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## **ADMISSION TO THE GRADUATE PROGRAM**

Prospective applicants are encouraged to contact particular professors they are interested in working with prior to making applications. Applications for admission to the master's or Ph.D. program must be submitted by January 15<sup>th</sup> to be considered for funding for the subsequent fall semester. Students may apply up to April 15<sup>th</sup> to be considered for admission without funding for the fall semester. Students who wish to apply after April 15<sup>th</sup> should contact the graduate secretary for further information.

Decisions on admission, funding awards, or wait listing will be made as soon as possible, usually by the end of February or early March.

(Department Policy, 11/07/08)

## **APPLICATION FORMS and DOCUMENTS**

Applications must be completed online. The link to our online application is:  
<https://app.applyyourself.com/?id=purduegrad>.

Request the Registrar of each college or university you have attended to send us *two* (2) copies of the official transcript of your courses and grades.

We must also receive recommendations from three (3) persons who are familiar with your academic abilities. A PDF file of the recommendation form can be found on the Graduate Schools website at: <http://www.gradschool.purdue.edu/downloads/Revised%20Recommendation.pdf>.

Recommenders may submit letters online or send a letter of recommendation by US mail directly to the Anthropology Graduate Program Office, Stone Hall, Room 310A, 700 W. State Street, West Lafayette, IN 47907. Recommendations may also be emailed to our Graduate Program Office at [anthgrad@purdue.edu](mailto:anthgrad@purdue.edu).

All applicants, including international students, are required to submit scores from the Graduate Record Examination (GRE). If you have not taken this examination and you need the dates and places where it is given, visit the Educational Testing Service website at [www.ets.org/GRE](http://www.ets.org/GRE).

If you are an international student whose first language is not English, and you have not completed a Bachelor's degree in the U.S. within the last two years, you must have the Educational Testing Service send us your score on the Test of English as a Foreign Language (TOEFL) before your application for admission can be acted upon. For more information regarding this exam, visit the ETS website ([www.ets.org/TOEFL](http://www.ets.org/TOEFL)).

All applicants are required to submit a brief statement of purpose (usually one to three pages). This statement may include pertinent information concerning educational background, interests and abilities, and academic and professional goals. Statements should include specifics about research interests and the names of our faculty with whom your research interests intersect.

Your application for admission cannot be acted upon until we have received your application form, statement of purpose, two copies of your course transcripts, three letters of recommendation, GRE scores, and, if necessary, the TOEFL score.

There is a \$55 application fee that must be paid before your application can be considered. The application fee must be paid for by credit card only.

## **ANTHROPOLOGY GRADUATE STUDENT MANUAL - 2009-2010**

After all the required application forms and documents have been received, the department's Graduate Committee will carefully evaluate these materials and will then recommend to Purdue's Graduate School whether you should be admitted. The Graduate School makes the final admission decision. The Director of the Graduate Program will notify you of the department's recommendation concerning your admission, and in turn, the Graduate School will notify you of its decision.

### **APPLICATION DEADLINES**

The regular academic year at Purdue University consists of a fall semester which begins in late August and ends in December, and a spring semester which begins after the first week in January and ends in early May. There is also a summer session, but few graduate-level courses are offered during the summer.

Graduate students in anthropology may begin their studies at the start of a fall semester or at the start of a spring semester. Students may take summer session courses if any relevant courses are offered at that time. Graduate students not enrolled in formal courses at Purdue generally use the summers to pursue additional language or methods training, conduct research or prepare proposals and funding applications.

In order for an application for admission to graduate study to be acted upon in time for the applicant to begin studies at the start of the fall semester, we must receive the application form *and all other required applicant documents* no later than January 15<sup>th</sup>. We will accept applications until April 15<sup>th</sup> for the fall semester, but you will not be considered for funding. For the spring semester, we must receive the application form and all other required documents no later than December 1 (September 15 for international students).

### **FINANCIAL ASSISTANCE**

There is no separate application for departmental financial assistance, and all qualified applicants will be considered for teaching assistantships, research assistantships, and fellowships.

In order to be considered for any kind of financial assistance, your application for admission to the graduate program must first have been approved by the Graduate Committee of this department and by the Graduate School. To be considered for the widest possible range of financial support your application form and all of the required supporting documents should be received by January 15. After January 15<sup>th</sup> (although it is still not too late to be admitted to the graduate program for the following fall semester) you would only have a chance of receiving financial aid for the following fall semester in exceptional circumstances, i.e. if extra funding becomes available.

The most common form of financial aid is the teaching assistantship which pays a monthly stipend for living expenses and which pays for all but a small amount of tuition and fees.

Although this is called a "teaching" assistantship, the duties required of a given student do not always involve teaching; the student may, for example, assist a faculty member in preparing or grading examinations or may conduct discussion sections for courses.

We normally begin making offers of teaching assistantships in March. However, sometimes a person receiving such an offer declines the offer. In such a case, we then offer the teaching assistantship to the next best qualified applicant on our list.

In addition, sometimes we do not know until late in the spring whether or not one of our present students with a teaching assistantship will graduate at the end of the spring semester.

Thus, we will not know whether or not that teaching assistantship will be available to be offered to another student. Although we make offers of financial aid as quickly as possible, in a few instances offers will be delayed.

A student may not receive more than four semesters of departmental funding toward the MS degree. A student who is not funded for the first year in the MS program is eligible for only one year of funding prior to completion of the MS degree (funding is not intended to provide for a third year of work toward the MS degree). In the case of PhD students, the maximum number of semesters of funding depends on whether the student received the MS degree from this or from another department. With an MS degree from this department, a student will normally receive no more than four semesters of funding while working on the PhD degree. Normally, this will include two semesters during the student's first PhD year, and two more semesters after the completion of PhD fieldwork. A student entering with an MS degree from another institution may receive up to an additional two semesters of funding during the period of transition to the PhD program (i.e., up to a total of four semesters prior to dissertation field work). A student who has already been funded at the PhD level and who then receives outside funding or a Purdue Research Foundation dissertation grant may exceed the four or six semester maximum.

Every spring semester, the anthropology faculty evaluates each student's progress toward degree completion and the quality of their teaching assistant work. For example, for students in the first year of the MS program, particular attention is paid to making satisfactory progress in assembling a committee and developing the thesis/non-thesis research proposal. Second year MS students need to satisfy qualifying examination, research and final exam requirements for continuation (see below). PhD students progress on preliminary and proposal examinations and research is considered. Students found deficient either in progress toward the degree or in teaching quality may not be renewed for funding.

