline of Anthropology. These expectations are set out in general terms by the American Anthropological Association, and specifically for different subfields in the publications of the national organizations. The student should also be familiar with the specific expectations and ethical standards for scholarship and research in his/her subfield. Examples of relevant web-based resources can be found at:

- \* American Anthropological Association  
[www.aaanet.org/committees/ethics/ethics.htm](http://www.aaanet.org/committees/ethics/ethics.htm)
- \* Society for American Archaeology  
<http://www.saa.org/>
- \* The Register of Professional Archaeologists  
<http://www.rpanet.org/>
- \* Code of Conduct and Standards of Research  
<http://www.rpanet.org/displaycommon.cfm?an=1&subarticlenbr=3>
- \* The Society of Africanist Archaeologists (SAFA)  
[www.safa.rice.edu](http://www.safa.rice.edu)
- \* Paleoanthropology Society  
<http://www.paleoanthro.org/>
- \* American Association of Physical Anthropologists  
<http://www.physanth.org/>
- \* American Academy of Forensic Sciences  
<http://www.aafs.org/aafs-bylaws> (see Article II of the Bylaws)
- \* Society for Applied Anthropology  
<http://www.sfaa.net/sfaaethic.html>
- \* Society for Medical Anthropology  
[www.medanthro.net/](http://www.medanthro.net/)

Failure to adhere to the basic standards of professional behavior and standards and standards of integrity in scholarship and research as established by the discipline of Anthropology, as set forth in these documents for discipline as a whole by the American Anthropological Association and for the various sub-disciplines, is grounds from dismissal from the graduate program in Anthropology at MSU. Termination from the graduate program of the Department of Anthropology will become official when the student is so notified in writing by the Department Chairperson.

More information regarding dismissal can be found on in the document “Graduate Student Rights and Responsibilities” (<http://grad.msu.edu/gsrr/docs/GSRR-2010.pdf>) The following paragraph regarding procedures comes from this document:

**GSRR section 2.4.9 Dismissals and Withdrawals.** Each department/school and college shall establish criteria for the dismissal or withdrawal of students enrolled in its programs. Such criteria shall be published and given to students at the time they begin their programs. Should a decision to dismiss a student be made, the affected student shall be notified in writing in a timely matter. All information regarding the decision is to be held in strict confidence between the student and those faculty and administrators with responsibility for the student, on a need to know basis; release may be only with the written consent of the student involved unless the decision becomes the substance for a grievance procedure, in which case such information shall be released to the grievance committee. All records and information created under this article shall be released only in accordance with the University’s published policies governing privacy and release of student records. The same privacy is to be accorded the reasons for a student’s temporary or permanent withdrawal from the University. Should a decision to dismiss be held in abeyance, pending completion of the stipulated conditions, these conditions must be communicated in writing in a timely matter to the student.

## 11.5. Resolving Problems

The Graduate School reports that most conflicts that occur within a graduate program stem from a student's relationship with faculty, particularly with the Guidance Committee and the Guidance Committee Chair. This relationship is inherently unequal because faculty are responsible for setting and enforcing standards for academic quality and progress. This unequal relationship is not necessarily a problem, however, unless there are differing or changing expectations for the mentor-student relationship and for student performance within the program of study. The Graduate School reports that typical interpersonal or professional issues involved in these conflicts include (for example): access to financial support, access to information, data, and intellectual property, recognition of team and individual effort in research, and expectations for work performance and research.

In these and similar situations, conflict is more easily avoided than resolved. In most of these issues, the key to avoiding conflict is to maintain communication between faculty and student, and to ensure that the Departmental requirements are explicit and are fairly applied to all graduate students. To that end, the Department has in place certain rules and procedures to ensure at least minimal standards of communication, and to prevent the most obvious potential conflicts between students for scarce financial resources, and between students and their faculty mentors.

For example, the Department requirement that students meet with their entire Guidance Committee at least once each year can help avoid conflicts that might arise from different faculty members having different information, assumptions, or expectations regarding the student, or vice versa. Similarly, the process of obtaining signatures from all Guidance Committee members or from the Graduate Curriculum and Program Committee members at various points in the student's program ensures broad comparability in faculty expectations across the entire Department. Another example is the Department's explicit written criteria for graduate student rankings for financial support, which is intended to create an environment in which resources can be allocated as fairly as possible, based on student performance and accomplishments.

Other potential areas of conflict involve the student's interactions with the Guidance Committee members, the Guidance Committee Chair, or the student's involvement in a research project. In all of these cases, the Department tries to maintain clear lines of communication by means of written minutes of Guidance Committee meetings, of formal agreements between the Guidance Committee Chair and the student (for example, regarding revisions to be made to the dissertation). In other situations, the student and faculty member should discuss explicitly the conduct of research, the role of each individual in the research project, and the expected outcomes of research in terms of publication and authorship. MSU publications "Guidelines on Authorship" and the "Responsible Conduct of Research" (both available online, see below) outline the University's expectations for all scholarly research.

A mentoring relationship between students and the individuals on the Guidance Committee also necessarily involves personal as well as professional dimensions, and must include mutual trust and open communication. Mentoring also involves several roles, including that of faculty adviser within the student's educational program, career adviser, skills consultant, and role model, with the goal of advancing the educational, professional, and personal growth of the student. Students need to be aware that these many roles are not necessarily filled by a single individual among the faculty.

In practical terms, the most common problems that have affected students in Anthropology stem from lack of communication between the student and the members of the Guidance Committee. *It is the student's responsibility to maintain close contact with the Guidance Committee and the Guidance Committee Chair.*

Students in residence at MSU must arrange meetings with the Guidance Committee at least once each year. During times when a student is not in residence at MSU (such as during dissertation fieldwork and writing), it is particularly important to maintain contact with the Guidance Committee Chair, so that he/she can keep the entire faculty informed of your activities and progress in the program.

One way that the Department helps problems from arising is by requiring that all meetings and agreements with members of your Guidance Committee be recorded in writing. The Guidance Committee Chair should take minutes of all meetings involving the full committee; copies of these minutes are sent to each member, the student and the student's file.

Despite these and other efforts, sometimes conflict is unavoidable. The University has a judicial structure and process for evaluating alleged violations of recognized graduate student rights and responsibilities. While it is always best to avoid problems where possible, if a serious problem does arise, the first step to

resolve it, either informally or formally, is within the Department. As stated in the “Graduate Rights and Responsibilities” section of the Student Handbook and Resource Guide:

*If problems arise in the relationship between instructor and student, both should attempt to resolve them in informal, direct discussions. If the problem remains unresolved, then the unit administrator [chair] and/or the Ombudsman [Department Ombudsman] should be consulted. If still aggrieved, a student may then submit a formal, written grievance for consideration by an appropriate hearing board*

*Student grievances alleging violation of academic and professional rights must be initiated at the lowest administrative level feasible; normally, the department/school.*

The members of the Guidance Committee serve with the approval of the Department Chair, who is ultimately responsible for its functioning, and who retains the right to approve or disapprove the composition of a committee, to remove members of a Guidance Committee, or to add one additional member. The Department Chair also provides oversight of all aspects of the graduate program, and the Chair must in fact approve the awarding of all graduate degrees in the Department.