In counting the number of semesters of "departmental funding" a student has received, any funding that this department or university or its faculty have had part in obtaining or allocating will be counted as "departmental funding." However, any funding that a student has obtained entirely on his/her own from some source outside the university is not counted toward the maximum number of semesters of departmental funding eligibility.

On rare occasions, an unfunded student may be given a teaching assistantship or another funded appointment on a temporary basis for a given semester, which, even if renewed for the following semester, is still on a temporary basis. Any semesters of funding so received would still count toward the maximum number of semesters of departmental funding.

We are able to offer financial aid only to some of those students whom we admit to graduate study in this department, and such offers are made to students whose academic credentials and qualifications are the highest among those who are applying for admission at a given time. Nevertheless, there is a possibility (but no guarantee) that a new graduate student who enters this department without financial support from the department may receive such support after several semesters here. This would depend on the student's academic performance at Purdue, as well as upon the availability of funds to the department and the relative qualifications of incoming new graduate students.

According to recent information obtained from the Bursar's Office, in order for students to defer a Federal student loan, they need to be enrolled at least half time (which is 6 or more credit hours) in the fall and spring semesters. A student who does not register for summer coursework should not have to start repayment in the summer if they are enrolled in the following fall semester.

Students must register for at least 4 credit hours in the summer if they register, but they do not have to be registered in the summer to avoid loan repayment.

## **SPECIAL PROCEDURES for INTERNATIONAL STUDENTS**

If you are not a citizen of the United States, Purdue's Graduate School may not approve this department's recommendation that you be admitted to the university until the Office of International Students and Scholars has evidence that you will have sufficient funds available to you to pay for your tuition and living expenses while studying here.

If this department is able to offer you financial aid, this will pay for most of your tuition and living expenses and the additional amount of money you would need to provide is not very great. If this department cannot offer you financial aid, you will need to furnish evidence that you will have sufficient funds available to you while you are here.

The amount of money you would need to have available for your tuition and living expenses depends not only on whether this department offers you financial aid but also upon the amount of tuition charged by the university and the cost of living at a given time. We will furnish this information on a current basis upon request.

Financial information is evaluated by the Office of International Students and Scholars based on a notarized statement concerning the amount of money available. The statement must furnish evidence of the total amount of money available that may be drawn upon for tuition and living expenses. The money may be in a bank savings account, a checking account, a loan, grant, or scholarship from a government or from other sources.

It is the student's sole responsibility to know the visa and registration requirements established by Purdue University. Only the Office of International Students and Scholars provides that information. Please contact ISS periodically to maintain current knowledge of policies and procedures.

Special Note: Purdue requires all students, including international students (all students) to have a 4 yr. Bachelors degree in order to be admitted. Students can request that 1 yr of MS study be used to consider a 3 yr. BS equivalent to a 4 yr BS, but please note that this is likely to also impact consideration of any MS degree study on the transcript.

## **ORIENTATION**

Beginning one week before classes commence in the fall semester, new graduate students will attend a Graduate School Convocation and departmental orientation meetings. There will be mandatory graduate teaching orientation workshops required for all teaching assistants during orientation week. The graduate secretary will inform new students of the dates of these important events. Students should plan to arrive in West Lafayette in time to participate in these orientation activities.

The Director of Graduate Studies will assign those new students who have teaching or research assistantships to their offices and to their teaching or research duties. To register for courses, each new graduate student should see the Anthropology Graduate Secretary.

New students are admitted with a provisional advisor. Students should meet with their provisional advisors by the first week of classes for general advice and help in planning their course of study at Purdue. Students should plan to discuss possible research areas with their provisional advisor and other faculty during their first semester in order to facilitate the formal selection an advisor. The Director of Graduate Studies is available as needed as another source of advice on program requirements.

## **ENGLISH PROFICIENCY REQUIREMENT**

The department has a general written English proficiency requirement for all degree-seeking graduate students in Anthropology. All incoming students are expected to fulfill the English proficiency requirement before beginning their graduate studies at Purdue. Students whose native language is English satisfy the requirement if (a) they earned a grade of B or better in an undergraduate English Composition course (or its equivalent) prior to graduate admission, or (b) they score 600 or higher on the verbal section of the GRE exam. Students whose native language is not English satisfy the English proficiency requirement if (a) They score 600 or higher on the verbal section of the GRE, or (b) if they score 5 or higher on the TWE.

If neither requirement has been met, the student's advisor will recommend a substitute, such as receiving a grade of B in a suitable writing class. Professors who teach first-year courses will identify students with writing problems and inform the student and his or her advisor. Such students may be required to make use of campus resources for improving writing skills, such as the Writing Lab.

## **MAJOR PROFESSOR, ADVISORY COMMITTEE, and PLAN of STUDY**

Upon admission, first year students will be assigned a provisional advisor. During the first semester in residence, each new graduate student working toward the MS degree should formally select a major professor and (in consultation with the major professor) an advisory committee. The student, major professor, and advisory committee develop and then submit the Plan of Study for the MS degree to the Graduate School.

A first semester PhD student should formally select his/her major professor, work with the major professor to select an advisory committee and with the major professor and advisory committee develops and then submits a Plan of Study. The Plan of Study should be submitted during the first semester of registration following the completion of the requirements for the MS degree.

When the major professor selection has been determined, a form letter (obtained in the graduate secretary's office) is submitted to the Director of the graduate committee requesting the appointment of the major professor. This letter is submitted in triplicate and bears the approval signature of the major professor. The return of copies of this letter (bearing the approval signature of the Director of Graduate Studies) to the student and to the major professor constitutes appointment.

Major Professors serve as primary advisors. They help students with planning coursework and committee selection for the plan of study. They should call committee meetings at least annually and provide regular oral and written feedback on exams, research design, grant proposals and project analysis and write-up.

For the MS student, the advisory committee must be comprised of at least three faculty members (including the major professor).

For the PhD student, the advisory committee must be comprised of at least four faculty members (including the major professor). The persons selected should be those who can best assist the student in his/her primary research objectives.

A majority of the members of the advisory committee must be members of the Anthropology department at Purdue. The advisory committee may also include faculty from other departments or universities who are qualified and willing to assist the student in his/her studies or research. Faculty from outside the university must be certified by the Graduate School. Consent to serve on this committee must be obtained from each prospective member. The members of a student's advisory committee are listed by name on the Plan of Study with their specialties and signatures.

### **CHANGE of ADVISOR**

A student may decide to change advisors after beginning their program. If a plan of study has not been filed, the student must submit an Anthropology "Request to Change Faculty Advisor" form to the Anthropology Graduate Program Office. The Anthropology "Request to Change Faculty Advisor" form may be picked up in the Anthropology Graduate Program Office. If a plan of study has been filed and the student wishes to change advisors, they must submit a change of plan of study.

### **CONTENTS of the PLAN of STUDY**

The Plan of Study is a formal document listing courses that will qualify the student for the degree sought and which pertain to the areas of specialization or emphasis. It is developed in consultation with the major professor and advisory committee. The student submits the Plan of Study online via MyPurdue and the plan of study generator. Approval of the Plan of Study by the Dean of the Graduate School constitutes formal admission to candidacy for the MS degree.

Detailed guidelines for submitting a plan of study are appended to this document (see below). The Plan of Study may not include courses offered by this department numbered below the 500 level (except courses taken to fulfill the statistics requirement or other courses by arrangement). Certain courses may be listed more than once on the Plan of Study and may be repeated for credit if the content differs each time that the course is given. It is advised that courses be spread among various professors so that the student may develop different perspectives and not those of only one or a few professors.

A change to a Plan of Study may be submitted online and must be approved by the major professor, the advisory committee, and the Director of Graduate Studies. This form is then submitted to the Dean of the Graduate School for approval.

Master's Plan of Study Guidelines (see Appendix B)

PhD Plan of Study Guidelines (see Appendix C)

Sample Plan of Study (see Appendix D)

### **RESIDENCE REQUIREMENTS**

According to graduate school policies, for the MS and PhD degrees, certain minimum residence/credit requirements must be met.

For the MS Degree:

- a) At least one-half of the total credit hours used to satisfy degree requirements must be earned while registered at Purdue University.
- b) More than 50 percent of the Purdue credits must be earned through the campus where the degree is conferred.
- c) At least 30 total credit hours are required for a Purdue Master's degree. 36 credit hours are required by the department for a Master of Science in Anthropology.

For the PhD:

- a) At least one-third of the total credit hours used to satisfy degree requirements must be earned while registered for doctoral study at Purdue University.
- b) At least 90 total credit hours are required.
- c) A master's degree or professional doctoral degree from an accredited institution may be considered to contribute up to 30 credit hours toward satisfying this requirement at the discretion of the student's graduate program.

For more information, see the Graduate School's Policies and Procedures Manual (available online at <http://www.gradschool.purdue.edu/faculty/publications.cfm>).

### **TRAINING in HUMAN SUBJECTS PROTECTION**

Since many anthropological studies involve human research subjects, it is essential for graduate students to learn the principles and regulations associated with federal legislation on work with human subjects. Purdue's Committee on the Use of Human Research Subjects offers an online course to familiarize researchers with these issues. All graduate students in anthropology must complete this course by the end of their first year in the program. Instructions for completion can be found on the website for the Committee on the Use of Human Research Subjects (<http://www.irb.purdue.edu/>).

### **POLICY ON GRADUATE STUDENT TEACHING EVALUATION**

All teaching assistants will be evaluated by the instructor they are working with by the beginning of the semester following each teaching assignment. Faculty will oversee that the graduate students comply with the departmental policy on gathering teaching evaluation information from students. All graduate student teaching assistants who lead recitation or lab sections are required to conduct a departmental standardized teaching evaluation in their sections each semester. Faculty supervisors will submit an evaluation summarizing student evaluations and the teaching assistant's fulfillment of teaching duties. A copy of the letter will be kept in the student files. Faculty will consider whether they would like to nominate teaching assistants for teaching awards administered by the department and graduate school. Graduate students teaching their own courses will administer evaluations using the PICES system and their work will be evaluated by the department head. For more information on the PICES evaluation System see: <http://www.cie.purdue.edu/search/files/WebsiteCIEPICESSEVALNdoc.pdf>

### **POLICY on GRADUATE TEACHING WORKSHOPS and TEACHING CERTIFICATE**

All graduate students with a teaching appointment are required to attend the Graduate School Teaching Assistant Orientation during orientation week and subsequently to attend Purdue Center for Instructional Excellence Teaching Workshop I Series or its equivalent during their first semester in our program. Unfunded students are strongly encouraged to participate in the teaching workshops as a basis for developing teaching skills and a teaching portfolio. All students with a funded teaching appointment that includes recitations or classroom teaching are also strongly encouraged to begin work towards attaining the Graduate Teaching Certificate as part of their academic preparation (<http://www.cie.purdue.edu>). Students who choose to complete this process detailed below will submit proof of workshop participation and completion of teaching certificates to the Graduate Secretary for inclusion in their files. Exceptions to this policy will be considered by petition to the Director of Graduate Studies.

(Department Policy, 10/08/08, amended 04/29/09)

## **PROCEDURE for STUDENTS WISHING to COMPLETE TEACHING CERTIFICATES**

In order to complete one of the Purdue Teaching certificate programs, please see the website for the Center for Instructional Excellence for information about the Purdue Teaching Certificate Programs (<http://www.cie.purdue.edu>). In general, students wishing to work on a teaching certificate need to take a pre-semester workshop (6 hrs +microteaching exercise) before teaching in two semesters. They will also need to attend an additional 6 hours of instructional workshops beyond the workshop orientation during the course of their classroom teaching semesters and fill out a total of 5 teaching reports based on various activities. They must also have a videotape or visitation to their class with follow up and participation in PICES. Students are allowed up to two years to complete the certificate. They obtain faculty signatures of attendance at workshops as part of the documentation submitted for the teaching certificate. The graduate secretary will send an email over the summer and during each semester, informing all students about the upcoming teaching orientation and workshops.

## **STANDARDS of WORK**

For a course to count on the student's Plan of Study, a minimum grade of "B" is required for all 500 and 600 level courses in the primary area(s) of emphasis. For students in the MS program, the required core courses constitute the primary areas of emphasis. For students in the PhD program, the primary area of emphasis is that which is so designated on the Plan of Study. A minimum grade of "C" is required for all other courses on the Plan of Study. If the same course is retaken, the latest grade will be used.