**Thus, the Department Chair is the student’s first resource for advice on avoiding a potential conflict, or on how to deal with a problem. In the event that the student wishes to seek informal advice without involving the Department Chair, or in cases where the student’s problem concerns actions of the Department Chair, students should consult with their Guidance Committee Chair, the Graduate Program Director, and/or the Chair of the Graduate Program and Curriculum Committee.**

Other sources of information regarding how to deal with problems, as well as helpful suggestions about how to avoid problems can be found in these publications (all of which are available on the Graduate School web site).

- \* Start with *The Graduate Student Resource Guide* (pp. 34-43) for advice and further references
- \* *Graduate Student Rights and Responsibilities* This document outlines MSU’s formal procedures for conflict resolution.
- \* *Guidelines for Graduate Student Advising and Mentoring Relationships* on the Graduate School web site (<http://www.grad.msu.edu/publications/docs/studentadvising.pdf>). This document is also included in the Appendices here.
- \* A helpful overview of what to expect from a mentoring relationship is given in *Advisor, Teacher, Role Model, Friend: On Being a Mentor to Students in Science and Engineering*. You can read it online at <http://books.nap.edu/catalog/5789.html>
- \* MSU’s official policy regarding authorship of scholarly work outlines the general criteria for authorship, including senior authorship, and considers the ethical issues involved. This policy is found at <http://vpgrs.msu.edu/michigan-state-university-guidelines-authorship>. Several departments on campus (such as the Department of Kinesiology, and various medical/laboratory sciences) have model written agreement forms for faculty-student research and publication.

It may also be to your benefit to consult the University Ombudsman’s web site for resources and additional information. [www.msu.edu/unit/ombud](http://www.msu.edu/unit/ombud)

## 12. GRADUATE ASSISTANTSHIPS

Several graduate teaching assistantships are available each year. Some research assistantships are also available at times; these are funded by an individual professor's research funding and are awarded at that professor's discretion. The Department also hires work-study students to assist in department office and other work; these positions, however, are available only to work-study students. For more information on the work-study program the student should contact the Office of Financial Aid.

Graduate student assistants are covered by the MSU/Graduate Employees Union (GEU) Contract (<http://grad.msu.edu/2011-2015GEUContract.pdf>). There is a contract for 2011-2015, and a new contract is in negotiation. Students and faculty both have the responsibility of becoming familiar with the major issues covered in the contract. Several issues are notable in the current contract:

1. The tuition waiver is 9 credits for Fall and Spring semesters; five credits for Summers.
2. Level 3 (Master's or equivalent) appointments are based on the number of credits that a student has earned AND 6 semesters of experience (including summers). A student is defined as "MA or equivalent" after earning 30 credits. This definition applies only to TAs.

Policies related to graduate student assistantships are also specified in the *Graduate Student Rights and Responsibilities* 5.2.1-5.2.8. This document can be downloaded via the following website:  
<http://splife.studentlife.msu.edu/>

**Graduate student employees and their supervising professors BOTH have the responsibility of discussing and clarifying what TA or RA will do, and their mutual expectations. For example, they may wish to specify certain hours of work, or certain tasks; the TA or the professor may wish for the TA to keep a log of hours worked. They may wish to keep a written document that details the student's specific duties.**

**In the event of any problems or confusion, the TA should seek help from the Department Chair first to see if the problem can be resolved informally within the Department. Students who are teaching assistants for ISS courses are in fact employees of the Department of Anthropology, and should ask the Department Chair for assistance if a problem arises.**

### 12.1. Applying for an Assistantship

Fill out a Financial Aid Application (an example is included here among the Appendices). Students must also supply documentation for the merit points that they claim on the application.

The University requires that all teaching assistants whose first language is not English must pass the SPEAK test or Test of Spoken English, which is administered by the English Language Center (see *Academic Programs*, p. 57).

If students are away from campus (e.g., doing dissertation fieldwork) and wish to apply for an assistantship for Fall semester, they need to apply by January 1 of that calendar year. Obtain these forms from the Graduate Secretary. Late applications will be considered only if monies are available.

**Students should apply for a graduate assistantship even if they don't know whether they will be on-campus or eligible for an assistantship for the next year. Sometimes extra funds for teaching assistantships or research assistantships become available later in time, and the Department cannot fund a student who has not applied for funding.**

**Students must apply for financial aid through the Department to be eligible to receive a teaching assistantship from either the Department of Anthropology or from ISS (Integrative Studies in the Social Sciences). Students must also have a financial aid form on file to receive a research assistantship.**



## **12.2. Evaluation Criteria**

Financial aid in the Department is awarded on the basis of merit, including progress through the graduate program. Students are divided into five groups, or cohorts (first-, second-, third-, fourth-year students and post-fieldwork students. Criteria for ranking students within each group are listed below.

### **12.2.1. Evaluation Procedure**

The Department's annual review of graduate students provides the framework for decisions about financial aid. The evaluation will cover the first semester for first-year students, and the two previous semesters for second, third, and fourth year students.

The faculty use the mid-year evaluation results to determine separate financial aid rankings for each student cohort (first-, second-, third-, and fourth-year and above students). Only students who apply for aid for the coming year will be ranked. Students receive a financial aid application form, including spaces to list their accomplishments (a copy is included here among the Appendixes).

### **12.2.2. Primary Criteria for Evaluation and Ranking**

The primary criteria concern academic achievement in the graduate program. Primary criteria include: GPA; grades in Anthropology courses; faculty evaluation letters; successful completion of required courses.

### **12.2.3. Secondary Criteria**

Secondary criteria will also be considered. Secondary criteria include accomplishments and deficiencies. The faculty are aware that students differ in the prior experience and education, and the general expectations for students will vary according to their individual circumstances and their year in the program at MSU. In particular, the more advanced the student, the more that the faculty expect to see evidence of scholarly activities (see below)

**Accomplishments** will be evaluated to raise the student's ranking. Accomplishments include:

- a. **Evidence of scholarly activities:** (roughly in order of importance): peer reviewed publications and technical reports; non-peer-reviewed manuscripts; external grants; internally funded grants; conference presentations; awards for teaching, scholarship, or service;
- b. **Evidence of professional development:** public lectures (including brown bag presentations); conference attendance; activities in professional organizations within MSU or within the profession; participation in Graduate School workshops on teaching and graduate education; participation in Department outreach.

**Deficiencies** will lower the student's ranking, or in serious cases, eliminate the student from funding altogether. These criteria, which vary according to the student's year in the program, include such factors as DFs and INCs; failure to choose a Guidance Committee Chair, failure to form a complete Guidance Committee; failure to hold required Guidance Committee meetings; delayed comprehensive exams (including the dissertation proposal); no IRB approval form on file (as relevant).

### **12.2.4. General criteria**

- a. Students may expect a MAXIMUM of four years of pre-dissertation funding
- b. Priorities for funding are generally in this order from highest #1 to lowest #4: 1) current first year students; 2) current second year students; 3) current third year students. Several assistantships are set aside for entering students.
- c. Students are ineligible for pre-field funding after they complete their comprehensive exams, which includes the proposal defense.

### **12.2.5. Evaluation of Post-Fieldwork Students**

- a. Post-fieldwork financial aid will be awarded through a Graduate Curriculum and Programs Committee evaluation of application materials submitted by the student.
- b. The application will include a work plan and a supporting letter from the student's advisor, along with the student's statement of other accomplishments. The work plan will include a copy of the dissertation proposal, a one-page thesis abstract and chapter outline, and a writing schedule for the period of the award. Accomplishments should be listed for the last two years. Applicants will be ranked.

- c. This support is limited to one academic year, and is contingent upon available funding in the department.