In order for a student in the MS program in this department to be admitted to the PhD program, a cumulative grade point average of at least 3.25 is required. For continuation in either the MS or the PhD program, a cumulative grade point average of at least 3.0 is required.

A course grade of "Incomplete" is only given when unavoidable circumstances such as prolonged illness make it impossible to complete course requirements on time. According to current University policy, an "Incomplete" grade automatically becomes an "F" if not made up by the 12th week of the second semester following the semester in which the "Incomplete" was received. When the student has completed the work, the instructor will submit the Registrar Form 350 "Academic Record Change" to the Office of the Registrar, Room 55, Hovde Hall.

## **ANNUAL PROGRESS REVIEWS**

All graduate students will participate in regular advisory committee meetings and an annual progress review. These reviews are meant to foster communication between advisors and advisees and to facilitate and evaluate good progress. The reviews will be considered during annual funding discussions. In early December an email will be sent to the graduate students with a copy of the annual activities form they need to fill out and get to their advisor by the end of the term. Students should submit their annual activities form report to their advisor in December of each year. The report will cover the previous January through December.

The advisor will then hold a committee meeting to discuss student progress, and prepare an evaluation letter detailing progress and agreed upon goals for the upcoming year for the student. By the middle of January, the advisor will also submit a summary progress report form to the graduate committee. Following the annual student progress meeting of the faculty each spring, the Director of Graduate Studies will send each student a summary memo evaluating annual progress. The advisor's progress report form and the summary faculty evaluation letter will be held internally in the student's file. (Department Policy, 04/29/09)

## **GENERAL POLICY on ORAL EXAMINATIONS**

The following policy applies to all graduate students in the department who are taking oral examinations:

All faculty members may attend and participate in the open portion of the examination, but only members of the official examining committee may vote. For the final examination for the MS degree (and for the PhD preliminary examination), the examining committee must recommend the candidate unanimously. For the PhD final examination, only one dissenting vote is acceptable in certifying the candidate to receive the degree.

An announcement of the oral examination must be posted on the bulletin board of the department at least one week before the examination date. For the oral examination on a thesis or dissertation, the student must deposit a copy of the manuscript in the Graduate Committee secretary's office at least one week before the examination. The report/thesis/dissertation is kept on file for any interested parties.

## **REGISTRATION for EXAM or DEGREE ONLY**

Once all residence requirements have been met, students need only register for 1 credit of ANTH 699 each semester to remain enrolled in the PhD program. Also, two types of minimal registration are possible for the candidate who intends to finish a degree but cannot meet specified deadlines. A candidate who has finished all degree requirements prior to the first day of the academic session of graduation but who has not been awarded the degree may request registration for "degree only" at a reduced fee. A student who has finished all but the final examination may register for "exam only" at a reduced fee. In both instances, the degree requirements must be completed by the eighth week of the semester.

## **GPA**

The Graduate School requires all graduate students to maintain a 3.0/4.0 GPA.

For continuation in either the MS or the PhD program, a cumulative grade point average of at least 3.0 is required. In order for a student in the MS program in this department to be admitted to the PhD program, a cumulative grade point average of at least 3.25 is required. Graduate School policy states that two consecutive sessions of "U" grades for research mandate that the department take formal action and inform the student in writing and the Graduate School with regard to discontinuation or conditions for continuation of the students graduate study.

(Graduate School Policy)

## **CANDIDACY**

Admission as a regular graduate student does not constitute admission to candidacy for an advanced degree. A regular graduate student becomes a candidate for the Master of Science degree upon approval of the student's Plan of Study by the Advisory Committee and the Director of Graduate Studies and the Dean of the Graduate School. A regular graduate student becomes a candidate for the PhD degree upon satisfactory completion of the PhD preliminary examination. These requirements will be described more completely below.

## **GRADUATION**

### **DECLARING CANDIDACY**

Students must be registered in the session they plan to graduate. A Registrar's Form 23 "Course Request" should be marked YES in the candidate section of the form.

### **COMMENCEMENT PARTICIPATION and RECEIPT of DEGREE**

Commencement information and deadlines can be found on the Office of the Registrar's website (<http://www.purdue.edu/Registrar/Commencement/index.htm>).

Questions concerning graduation may be directed to the Office of the Registrar, Room 45, Hovde Hall, (765) 494-6157 or e-mail [commencement@purdue.edu](mailto:commencement@purdue.edu).

Students will be mailed their diplomas if they do not participate in commencement. Students should check to make sure the Office of the Registrar has a current address for them.

## **RESEARCH CONDUCT, AUTHORIZATIONS, PERMISSIONS AND PROTOCOLS**

**HUMAN SUBJECTS RESEARCH INSTITUTIONAL REVIEW BOARD (IRB):** All Purdue University investigators (including students) who are engaged in human subjects' research are accountable to the Purdue Institutional Review Board (IRB) and Purdue's Human Research Participant Program, Office of Research Administration. Graduate students and their advisors must comply with submission of IRB protocols and revisions and amendments as appropriate for MS or PhD research before data collection begins and as changes are made. Advisors must inform the graduate secretary of the IRB approval for any MS research that requires IRB oversight. Information on the status of any required protocols should also be indicated by the advisor on the PhD proposal examination form. For more detailed information about conducting international human subject's research visit the IRB website at <http://www.irb.purdue.edu/>.

### **PURDUE ANIMAL CARE and USE (PACUC) POLICY GUIDELINES and PERMISSIONS**

Those students working with or conducting research on captive or wild animals must comply with Purdue's policies. Principal investigators and students must be certified before receiving permission to participate in animal research at Purdue (<http://www.purdue.edu/research/vpr/rschadmin/rschoversight/animals>). All graduate students intending to conduct research on animals must complete the PACUC certification process by the end of their first year in the program and work with their advisors to prepare and submit PACUC protocol an application in time to receive approvals before their MS and/or PhD research is scheduled to begin. PACUC protocols must be approved before research is initiated and information on the status of these proposals should be indicated by the advisor on the proposal examination form. Any changes to the protocols must be submitted and approved before data are collected with the new protocols.

## **GRADUATE STUDENT TRAVEL**

All graduate students must fill out a form 17 travel document for all university related travel (conferences, research, etc.). This includes both international travel and domestic travel. Even if you are not receiving funding, you still need to fill out a form 17 and turn it in to Jill Aldridge.