#### **12.2.6. Overall Allotment of Awards**

The Department Chair allots financial aid awards to a given number of post-fieldwork applicants and to the top-ranking students in each of the four pre-fieldwork cohorts.

### **12.3. What do Graduate Assistants Do?**

#### **12.3.1. Responsibilities**

Graduate Assistants may help teach or do research. The duties involved in being a Teaching Assistant may vary, depending on the class level, class size, subject matter, and personal preferences of the instructor. Teaching assistants are usually expected to attend lectures and to keep up with the assigned readings, as well as assisting the instructor. They may assist with in test writing, grading, preparing handouts, and lecturing. They may be expected to hold regular office hours and/or review sessions. Other TAs may be the primary or only instructor for a course. Graduate Assistants should be familiar with the GEU contract, and the sections on rights, workload, and performance requirements are particularly applicable to this issue.

It is essential that the TA and the primary instructor discuss and agree on the TA's role and responsibilities for a particular class.

Similarly, a graduate student Research Assistant will work with a professor on some aspect of ongoing research. Research Assistants may, for example, code data, draft figures, do analysis, and /or be involved in writing. Some of this work may overlap with the student's thesis or dissertation research. It is therefore crucial that the graduate student and professor discuss and agree on the student's duties regarding the assistantship as well as the research project as a whole.

#### **12.3.2. Time Commitment**

Assistantships are most commonly expressed as 1/4 time or 1/2 time. "Quarter time" assistantships carry a workload averaging 10 hours/week; "half time" assistantships average 20 hour/week workloads.

#### **12.3.3. Maintaining Your Student Status**

The University requires that graduate assistants with a half time or quarter time appointments must enroll for at least six credits per semester to be considered a full time student (see 15.3.1)

### **12.4. Resources for Graduate Assistants**

#### **12.4.1. through the University**

Questions concerning University-related resources such as salary and benefits are best asked of the Department Office Supervisor, or the MSU Payroll Office or Benefits Office.

Parking stickers are obtained from Police and Public Safety (the Vehicle Office). Other resources are covered as part of the current MSU/GEU (Graduate Employees Union) Contract.

#### **12.4.2 through the Department**

The Department administers some resources for graduate assistants and teaching assistants, including (depending on the nature of the graduate student's appointment) office space or laboratory space, access to computers, internet access, telephones, mailboxes, and office supplies. The graduate student assistant should clarify these issues with the faculty supervisor as well as the Departmental office staff.

### **12.5. Resources for the Graduate Teaching Assistant**

The Graduate School and the University offer training for teaching assistants in teaching skills, classroom management, and other aspects of teaching. The Graduate School also offers a Certification in College Teaching Program. Here are some relevant websites and helpful programs for beginning and experienced teachers:

- \* MSU Teaching Assistant Training Program (<http://tap.msu.edu/>)
- \* Certification College teaching Program <http://grad.msu.edu/collegeteaching/>
- \* MSU Teaching Consultation service (through the Teaching Assistant Training Program)
- \* Teaching Orientation for International Students (announced each year)

### **Online Workshops about Teaching**

Both faculty and graduate students can access nine online modules on improving your classroom teaching. The Graduate School purchased access for several years from Epigeum, a spin-off company from Imperial College of London <http://www.epigeum.com/>. These are high-quality interactive modules on a variety of topics related to teaching and learning. For more information and to access the modules visit: <http://tap.msu.edu/teche/>.

### **12.6. Summer Fellowships for Research and Training**

A small number of summer fellowships are available for graduate students. Ask in the Department Office for an application form; the form requires writing a one-page proposal of the research or training to be undertaken.

### **12.7 Externally funded fellowships now qualify students for in-state tuition**

Receipt of externally funded fellowships by students who have written their own grant applications worth at least \$20,000 (direct costs) makes the students eligible for in-state tuition rate. The in-state tuition rate applies only to the semesters during which the student is supported by the fellowship. This policy applies only to grants funded through a competitive process by a US institution/agency/foundation. Funds obtained through non-competitive processes (e.g., need-based fellowships) or from international sources do not qualify the students for in-state tuition rates. For more information contact Melissa Del Rio ([mdelrio@grd.msu.edu](mailto:mdelrio@grd.msu.edu)) in 110 Linton Hall.

### **12.8 ABD Teaching Opportunities and Limitations**

Students who are ABD may teach 100-300 level courses in the department. Graduate students should not be in the position of evaluating other graduate students, and therefore 400 level courses are typically not taught by graduate students since some graduate students take these courses. In rare circumstances, the department may have no choice but to hire a graduate student to teach a 400 level course. This requires special arrangements by the chair of the department.

It is suggested that ABD students interested in these teaching opportunities submit a cover letter to the chair each fall for the spring, summer, and following fall semesters, identifying which courses they feel they are qualified to teach, along with a CV. An endorsement line for the Guidance Committee Chair should appear on the letter and be signed. These materials should be submitted to the Department of Anthropology Chair.

### **13. YOUR GRADUATE STUDENT CAREER**

Graduate school is more than just taking courses and fulfilling requirements. Graduate students are also preparing to be professional anthropologists and colleagues. Your fellow graduate students and your professors are your future colleagues, co-authors, and professional contacts. Because part of the experience of graduate school is developing long-term professional relationships with your fellow graduate students and with your professors, a certain amount of collegial interacting is expected of graduate students in the Department.

While “professional behavior” is perhaps difficult to define explicitly, being a professional involves a certain amount of interacting, networking, and socializing. For example, keeping your Guidance Committee and your Chair informed regularly of your activities, research, goals, and plans is expected. It is not just a Department requirement; it is a professional courtesy to let people who are interested in your research know what you are doing. Along the same logic, it is simply a professional courtesy to know other scholars who are working in a geographic or topical area closely related to your research, and to introduce yourself to them (perhaps at a professional meeting) as a fellow scholar.

Similarly, graduate students are expected to schedule a certain amount of time for professional non-class activities, such as brown bags and departmental social events. Graduate students are also welcome to lunch informally with faculty in Baker Hall and in McDonel Hall. These events represent structured and informal occasions to become familiar with people in the department what kind of research people are doing, and how they are doing it. Participating in these events also gives the faculty a chance to get to know graduate students, their interests, current scholarly activities, and goals.

#### **13.1. Be Professionally Active**

##### **13.1.1. Join the “Community of Scholars”**

Participate in the intellectual life of the community of anthropologists on campus by going to public lectures. You might learn about new topics, find out what faculty members might be appropriate to have on your Guidance Committee, or discover those who may help you with some specific aspect of your research. You may discover that other graduate students or faculty members are using certain ideas or methods or approaches that are relevant to your own research. You’ll also find out more about the field in general, as well as about the Department and other departments and centers on campus.

##### **Noon brown bag lectures**

Weekly “brown bags” are organized by graduate students and are held in McDonel Hall. Informal presentations are given by students, faculty, and visiting faculty from other departments. Depending on your area of interest and subfield, you may also want to attend brown bags sponsored by other departments or groups, such as CASID, the African and Caribbean Studies Center, and/or the Latin American Studies Center.

##### **Evening lectures**

Evening lectures are usually more formal. There is often an “after lecture” reception during which you can meet the lecturer and continue discussion. The lecturer may be an on-campus faculty member or advanced graduate student, a faculty candidate, or an outside lecturer who is on a lecture tour. The Michigan Archaeological Society (MAS) and the Archaeological Institute of America (AIA) are two groups that host regularly scheduled evening lectures.

##### **Dissertation Proposal and Defense lectures**

The presentation portion of your colleagues’ dissertation proposal and dissertation defenses may be open to interested members of the academic community. Attending these presentations is a good way to find out what more advanced students have been doing, as well as finding out what kinds of topics, may be of interest for your own research.

### **13.1.2. Presenting Your Research**

Presenting your research or your knowledge of anthropology is an important part of becoming a professional anthropologist. The Department rewards participation in this sphere by giving you credit for these presentations on the Financial Support Rating form and during your annual review.

Be sure to document your participation by giving the Graduate Secretary a copy of a flyer, program, or thank you note to put into your Departmental file.

#### **...to scholars at MSU**

Offer to give a brown bag about your summer fieldwork or travels, your M.A. thesis (or your B.A. honors thesis). The anthropology brown bags at McDonel are very informal and are a good way to introduce yourself to the department, practice a upcoming presentation, or solicit comments on a work-in-progress.

#### **... to the public**

Sometimes the Department is asked to send someone to present a lecture or workshop to the public. These “outreach” presentations might be addressed to children or adults. The Department also regularly participates in MSU “Science, Engineering and Technology Day” on campus in the fall and “Darwin Day” in February. The Department is always looking for volunteers to help out, and for posters and other research results to present to the public.

#### **.. to a larger professional audience**

As a graduate student, you will begin presenting papers at regional and national professional meetings and conferences. These papers might be 15 to 20 minute lecture presentations, or a poster on which you present your research. At a poster presentation, the poster is usually on display for several hours, with you on hand to meet people who are reading the poster, explain more about your work, and learn about theirs. Sometimes funding is available from the Department or the Graduate School to help pay for travel to professional meetings to present a paper or poster.

### **13.1.3. Professional Development Programs through the MSU Graduate School**

The Graduate School provides a number of workshops and programs on professional development, addressed from the needs of the beginning graduate student and also for later in your career, as well as into the early stages of your after-graduation career. (<http://grad.msu.edu/prep/docs/prepskillsworkshops.pdf>)

We also HIGHLY recommend that students take advantage of the Graduate School’s CAFFE program. CAFFE stands for Center for Academic and Future Faculty Excellence - <http://grad.msu.edu/caffe/> There are many useful resources here.

#### **Teaching Assistant training**

The Graduate School sponsors TA training workshops (<http://tap.msu.edu/>), as well as a teaching certificate program. Beyond these programs, there are other resources for improving teaching at MSU. For example, the Lilly seminars provide continuing education for faculty, some of who have been Lilly fellows (<http://fod.msu.edu/opportunities/lilly-teaching-seminar-series>). Faculty who have attended these seminars serve as resources for department teaching assistants; they have presented brown bag sessions, and can provide assistance to new TAs in the department. Contact the Graduate Program Director for more information.

#### **Pre-dissertation research experience and internships**

Students should try to obtain research experience in their subfield- for example, during the summers, or as a research assistant.

#### **Professional organizations**

Professional meetings involve more than just papers and poster presentations. For example, the American Anthropological Association hosts workshops, receptions and luncheons at the national meeting, many of which focus on graduate student concerns,

Local or regional meetings are smaller, offering a good opportunity to meet others who will some day be reviewing your grants, reading your manuscripts for journal articles, and interviewing you for jobs. Your Guidance Committee Chair is probably your best resource regarding which professional organizations will be of most value to you, given your research interests.

## **13.2. The Graduate Student's Role in Academic Governance at MSU**

### **13.2.1. Graduate Students of Anthropology (GSA)**

All graduate students in Anthropology are members of GSA. The graduate student officers of GSA are elected by the members.

Most of the Department's standing committees contain one graduate student representative. This representative is elected by the graduate students and has one vote. Two elected student representatives attend departmental meetings (Department Bylaws 2.2.1 and 2.2.2.0)

Students do not vote on decisions regarding faculty appointments and salary; nor do graduate students participate in discussions regarding individual fellow students (Department Bylaws 2.2.3).

### **13.2.2. The Council of Graduate Students (COGS)**

The Council of Graduate Students represents the graduate student population to the rest of the University. It is the official governing body of all MSU graduate students. COGS usually meets once a month during the Fall and Spring semesters. Each department has a graduate student representative to COGS, who attends the COGS meetings and reports back to the students on those issues that are relevant to them. COGS meetings are open to the public (see the *Resource Guide*, pp. 11-12).

Contact COGS at 316 Student Services Building (phone 353-9189; email cogs@msu.edu).

## **14. RESOURCES FOR GRADUATE STUDENTS**

As a graduate student in Anthropology, you are automatically a member of the Graduate Students of Anthropology. You also have access to certain Departmental, as well as University, resources and facilities.

### **14.1. Department Facilities and Resources**

#### **14.1.1. The Department Office (355 Baker Hall)**

The Department's main office, as well as many faculty offices, is on the third floor of Baker Hall. Many TA offices are on the 4<sup>th</sup> floor.

Copy machines are available in the MSU library, COGs, or in off-campus copy centers. Graduate students are not allowed to use the copy machine in the Department workroom.

The Department's fax machine and printers are not intended for graduate student use.

#### **14.1.2. Lowry Memorial Library (Baker Hall)**

The Department maintains a small library in 335 Baker Hall. This library has selected anthropology books, journals, and copies of Anthropology theses/dissertations.

#### **14.1.3. The Consortium for Archaeological Research (McDonel Hall)**

The Consortium (CAR) includes archaeologists from the Departments of Anthropology, History, and Art History. The Consortium has office space, laboratory space, a computer lab, storage facilities, and a lounge with refrigerator and microwave oven in the east wing of McDonel Hall. All of these facilities are available for student use. Sometimes lectures and seminars are scheduled in McDonel Hall as well. Faculty and students often eat lunch together at McDonel. The archaeologists consider food left on the lunch table to be communal property, but you are responsible for cleaning up your own mess. Campus Archaeology (CAP) is part of CAR, and often hires graduate students for special projects or work. See <http://campusarch.msu.edu> for details. Professor Goldstein directs CAP and can provide additional information.

#### **14.1.4. The MSU Forensic Anthropology Laboratory (4<sup>th</sup> floor, East Fee Hall)**

The Forensic Anthropology Laboratory is located in East Fee Hall (the medical school). The equipment in this laboratory is available for graduate student use on projects under the supervision of the physical anthropology faculty.

#### 14.1.5. Computer Laboratories (3rd and 5th floors, Baker Hall)

The Department shares these facilities with the Department of Criminal Justice. The 3rd floor computer lab emphasizes qualitative data analysis and ethnographic research. No food or drink is allowed in these rooms. There are also printing facilities in the computer labs.

### 14.2. College and University Facilities and Resources

#### 14.2.1. E-mail Accounts

All students and faculty at MSU have access to email via the MSU Mail system. Call or stop by the Computer Information Center (305 Computer Center; 432-6200) to get information. You must have an MSU account to be included in classes.

#### 14.2.2. The Main Library

Information about the library is available on line <http://www2.lib.msu.edu/> and at 355-8981. The library catalog is on line via a system called MAGIC. You can photocopy at the Copy Center in the main library. The Library also has many other resources available to graduate student scholars.

#### 14.2.3. Computer Assistance

The Computing Center User Services (517) 432-0700 offers short courses on computer use and on the collection and coding of data.