## GRADUATE STUDENT INTERNATIONAL TRAVEL and RESEARCH

Graduate Students and their advisors are responsible for fulfilling university policies regarding any international activities taking place outside the territory of the United States under their sponsorship or guidance. Please consult the International Programs Study Abroad Website Page on Independent International Activity. Some of the text from this website is copied below ([http://www.studyabroad.purdue.edu/faculty/independent\\_study.cfm](http://www.studyabroad.purdue.edu/faculty/independent_study.cfm))

**Please note the requirement that the study abroad program is notified two weeks before international departures and that Purdue's contracted international travel insurance is required. Students will need to fill out a Form 17 and related forms on the website and arrange for payment of the international travel insurance prior to their travel (see below and website).**

**1. REQUIRED of all Purdue-sanctioned international activities involving students two weeks before departure.**

**a. Inclusion of students into study abroad enrollment database for reporting to the Provost by School:**

**b. Provision of appropriate health insurance coverage** International insurance will be obtained for students traveling under a signed form 17 if form 17 instructions are carried out to completion, thereby satisfying this requirement. The amount will be billed to the student (see Business office for details).

**c. Compliance with Travel Warnings and Alerts from the U.S. Department of State:** the complete policy is listed on the Purdue website with a link to the U.S. Department of State.

**d. Participants who are Non-US Citizens should check with the International Students and Scholars Office** for more information, visit <http://www.iss.purdue.edu>.

**e. Consult Institutional Review Board (IRB) about Human Subjects Research (as needed):** All Purdue University investigators (including students) who are engaged in human subjects' research while abroad remain accountable to the Purdue Institutional Review Board (IRB) and Purdue's Human Research Participant Program, Office of Research Administration. It is advised that all forms be completed before departure since email signatures are not legally acceptable. Click here for more detailed information about conducting international human subject's research. For more information visit the IRB website at <http://www.irb.purdue.edu/>.

## **RECOMMENDED for STUDENTS TRAVELING OVERSEAS**

Students should register with U.S. Consulate Overseas: **Required fields include student name, date of birth, travel itinerary, passport number, and destination. The State Department provides this service online.**

**Students should obtain an Emergency Contact Information Wallet Card:** These are available through the Office of Programs for Study Abroad. Telephone information is also available online.

## **REQUIREMENTS for the MASTER of SCIENCE DEGREE in ANTHROPOLOGY**

The Master's degree program in anthropology is designed to provide the student with competence in general anthropology while at the same time fostering the development of special research interests. Anthropology remains a unified discipline in which anthropologists with varying specializations seek to remain conversant with each other in professional meetings, publications, research, and departmental training programs. Thus, anthropologists need to be knowledgeable in the four main sub-fields (sociocultural, archaeological, linguistic, and biological anthropology) as well as a specialist in a research area or subfield. Most professional anthropologists are, in one way or another, involved in educating others about anthropology. This may involve teaching any of the four sub-fields of anthropology in liberal arts programs of small colleges or teaching future teachers of anthropology. Most major graduate departments expect PhD candidates to have had such breadth of training before specializing.

An undergraduate degree in anthropology is not necessary in order to be admitted to the graduate program. However, the beginning graduate student must be aware that all graduate students must gain and demonstrate a solid substantive base in anthropology prior to advancement in the program. Therefore, the student must expect that part of the admission procedure involves specifying to the student those courses considered essential to successful completion of the program including meeting any deficiencies specified at the time of admission.

All students entering our graduate program will be required to demonstrate their expertise in the integrated four fields of anthropology by completing at least 3 of our 4 core subfield courses by the end of the second semester of residence, or by supplying comparable materials from an earlier program in anthropology. If students have not had sufficient previous exposure, all four cores are required.

For a course to count on the student's Plan of Study, a minimum grade of "B" is required for all 500 and 600 level courses in the primary area(s) of emphasis. For students in the MS program, the required core courses constitute the primary areas of emphasis. A minimum grade of "C" is required for all other courses on the Plan of Study. If the same course is retaken, the latest grade will be used.

## **COURSE REQUIREMENTS-(Changed Requirements for 2009-10 in bold)**

The Anthropology MS programs require 36 hours of course credit. All requirements for the MS degree, including the MS thesis or non-thesis project, are normally completed in 4 semesters.

Both thesis and non-thesis programs have identical baseline course requirements.

The following 7 courses (21 hours) are required for all MS students (1 theory, 2 methods plus a minimum of 3 subfield cores and 1 seminar):

### **1. Theory course:**

Anthropology 507 History and Theory of Anthropology

### **2. Research Design and Methods Courses (2):**

Anthropology 606 The Conduct of Anthropological Inquiry

Anthropology 605 Ethnographic Methods or alternate

### **3. Subfield Core Courses (at least 3 of the 4 subfield courses are required)**

Anthropology 505-Culture and Society

Anthropology 514-Anthropological Linguistics

Anthropology 535-Foundations of Biological Anthropology

Anthropology 504 –Problems in World Prehistory

**4. Advanced Anthropology Seminars (All students must take at least one 600 level seminar)**

Anthropology 609 Seminar in Anthropology  
Anthropology 611 Special topics in Archaeology  
Anthropology 620 Special Topics in Cultural Anthropology  
Anthropology 673 Seminar in Anthropology of Religion

At the time of admission, the anthropology faculty will specify which of the core courses, if any, may be waived based on prior coursework. It will be up to the student (in conjunction with his/her committee) to decide on the credit-hour value of the Master's thesis.

**First year students with adequate undergraduate background in anthropology will take Anth 507 (History and Theory of Anthropology) and at least three of four Anthropology 500 level subfield core courses (504, 505, 514, 535). Students who do not have adequate background will take all four subfield core courses.**

**METHODS COURSES**

Student must enroll in a minimum of two methodology courses. This sequence will include Anthropology 606, The Conduct of Anthropological Inquiry, and a general introduction to problems in research design, data collection, and hypothesis testing as they are encountered in all subfields of anthropology. Normally, Anthropology 606 will be followed by Anthropology 605, Seminar in Ethnographic Analysis. With the consent of his/her committee, a student whose specializations do not require Anthropology 605 may substitute a methods-oriented course (examples would include Anthropology 615, Visual Anthropology; Anthropology 526, Archaeological Methods; Anthropology 534, Human Osteology, Anthropology 536, Primate Ecology and Conservation, Sociology 588, Urban and Demographic Research Methods, Bio 591 Field Ecology, or another relevant course taught outside the department). Many students will enroll in additional methods courses as required for their areas of expertise. (Department Policy 3/24/09)

**STATISTICS REQUIREMENT**

In addition to the core courses, students must take at least 3 semester hours of statistics in the social sciences or must have had an equivalent course at the undergraduate or graduate level. The following courses will satisfy the 3 hours of statistics:

SOC 382 or PSY 500 or equivalent 3 semester hours

Courses taken to satisfy the statistics requirement do not count towards the 36 credit hours required for the MS. If the student's particular research orientation requires more sophistication in quantitative methods, such further work may be used as an elective to satisfy a portion of the 36 credit hours required for the MS.

**ELECTIVES**

The remaining course credits (12-15 hours) will be made up of a 4<sup>th</sup> core course as needed, 600-level seminars, 590s, and specialty courses outside the department.

**FURTHER COURSES**

The required courses total 21-24 semester hours. A student who has already met some of these requirements while an undergraduate will be able to add a corresponding number of elective courses to his/her Plan of Study in order to meet the overall requirement for the MS degree of 36 hours of graduate-level courses beyond the Bachelor's degree.

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A student who has already met some of these requirements as a graduate student in some other graduate program does not necessarily need to add a corresponding number of elective courses to his/her Plan of Study. In any case, the first year of coursework in the MS program will be more prescribed than in the remaining semesters once the qualifying exam or diagnostic has been completed. The remaining hours of the Master's program can be devoted to electives, additional statistics or methods courses or research credits.

MS thesis students may include up to 9 thesis master's directed thesis research credits to substitute for courses on their plan of studies. Non-thesis MS option students may only take up to 3 directed research credits and must take 6 additional hours of coursework in methods, statistics or applied training.

SAMPLE MS PROGRAM FIRST AND SECOND YEARS (MS = minimum 36 hours)

FIRST SEMESTER	SECOND SEMESTER	THIRD SEMESTER	FOURTH SEMESTER
CORE A	609 or CORE C	CORE C or Seminar	ELECTIVE
CORE B	606	ELECTIVE	ELECTIVE
507	605 or alternate METHODS	RESEARCH HOURS	RESEARCH HOURS

(Department Policy, 10/08/08) (Appendix J – Plan of Study Guidelines.)

### ORAL EXAMINATIONS

The following policy applies to all graduate students in the department who are taking oral examinations:

All faculty members may attend and participate in the examination, but only members of the official examining committee may vote.

For the final examination for the MS degree and for the PhD preliminary examination, the examining committee must recommend the candidate unanimously. For the PhD final examination, only one dissenting vote is acceptable in certifying the candidate to receive the degree.

An announcement of the oral examination must be posted on the bulletin board of the department at least one week before the examination date. **For the oral examination on a thesis or dissertation, the student must deposit a copy of the manuscript in the Graduate Committee secretary's office at least one week before the examination.** The dissertation is kept on file for any interested parties.

### QUALIFYING EXAMINATION

MS students will need to pass a subfield qualifying examination during their second year of study in order to complete their degree and confirm their competence in the sub-disciplinary specialization. The exam will include written and oral components and will be prepared by the student's advisory committee in consultation with other faculty within the student's areas of interest. Students admitted before the 2009-10 academic year will be "grandfathered" and permitted to take a diagnostic exam in lieu of the qualifying exam.

## QUALIFYING EXAM PROCEDURES

Master's students will be required to take the qualifying exam by the end of their third semester and incoming PhD students by the end of their first year.

MS students who pass the qualifying and final MS examinations with distinction and have articulated a preliminary PhD research topic may be recommended by their advisory committees to be advanced to the PhD program.

The options on the Qualifying Exam will be "Fail", "Pass" or "Pass with distinction". A student who passes with distinction will have satisfied one of the requirements for admission to the PhD program. They may elect to pursue a Master's Thesis or a pre-proposal research project for the completion of their Masters.

Students who receive a "Fail" or a "Pass" on the exam will be given an option to retake it to improve their performance to "Pass" in order to complete the MS program or to "Pass with distinction" in order to demonstrate sufficient subfield preparation for the PhD program. (Department Policy, 03/25/09)

The Qualifying Exam will be administered by the student's advisory committee. The committee will design individualized take-home format exams for students that include one or more essay questions requiring students to demonstrate breadth and depth in their subfield. Guidelines for suggested minimum responses are exams that are well written, well referenced, with a total of at least 20-40 typed double spaced pages, 1" margins and 12 pt font.

Student will be given 10 days to produce a written response. Each student is expected to work independently. The written exam will be reviewed by the advisory committee and followed by an oral defense with the committee. The student's advisor and committee will submit a completed Report of the Qualifying Exam (Appendix C). Advisors' are expected to report on the student's performance on the exam at the annual student progress review. (Qualifying Exam Procedure 4/29/09).

## DIAGNOSTIC EXAMINATION

**Students admitted in 2008-09 may, after consulting their advisor, choose to take either a diagnostic or a qualifying examination. All students admitted in the 2009-2010 year or beyond must pass a qualifying examination in lieu of the diagnostic.**

Students taking the diagnostic will take a one-day, comprehensive diagnostic examination which synthesizes the core subject matter. This examination will typically be taken during the second half of the first year in residence when the required core courses have been basically completed, but no later than the third semester of residence.

Any student who is in doubt as to when he/she should take the diagnostic examination should consult with his/her advisory committee.

**Each student who is to take the diagnostic examination during a given semester *must sign up for this examination in the anthropology office during the early part of the same semester* so that the examining committee will have advance notice for the preparation and scheduling of the examination.**

The examination's main purpose is to diagnose the student's strengths and weaknesses in the core areas. Retakes of the examination will seldom be necessary, but areas of strength and deficiency will be pointed out. A poor performance will not necessarily prevent a student from completing the MS degree, depending upon steps taken to improve the deficiencies, but a student whose performance is inadequate may not continue for the PhD degree.

**Following the diagnostic examination, the student's advisory committee will schedule a conference with the student to discuss strengths and weaknesses and how the latter may be remedied (such as by further coursework and more extensive reading or retaking the exam).**

### **MS THESIS and NON-THESIS PROGRAM OPTIONS**

MS Students may choose to complete either a MS Thesis or Non-thesis program by satisfying one of the following options **1) MS Thesis or 2) Non-thesis MS OPTION. There are two non-thesis options: Non-Thesis OPTION A: “method and theory in practice analytical research option” or NON-THESIS OPTION B: Non-thesis MS “doctoral pre-proposal option research project”.** All options require submission of written research results and a final oral examination by the student’s advisory committee.