[http://ats.msu.edu/organization/user-services/help\\_desk\\_service\\_center/](http://ats.msu.edu/organization/user-services/help_desk_service_center/)

<http://ats.msu.edu/services/a-to-z-index.php>

#### ATS Help Desk

Answers to questions about computing and networking at MSU

<http://help.msu.edu/index.php>



#### 14.2.4. Statistical Assistance

CSTAT (Center for Statistical Consulting and Training) offers personalized help with statistical problems. Graduate student consultants from the Department of Statistics and Probability are available by appointment to consult about design problems, statistical design, etc. There is no charge for this service. See <http://www.cstat.msu.edu/> for details.

#### 14.2.5. The Writing Center

The Writing Center offers personal assistance for small projects such as vitas, abstracts, and cover letters. The consultants also organize "peer response writing groups" to help graduate students prepare class papers, research papers, and theses/ dissertations. The writing center is located at 300 Bessey Hall (432-3610). The Center's web site is at <http://writing.msu.edu>.

The Department is participating in a Graduate School initiative to develop peer writing groups. Please watch your e-mail for announcements.

#### 14.2.6. Graduate School Resources

<http://grad.msu.edu/caffe/>



#### Goal:

To develop a personalized curriculum of professional development via a set of activities organized along the four Themes of the CAFFE Menu, and to integrate this curriculum with a plan for disciplinary research training through Parallel Mentoring (i.e., concurrent attention by faculty mentors to the development of graduate students and postdocs as researchers and future members of the professoriate).

**Product:**

A prepared individual who is ready to meet demands of a faculty position



<http://grad.msu.edu/prep/>

**PREP** is the MSU Graduate School career and professional development model, designed to help you plan for a successful doctoral and postdoc experience and a smooth transition into your future role in academia, government, industry, corporations, or agencies. The acronym PREP foregrounds four professional skills that are key to your doctoral and professional career:

- **Planning** throughout the graduate program to identify and successfully achieve career goals;
- Developing **resilience** and tenacity to thrive through personal and professional stages;
- Practicing active **engagement** in making important life decisions and in acquiring the skills necessary to attain career goals;
- Attaining high standards of **professionalism** in research and teaching.
- The PREP model is organized around our career matrix, which allows you to plan according to where you are in your program or job search.

**Funding**     <http://grad.msu.edu/funding/>

[Financial Wellness Counseling](#) is now available to Grad Students at Olin Student Health Center. Appointments are limited. First come, first served. Couples welcome. Call (517) 884-6565 or e-mail [Brian.Winters@hc.msu.edu](mailto:Brian.Winters@hc.msu.edu) to schedule an appointment.

[Planning Your Budget](#), [Fellowships](#), [Community of Science Electronic Resources](#)

[Funding Opportunities Database](#)

The COS Funding Opportunities database is the most comprehensive source of funding information available on the web, with more than 23,000 records, representing over 400,000 funding opportunities, worth over \$33 billion.

### [Assistantships](#)

- [Overview of Financial Assistance for Graduate Students \(pdf\)](#)
- [Academic Achievement Graduate Assistantships \(AAGA\)](#)
- [Student Affairs and Academic Support Services Graduate Assistant positions](#)

### Graduate School Funding Opportunities

- [Graduate Student Research Enhancement Award](#)
- [Travel Funding Fellowship](#)
- [Education Opportunity Fellowship](#)
- [Emergency Fellowship Funding](#)
- ["Top-Up" Awards for Externally Funded Fellowships](#)

### Michigan State University Funding Resources

- [Council of Graduate Students \(COGS\) Funding](#)
- [Environmental Science and Policy Program Compilation of External Environmental Funding Opportunities](#)
- [Foreign Language and Area Studies Fellowships](#)
- [MSU Library Grants Resources](#)
- [Michigan Intercollegiate Graduate Studies](#)
- [Office for International Students and Scholars](#)
- [Office of Financial Aid](#)
- [VPRGS Funding Information](#)
- [National/International Fellowships and Scholarships \(NIFS\)](#)



## Other Funding Resources

- [National Science Foundation \(NSF\) Graduate Research Fellowship Program \(GRFP\)](#)
- [fastWeb](#)
- [Fellowship Support for Students by Agency](#)
- [FinAID](#)
- [International Research Fellowships Information](#)
- [Medical and Health Sciences Foundation Fellowships](#)
- [Science/Engineering Foundation Fellowships](#)
- [Social Science, Arts and Humanities Foundation Fellowships](#)
- [Women's Education, Education, Law and Miscellaneous Foundation Fellowships](#)

<http://grad.vudat.msu.edu/>

<http://grad.msu.edu/resources/>

- [Academic Programs](#)
- [Center for Statistical Training and Consulting](#)
- [COGS](#)
- [Departmental Handbooks](#)
- [Family Resource Center](#)
- [Graduate Employee Union](#)
- [Graduate Students Rights and Responsibilities](#)
- [Library Resources](#)
- [Medical Students Rights and Responsibilities](#)
- [Plagiarism](#) (PPT)
- [The Office of the Ombudsman](#)
- [Teaching Assistant Programs](#)
- [Travel Abroad](#)
- [University Committee on Graduate Studies](#)
- [Vice President for Research and Graduate Studies](#)
- [Copyright Information](#)

### 14.2.7. Office for International Students and Scholars (OISS)

The OISS serves international students and faculty. It is a resource center for information and consultation on matters such as academic problems, immigration questions, employment, and finances. The Center also sponsors training programs. OISS is in Room 103, International Center (phone 353-1720) and the website is <http://oiss.isp.msu.edu/>

### 14.2.8. MSU's Area Studies Centers and Institutes

The Department has formal ties with many other campus units that emphasize international studies. MSU houses many nationally recognized area studies centers and institutes, such as the Center for Latin American and Caribbean Studies (CLACS), the Center for African Studies, the Julian Samora Research Institute (JSRI), the Center for Advanced Study for International Development (CASID), the Institute of International Agriculture, the Institute for Public Policy and Social Research (IPPSR), and the Center for Ethics and Humanities in the Life Sciences, the Center for Gender in Global Context (CENGEN).

### 14.2.9. The MSU Museum

The Department maintains formal ties with the MSU Museum (<http://museum.msu.edu/>); some faculty have joint appointments as Curators.

### 14.3.0 The Center for Remote Sensing and GIS

Graduate students and faculty in the Department also have access to facilities at this Center for specific research projects. Consult <http://www.rsgis.msu.edu/>

### 14.3.1. Helpful MSU Publications for Anthropology Graduate Students

Many of these publications are also available online. The Department, the College of Social Sciences, and the Graduate School all maintain web sites that should contain these documents.

### 14.3.2. General Newspapers and Newsletters

- a. The State News (daily newspaper) <http://statenews.com/>
- b. MSU News Bulletin (weekly) <http://news.msu.edu/>

### 14.3.3. General Resource Books and Handbooks

The Anthropology Department has current copies of these publications:

- a. *Academic Programs* <http://www.reg.msu.edu/AcademicPrograms/> This volume gives you the final word on all University policies. It includes the formal descriptions of undergraduate and graduate programs. This is where you will find the complete statements regarding any University or Graduate School policies and procedures that are summarized in this graduate handbook.
- b. *Schedule of Courses and Academic Handbook*  
Updated every year. This is now totally online.
- c. *Faculty and Staff Directory* (telephone book) that is also available online.

#### **14.3.4. Publications from the Graduate School**

All these publications are available at 118 Linton Hall (355-0301) or online from the Graduate School website <http://grad.msu.edu/>

- a. *Graduate Student Resource Guide*  
This volume is full of information about living in East Lansing and navigating "the academic maze." There is a copy in the Anthropology Department office.
- b. *The Funding Guide*  
Lists sources of grants, scholarships, and fellowships, updated annually
- c. *The Graduate Post*  
This is a newsletter that is published once every semester. It announces deadlines, upcoming events, and funding opportunities that are relevant for graduate students
- d. *The Graduate School Guide to the Preparation of Master's Theses and Doctoral Dissertations*  
Includes the format requirements for your thesis/dissertation as well as copies of the forms needed for finishing up your degree
- e. *By Degrees*  
A series of bulletins on issues such as financial aid, teaching, dissertation completion

#### **14.3.5. Other Useful Publications**

- a. *Spartan Life*  
Published by the Office of Student Affairs and Services, and available in pdf format at: <http://splife.studentlife.msu.edu/>
- b. *Guide to Departments of Anthropology*  
This volume is published by the American Anthropological Association and is available online at the AAA website for members of the AAA. The Department has a hard copy in the main office, and several faculty members keep copies as well. This volume contains a wealth of information about anthropologists in academic and museum settings, including listings of the anthropology faculty at various universities, their academic backgrounds and research interests, as well as their email addresses.

#### **14.3.6. The University Travel Office**

Graduate students and faculty who are planning to travel must complete a travel authorization to have on file in the department, even if the travel is supported out-of-pocket. If you do any professional travel without a travel authorization you run the risk of not being covered for health or life insurance.

- a. Check with the MSU Travel Clinic re: international travel. They will let you know of any health risks or required immunizations. <http://travelclinic.msu.edu/>. In addition, graduate students should check the Travel Smart website maintained by the Graduate School (<http://grad.msu.edu/travel/>)
- b. Check the International Studies and Programs website for issues related to safety around the world. <http://isp.msu.edu/travel/>
- c. Apply for assistance with travel funding via the Graduate School. If the Graduate School provides funding, they will also provide a MEDEX emergency card. <http://grad.msu.edu/forms/docs/studenttravel.pdf>

## 15. FREQUENTLY ASKED QUESTIONS

Here are some frequently asked questions about some topics of confusion for faculty as well as graduate students. The answers given here represent our best understanding at this time of the Graduate School and University rules, as they are presented in *Academic Programs*, as they apply to the Department of Anthropology graduate program.

### 15.1. GENERAL TOPIC: 899 and 999 credits

#### 15.1.1. Question: what's the difference between admission to the doctoral program and admission to doctoral candidacy?

In the Department of Anthropology, every graduate student is admitted to the master's program. Students are evaluated for Plan A or Plan B master's degree and/or admission to the doctoral program during their Program Review in the second year. Students who are admitted to the doctoral program will meet with their Guidance Committees to decide what (if any) additional coursework you need to do to prepare for the Comprehensive Exams.

After you complete your written exam, the defense of the exam, the proposal, and the defense of the proposal, THEN you are a doctoral **candidate**. In practice, students in the doctoral program are often still taking courses to prepare for their Comprehensive Exams; students who are doctoral candidates usually register only for 999 credits (dissertation research credits).

#### 15.1.2. Question: What are 899 credits?

899s are master's thesis credits. If you write a Plan A master's thesis, you must register for 4 credits of ANP 899. You can apply no more than 8 credits of ANP 899 to a Plan A master's degree.

ANP 899 credits can be changed into independent study credits if the student changes from a Plan A master's degree program to a Plan B master's degree and wants them applied to the master's program of study.

#### 15.1.3. Question: What are 999 credits?

999s are *PhD dissertation research* credits. The University requires 24 credits of ANP 999 for the doctorate. In some cases it is possible that those 24 credits are the only courses that "apply to the doctoral program" on the "Report of the Guidance Committee". You must register for one credit (usually ANP 999) in the semester in which you defend your dissertation (even if you defend in Summer semester). You must be registered for at least one credit in the semester that you take your comprehensive exams (the written exam, its oral defense, the proposal presentation and defense). The Department does not allow students to take the comprehensive exam in the summer.

Academic Programs has been updated to reflect a change in policy about the limit for 999s, the policy now reads: All doctoral students must register for and successfully complete a minimum of 24 credits and **no more than 36 credits** of doctoral dissertation research (course number 999).

#### 15.1.4. Question: When should I begin to sign up for 999 credits?

You can start registering for ANP 999 credits as soon as you are classified as a Doctoral student, See below, however. Problems can arise if you sign up for ANP 999 and then later decide to earn a master's degree.

#### 15.1.5. Question: I have financial aid that pays for tuition. Should I take all 24 credits of ANP 999 at once? Or should I spread them out over several semesters?

The University requires that you register for at least one credit of 999 every Fall and Spring semester from the time that you are a doctoral candidate until you graduate. If you do not register for more than three consecutive semesters, the University requires that you re-apply for admission to the graduate program. Please notice that Summer semester counts as one of those three semesters. So you are allowed to be gone doing fieldwork for one Spring, one Summer, and one Fall (in any order) without having to apply for re-admission.

You must be registered for at least one credit during the semester(s) in which you take your comprehensive exams. In addition, you must register for at least one credit during the semester that you defend your dissertation.

**15.1.6. Question: What happens if I sign up for 999 credits and then I decide to get a master's degree as my terminal degree?**

The University will allow a conversion from 999 to 899 (thesis credits), BUT then the University will not allow you to earn a Ph.D. from the Anthropology Department at MSU. The University views 999 credits as “dissertation writing” credits.

**15.1.7. Question: I signed up for ANP 899 to do some pre-dissertation research, but I'm already in the doctoral program.**

The 899 credits are really intended for “master's thesis research” for students who are earning a Plan A master's degree. If you need some pre-dissertation research credit, you could ask your Guidance Committee about using Independent Study (ANP 890A) or Independent Research (ANP 890B) numbers. If you sign up for ANP 899 and are not in the Plan A master's program, it is possible that these credits may not be able to be converted into any kind of credit that you could use in your doctoral program (that is, the Registrar's Office may not allow you to convert them into ANP 999 or Independent Study credits).

**15.1.8. Question: I'm in the Plan A masters program. Is it possible to sign up for more than 8 credits of ANP 899? For example, what if I have 12 credits of 899?**

Only a maximum of 8 credits of ANP 899 can apply to your 30-credits for the Plan A master's degree. If you sign up for more than 8 credits of ANP 899, they will not be accepted as part of your master's program.

If for some reason you need additional credits for research that relates to your master's thesis, you could ask your Guidance Committee about using Independent Study (ANP 890A) or Independent Research (ANP 890B) credits instead.

**15.1.9. Question: I've been accepted into the doctoral program and I'm finishing my coursework. Why should I file for a Plan B master's degree? I already have a master's degree from another university.**

The University requires that you complete the doctorate within 8 years of the date of the first course that appears on the doctoral plan of study on the “Report of the Guidance Committee”. The advantage of filing for the Plan B master's degree is that doing so re-sets the University time clock for completing your Ph.D. Therefore it gives you a little more time to complete the doctorate in case you are delayed in getting permissions to do your fieldwork or in getting funding. Many of these funding cycles are on once-a-year deadlines, so it is easy to lose a year of research time if you do not receive funding on your first try.