**Early in the second semester of the first year, the student should meet with their advisor to discuss the choice of a thesis or non-thesis program and possible research projects. The remaining members of the advisory committee should be selected.** The rationale and theoretical basis and research design for a MS thesis or non-thesis research project should be developed with the committee during the first meeting. This meeting should take place no later than the end of the second month of the second semester.

The MS thesis program is intended for those pursuing a traditional academic degree in anthropology. Students first work with their advisors to hone in on a research topic and then submit a brief 2 page research prospectus to their committees. In consultation with the advisor and the committee, the MS prospectus will be expanded into a thesis proposal. Once the proposal is accepted by the student's committee, the student proceeds toward the completion of the thesis, which may account for up to 9 credit hours of thesis research. Any necessary IRB or PACUC approvals should be obtained prior to any data collection. The student must be aware of, and comply with, the various format requirements and deadlines for the Master's Thesis and final examination as laid out by the Graduate School. (For MS thesis defense information see MS Final Exam Section below).

### **MS NON-THESIS PROGRAMMING ANTHROPOLOGY**

The objective of the Non-thesis Master’s Program is to provide appropriate learning outcomes for two groups of students: 1) those who are seeking practical training in anthropology and do not intend to pursue PhD studies (MS-Non-Thesis Option A); and 2) those that will proceed directly to PhD training (MS-Non-Thesis Option B). All incoming MS students will be admitted to the MS thesis track unless they signal their intent to pursue a non-thesis program. Students may be admitted provisionally in a non-thesis track upon entrance to our program or subsequent to their arrival. Students should discuss options with their advisor during their first year in the program.

They must obtain advisory committee approval for their choice of MS thesis or non-thesis program and convey this information to the graduate secretary by the end of their third semesters. In order to receive final approval for the non-thesis pre-proposal track they must have passed the qualifying exam with distinction. (Department Policy 12/08/08)

Students in the Non-Thesis Practical option will be required to take an additional 6 hours of methods, statistics or applied training and may take 3 research credit hours in lieu of the 9 research hours taken by MS thesis students. (Department Policy, 04/29/09)

### **NON-THESIS PROGRAM OPTIONS**

#### **1) “Method and Theory in Practice Option” (MS NON-THESIS OPTION A)**

This program is appropriate for students seeking a MS degree in Anthropology with an applied orientation or as preparation for employment or training outside of Anthropology. This program enables students to prepare a substantial research paper ("analytic project") based on original research done in conjunction with the student's advisor and committee. The analytic project demonstrates the student's mastery of a set of data collection and analytical methods to prepare them for employment. The resulting paper should demonstrate a high level of competency in the student's research specialization, and should be written in a manner that would be consistent with a publishable research report.

The paper will include appropriate bibliographic citations to relevant theory and methods publications, a careful description of methods and a concluding section that relates the body of work to other similar published works where appropriate. Students will submit the research paper as part of the final MS exam process. It will be followed by an oral exam in which the students will be required to demonstrate achievement of the MS learning outcomes for Anthropology.

#### **2) “Doctoral Pre-Proposal Option” (MS NON THESIS OPTION B)**

This option is appropriate for those students planning to go on to pursue PhD training at Purdue. Students will only be admitted to this program with committee approval. Final approval is contingent upon passing the qualifying exam with distinction. This option allows the student aiming to integrate the preparation for PhD work with their MS training by combining a thesis-equivalent project with the development of the eventual proposal for the dissertation.

Students pursuing this option benefit by being able to begin development of the dissertation proposal during the second year of graduate school rather than postponing this work to prepare a master's thesis that may inhibit more directed efforts towards the eventual completion of the PhD.

This more focused track is important given the necessity to write competitive proposals to obtain external funds for dissertation fieldwork in anthropology. Students in this program will be required to produce a final paper that provides evidence of completion of a pilot research project and demonstrates progress towards the development of a dissertation proposal. They will also pass a final MS oral exam demonstrating achievement of MS learning outcomes.

The research paper and oral exam will include a clear statement of a research problem that contextualizes the problem within an anthropological subfield, reviews the relevant literature and demonstrates the feasibility of the research program. This option is only considered sufficient for the awarding of a MS as part of the development towards a PhD program.

### **MS FINAL EXAM**

At the completion of the Master's thesis or non-thesis research project, all students are required to make a formal presentation of findings and discussion of the Master's research process. The presentation should include frank discussion of the problems encountered during the research, what the student might have done differently in hindsight, and what the student might do given the opportunity for further work on this topic. This presentation functions as the public portion of the thesis or research project defense, and is followed by a closed door final examination meeting of the student and committee.

This department must report the result of a "final examination" for the MS candidate to the Graduate School. For the MS student in anthropology, the **final examination will consist of the closed-door oral examination in defense of the thesis or non-thesis research project. The student's committee will complete internal department examination evaluation forms as well as graduate school final exam forms.**

### **REQUIREMENTS for MASTER'S STUDENTS REQUESTING to CONTINUE on to the PhD PROGRAM**

The department policy for any Master's student requesting funding for continuation on to the Doctoral program in the subsequent Fall semester requests students signal their intent to continue to the Doctoral program to the graduate chair by the end of January when student progress is evaluated and funding decisions are made. These students should defend their theses/projects by the end of Spring semester to be eligible to be admitted into the PhD program with funding for the following Fall Semester. Students who complete thesis defense over the summer will be eligible for continuation as long as they demonstrate adequate progress (see below).

All students wishing to be considered for continuation of funding for the PhD program should submit a complete draft of their Master's Thesis/Project to their advisor no later than April 1<sup>st</sup>.

The advisor will provide an updated progress report to the Graduate Committee by email the first week of April evaluating whether the student has made satisfactory progress on the thesis/project and will be able to hold a spring or at latest a summer defense and graduation. Students will receive notification about decisions on continuation of funding for the PhD and information about TA assignments for fall after the final spring faculty meeting and budgets are finalized.