**15.1.10. Question: if I do file for the Plan B master's degree, then I won't have any courses showing on the “Report of the Guidance Committee” for the doctorate—just 24 credits of ANP 999, because everything else will be “counted” for the Plan B master's degree.**

That's fine.

**15.1.11. Question: At my second year Progress Review, the Department told me that I should write a Plan A master's thesis. Does this mean that the M.A. is my terminal degree at MSU? If I want to go on for the Ph.D. do I have to go to another university?**

It depends on what your letter from the Department says. Some students are directed to write a Plan A master's thesis because the faculty consider that the experience of writing a proposal, doing research and analysis, and writing a thesis is appropriate for that student at this time in their academic career. It could be that the faculty fully anticipates that the student will be advanced into the doctoral program after completing the Plan A master's degree (without the student again formally applying to the Department). In other situations, the faculty may view the master's degree as the terminal degree from the Anthropology department at MSU. If you have questions after you receive your second year Program Review, you should ask your Guidance Committee Chair, or make an appointment to discuss the Program Review with the Department Chair. Note that NO Masters degrees from MSU are formally or officially labeled as “terminal.”

## **15.2. GENERAL TOPIC: Who can be on my Guidance Committee?**

### **15.2.1. Question: I'm earning a master's degree. I know I need three "regular" faculty members from MSU, at least two of which must be from the Department of Anthropology. But, who is a "regular" faculty member?**

A "regular" faculty member is a tenure-track or tenured faculty member in the Department, or other faculty (for example, someone on a multi-year appointment) who has been explicitly approved by the Graduate School to serve on committees. A person who is here on a one-year visiting appointment cannot be a regular member, and a person whose *only* affiliation with the University is as an Adjunct cannot. Faculty who are on one-year appointments, or who are Adjuncts, can be "extra" members of the Guidance Committee, but they don't count as regular members.

Your third person CAN be an Adjunct in Anthropology IF he/she is a regular faculty member of some other department at MSU.

### **15.2.2. Question: What about the PhD Committee? I need four "regular" members, but I'm also told that I have to have an "outside" member.**

The Guidance Committee Chair and at least one other Guidance Committee member must have multi-year appointments in the Anthropology Department. The third member can be an adjunct in Anthropology as long as he/she has a multi-year appointment in some other department at MSU. The fourth member can come from ANP or any other department at MSU, just so that person is a regular faculty member in either ANP or the other department

If that fourth member has a regular appointment in another department at MSU, then they count as an "outside member." The Department encourages the student to select one "outside" member—that is, someone from MSU but not from ANP. If you don't choose your "outside" member, the Dean's office will choose a faculty member from another department to be your "outsider reader" when you defend your dissertation. That person will read your dissertation, attend your dissertation defense, and has voting rights on your Guidance Committee. It is clearly preferable to have the outside member be someone who is familiar with your work.

### **15.2.3. Question: Can a person from another department at MSU who has an adjunct appointment with ANP be the "outside member"?**

Yes. Your committee member from another MSU department who is an adjunct faculty in ANP can function as EITHER an "inside" member (because of their connection with the Anthropology Department as an adjunct) OR as an "outside" member (because of their faculty appointment in another department at MSU)

### **15.2.4. Question: What about having a Guidance Committee member who is a faculty member at another university?**

In this situation, the faculty member from another university can be part of our Guidance Committee as an "extra" (fifth) member. "Extra" members of a Guidance Committee are welcome to participate in composing and evaluating your exams, attending your proposal defense, dissertation defense and so forth at their own expense. But the University does not require that they do so.

However, if this person is officially a Guidance Committee member, his/her signature is required on any document that requires the signature of your Guidance Committee. If he/she is not physically present at the dissertation defense, it is required that he/she submit a written critique of the dissertation. He/she would also have a vote regarding your performance.

### **15.2.5. Question: I'm confused about WHEN to form the Guidance Committee.**

The idea is that students will form a Guidance Committee as soon as possible during their degree program so that the committee members can advise the student effectively. You are required to form a committee within the first two years of your program with three members for the master's degree and four for the doctorate.

### **15.2.6 What happens if my Guidance Committee Chair retires or leaves MSU for a different job while I'm still working on my dissertation?**

The retiring faculty member and each of his/her students must discuss this issue explicitly, and come to some agreement regarding roles and expectations. An emeritus (retired) faculty member can, if he/she chooses, continue to serve as one of the four required faculty members on a doctoral Guidance Committee, or as the Guidance Committee Chair, with the approval of the Department Chair. The graduate student must clarify with the retiring faculty member whether the faculty member is willing to continue serving on the Guidance Committee or as Chair of the Guidance Committee, and what their role in the graduate student's research will be. Alternatively, the graduate student may elect to select a new Chair, designate a current faculty member to serve as co-Chair with the retiring faculty member, or replace the retiring faculty member entirely. In general, the University expects that retiring faculty will be done with such advising duties after one year, but the exact length of time is highly variable and depends on individual circumstances.

A faculty member who leaves MSU for a job at another institution (that is, who does not have emeritus status) is classified as a "faculty member from outside MSU" (see 15.2.4. above).

Any deviation from this structure must be approved by the Department Chair, the Dean of the College, and the Dean of the Graduate School.

## **15.3. GENERAL TOPIC: Full time status and continuing enrollment**

### **15.3.1. Question: How many credits represent "full time" for a graduate student?**

The University considers that 6 credits per semester is a full time load for graduate students. However, if you are a doctoral **candidate** (you've completed your comprehensive exams) then you need to have only one credit per semester to be considered full time by the University. The one credit rule also applies if you are doing department approved off-campus fieldwork related to preparation of the dissertation. These rules do not include the summer sessions, just Fall and Spring.

### **15.3.2. Question: What if I have a graduate assistantship? How many credits do I have to register for? What's the minimum? What's the maximum?**

For a quarter-time or half-time assistantship, you must have 6 credits if you are a master's student, or 3 credits if you are a doctoral student. Maximum enrollment is 16 credits of coursework, but additional credits of ANP 899 or ANP 999 are allowed.

There are two exceptions. In Summer semester, the minimum enrollment is 3 credits (for doctoral students, or 5 credits for master's degree students). If you are receiving your degree during the semester in which you have a graduate assistantship, the minimum enrollment is one credit.

### **15.3.3. Question: I'm in the doctoral program and I'm writing my dissertation. I've already taken 24 credits of ANP 999. Can I quit registering for credits now?**

No. Remember that the University requires that you register for at least one credit for every Fall and Spring semester from the time that you are a doctoral candidate until you defend your dissertation in order to be considered a full time student. (This is called "continuing enrollment").

The Graduate School allows you to skip enrolling for three consecutive semesters (say, Fall, Spring, Summer) to do fieldwork. However, *if you skip enrolling for more than three semesters, you have to re-apply to the Graduate School.*

Don't forget that you also have to be registered for at least one credit in order to take your comprehensive exams, or defend a thesis /dissertation.

If you do not enroll for a period of time, you may find that you will have to begin paying back your loans, and you may have to reapply for admission.

### **15.3.5. Question: A "full time" student in graduate school usually takes 6-9 credits each semester. Does that change once I am a doctoral candidate and I'm not taking regular courses?**

Yes. After you pass your Comprehensive Exams (including the written exam and its defense as well as the proposal and its defense), the University considers that you are “full time” if you register for 1 credit of 999 each Fall and Spring semester.

**15.3.6. Question: Why does “full time status” matter?**

Some students wish to be classified officially by the University as a “full time student” because of their student loans, or employment status, or some other reason. Be aware that your financial institution may have other criteria for being a “full time student.”

The University also requires that graduate students register for at least one credit (usually 999) each semester between the time they become a doctoral candidate and the time that they defend the dissertation. The university allows only three consecutive semesters of non-enrollment during this time. (For example, Anthropology students might be out of state or out of the country doing fieldwork at some point.) If you are not enrolled for more than three consecutive semesters (Fall or Spring or Summer), you must re-apply for admission to the Graduate School.

**15.4. GENERAL TOPIC: *Being a “resident”***

**15.4.1. Question: What does it mean to be a “resident” for the University residency requirement?**

Residency means that you are “here on campus,” using the library, interacting with faculty, and using the University facilities and so forth. The University requires one year of residency on campus after your first enrollment for doctoral credit. The University defines a year as two consecutive semesters, with 6 credits of graduate work each semester. Summer semester counts as a semester in this context. Notice that this “year” is defined as occurring after your first enrollment for doctoral credit.

Remember that the 24 required credits of ANP 999 count for doctoral credit. In addition, whether or not a certain course will be used to satisfy a requirement of the doctoral program or the master’s program depends on the way in which your “Report of the Guidance Committee” is filled out, and whether you plan to file for the Plan B master’s degree. That is why it is important to work closely with the members of your Guidance Committee and the Graduate Secretary in order to fill out this form correctly (see below), and to change it officially if your plans change.

The University also allows some work to be done “in absentia.” That means that you’d be a registered student but you are not physically present at the University. You must obtain the consent of your Guidance Committee to do any of your work in absentia.

A resident of the State of Michigan may or may not be a student who can receive “in-state tuition.” Basically, once the University classifies you as “out of state” for tuition, that status within the University does not change, no matter how long you live in the state.

As of 2007, students with a competitive fellowship from an (outside) non-University USA agency qualify for “in-state” tuition rates (see section 11.7). International agency fellowships will still pay out-of-state tuition rates.

**15.4.2. Question: Can I apply some credits that I took before becoming a doctoral candidate to my “doctoral program” in order to fulfill the residency requirement?**

Yes. Any course can be applied to either the master’s degree or to the doctoral degree. You and your Guidance Committee will decide which 30 credits of your coursework credits represents your “master’s degree credits” and which you wish to apply to your “doctoral program” credits. You’ll fill out a worksheet (a sample is included in the appendixes) that the Graduate Secretary will use to fill out the “Report of the Guidance Committee” properly, so that the different courses can be used to count for different University requirements (such as residency). Don’t forget, however, that the University “time to degree” clock starts with that first course that you use to apply to a specific program.

**15.5. GENERAL TOPIC: *Other topics that need clarification***

**15.5.1. Question: What is the Comprehensive Exam?**

In the Anthropology Department, the Comprehensive Exam is the doctoral examination covering the student’s major and related fields.

Sometimes faculty and students casually use the word “comps” to refer to the written exam alone. For example, a student might say, “I took my comps last week.” However, it is important to realize that the Comprehensive Exam in Anthropology consists of two parts: (1) the written examination and its oral defense, and (2) the dissertation proposal and its oral defense. The student must pass both these portions to become a doctoral candidate.

**15.5.2. Question: I heard that a student has to have a grade average of 3.0 in graduate courses, but I got a 2.5 in an ANP course and I have to repeat the course.**

The 3.0 minimum *average* GPA is a University requirement for the Graduate School. The Department is allowed to set its own higher standards, which for Anthropology is a minimum of 3.0 in every course with a prefix ANP. If you get a lower grade, you have to repeat that course. The Department will accept a grade of lower than 3.0 in a non-ANP course, and will allow you to apply it to your graduate program, as long as your overall grade average does not go below 3.0.

**15.5.3. Question: Does a person have to have a master’s degree? Is it possible to have just a bachelor’s degree and then a doctorate?**

You don’t HAVE to have a master’s degree before earning a doctorate. The Plan B master’s degree is not automatically conferred; the student has to apply to receive it. It matters only if the student is concerned about when the “clock” starts ticking for their dissertation time limits. In some instances, it can also make a difference in pay levels. If you do summer work outside the university, some offices may require a Masters degree for a particular rate of pay.

**15.5.4. Question: Can I change my “Report of the Guidance Committee” if the focus of my research changes?**

Yes. You should definitely change it if your plans change, or if you find out that you made a mistake, or you change your mind about (for example) applying for the Plan B master’s degree or not. You’ll need to get approval from your Guidance Committee for any changes; the form is signed by you as well as all the members of your Guidance Committee.

**15.5.5. Question: I have “extra credits” on my transcript that don’t count toward my master’s degree or toward my doctorate.**

That can happen. Sometimes people do in fact end up taking courses that they cannot apply to the graduate program: in the case of Anthropology students, this happens most commonly when someone has to take a language course to prepare for fieldwork. Another situation might be when a student has to take a preparatory 300-level course in order to take a more advanced technical course that is needed for the dissertation research.

The University specifies 30 credits for the master’s degree and 24 credits of ANP 999 for the doctorate. However, you also must take any specific course(s) that your Guidance Committee directs you to take as part of your graduate program. These courses that compose your “program of study” are all listed on your “Report of the Guidance Committee,” which is a legal contract between you and the University. When you apply to graduate, that’s when the University checks to make sure that you have taken all of the courses that are listed on the “Report of the Guidance Committee”. That’s why it is important that you and your Guidance Committee change the “Report of the Guidance Committee” if you change your particular program of study.

**15.5.6. Question: What is a CIC scholar?**

The CIC is the Committee on Institutional Cooperation, a group of universities that include members of the Big Ten, as well as a few additional (e.g., the University of Chicago). CIC Traveling Scholars are doctoral students (students who have been admitted to the doctoral program) who have applied and been accepted as a CIC scholar. The Traveling Scholar Program enables doctoral students at any CIC university to take advantage of educational opportunities -- specialized courses, unique library collections, laboratories -- at any other CIC university without change in registration or increase in tuition. See the CIC scholars website at <http://www.cic.net/Home/Projects/SharedCourses/TScholar/Introduction.aspx>

Students may not be CIC scholars until they are admitted to the doctoral program in Anthropology, which usually would occur at the time of the Program Review in the student’s second year. First-year students may not be CIC scholars.



**15.5.7. Question: how do I apply to be a CIC scholar?**

The CIC traveling scholars program permits doctoral students to take a course at any CIC institution, while enrolling and paying tuition at home institution. The application is at <http://grad.msu.edu/cic.htm>. Taking classes at the University of Michigan is generally done under a state agreement; U of M is part of the CIC, but the state agreement is a simpler matter.

Students must obtain an electronic sign-off from their Guidance Committee Chair and from the Department Chair. Faculty sign offs signal that faculty support the enrollment as a benefit to the student. Faculty may also wish to speak with the “receiving” faculty member at the other institution regarding whether his/her student is academically prepared to benefit from the course. Chair sign offs signal that there is not a similar course on the home campus. The form then goes to the Graduate School for approval. Questions? Call Melissa Del Rio [mdelrio@grd.msu.edu](mailto:mdelrio@grd.msu.edu) or Tony Nunez in the Graduate School 517-355-0301 [nunez@grd.msu.edu](mailto:nunez@grd.msu.edu).