### **PROCEDURE for ADMISSION of CONTINUING MASTER'S STUDENTS to PhD PROGRAM**

Students wishing to continue to the PhD will need to complete and submit a request to continue to the PhD program to the Anthropology Graduate Program Office. The form will include signature lines for faculty agreeing to serve on the students PhD committee, a line for the student title of their research project for the PhD.

At the end of January faculty meeting to discuss student progress, advisors of second year MS students will need to provide a report on the current progress made on thesis/project work. Per preexisting policy, students who are planning to request continuation of funding and admission to the PhD program need to have submitted a draft of their thesis/project to their advisor before April 1<sup>st</sup>. Normally students should defend during the Spring semester. If a summer thesis defense is planned as an exception, the advisor will need to provide adequate assurance to the faculty that it will be completed before the Fall semester commences.

Funding and admission to the PhD program is contingent upon completion of the MS before admission into the PhD program. MS students will not receive more than 2 years of departmental funding prior to completion of the MS degree.

A student continuing to a PhD should have passed the qualifier with distinction, has the majority of the MS committee's approval, has made adequate progress, had a committee for the PhD program and has a title of their research project for the PhD and plans for preliminary research/PhD preparation over the summer.

At the end of the academic year faculty meeting, there will be a discussion of the students hoping to continue on to the PhD. The provisional PhD advisor will need to summarize the student's research project and summer research plans at the final faculty meeting of the year. Once the MS thesis has been deposited, and the other requirements have been met (see below), the graduate chair will send the approval for continuation to the PhD program to the Graduate School.

(Parentheses indicate how completion of the requirement will be satisfied).

Students must:

- 1) Have made satisfactorily progress on courses (annual progress report)
- 2) Pass the qualifying exam with distinction (Qualifying exam form)
- 3) Have submitted a draft of the MS thesis/project or non-thesis project to their advisors by April 1<sup>st</sup> (advisor communicates with grad chair)
- 4) Complete the Master's thesis/project by the end of Spring semester, or Summer with the committees approval (Grad school final exam form)
- 5) Have consent of the majority of the Master's Thesis Committee (MS to PhD Recommendation Form completed at thesis/project defense)
- 6) Have a prospective advisor (Request for MS Student Continuation to PhD Form by end of semester)
- 7) Submit a brief description of their PhD research topic and summer research plans (MS to PhD Approval Form by end of semester)

All of the above must be in place and ready for discussion at the final Spring semester faculty meeting. Once the above requirements have been met and the MS thesis/final exam has been passed, the graduate chair will communicate with the graduate school to certify continuation into the PhD program.

(Department Policy 4/29/09)

### **REQUIREMENTS for the DOCTOR of PHILOSOPHY DEGREE in ANTHROPOLOGY**

Students who have an MS degree in Anthropology from this department (and meet the requirements detailed above) may be recommended for admission to the PhD program by their advisory committee.

Students entering directly into our PhD program with an MS degree from another program should choose a major professor and engage an advisory committee without delay. They should be prepared to enroll in some or all of the core courses in their first year, based on their background and personal interests. These students will be required to pass the qualifying examination with distinction during their first year in our program. The qualifying examination and making up of any core, statistics or methods course deficiencies specified by the advisory committee must be completed as preparation for the PhD preliminary examination.

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PhD program students will take a total of 48 semester hours of graduate-level courses. The student in conjunction with his/her major advisor and advisory committee will develop a Plan of Study with considerable depth in selected areas of specialization using courses and within and outside the department.

**PhD coursework will include at least two 600 level courses in the department** supplemented with elective graduate offerings and reading courses within or outside the department. Students are encouraged to take advantage of any and all 600 level departmental seminars that are appropriate for their programs. Students are required to meet a foreign language requirement using existing graduate school guidelines.

PhD students will take preliminary and proposal exams no later than the end of their 4<sup>th</sup> semesters in the PhD program.

### **CORE REQUIREMENTS for PhD STUDENTS**

Students admitted directly into the PHD program will need to enroll in any of the core subfield and theory courses needed to meet our standards of broad proficiency and in order to take the qualifying examination during their first year in our program. Admission letters may sometimes stipulate course requirements needed to make up deficiencies. Advisors should further consult with the graduate chair to make individual determinations about course needs.

(PHD STUDENTS total minimum = 48 credit hours beyond Bachelor's; 12 credit hours beyond MS). The first two years of the sequence will be identical to the MS.

<b>FIRST SEMESTER POST MS</b>	<b>SECOND SEMESTER POST MS</b>	<b>THIRD SEMESTER POST MS</b>	<b>FOURTH SEMESTER POST MS</b>
<b>609</b>	<b>609</b>	RESEARCH HOURS	RESEARCH HOURS
ELECTIVE	RESEARCH HOURS	RESEARCH HOURS	RESEARCH HOURS
FOREIGN LANGUAGE REQUIREMENT	Preliminary exam	Proposal exam	

Department Policy 4/16/09

### **FOREIGN LANGUAGES**

In Anthropology, language competency is often needed for reading global scholarly literature and may be necessary for successful completion of field research in anthropology. Language coursework or demonstrated proficiency is normally required as part of the student's progress in the doctoral program. The language requirement may be waived by the advisory committee only in exceptional circumstances, and with the approval by the Graduate Committee

**Each PhD student is required to demonstrate proficiency in one language other than English.** The choice of the language to be demonstrated and the type and level of proficiency must be approved in advance by the student's advisory committee. **This requirement must be satisfied before taking the preliminary examination.**

**Language proficiency may be demonstrated by any of the procedures specified in the Graduate School's Policies and Procedures Manual.**

1. By satisfying the foreign language requirement at another graduate school and transferring the record to Purdue.
2. By passing the fourth semester of Purdue's undergraduate course sequence in an acceptable language with at least a grade of C- in the last course, or with an equivalent of this requirement transferred from another institution.
3. By examination. The student's department will notify the Department of Foreign Languages and Literatures of the skill it requires (reading, conversation, etc.) and will submit examination material to be approved by the foreign language examiner. The Department of Foreign Languages and Literatures will then prepare, proctor, and grade an appropriate examination and transmit the results to the student's department.
4. By graduate coursework. This option currently is available in French, German, Latin, Russian, and Spanish. It consists of passing the appropriate 603 or 605 course with a grade acceptable to the student's department.

If the language is one for which these procedures cannot be used, any of the following methods may be substituted:

1. The student may arrange an examination by a member of the Purdue faculty who is fluent in the language. The format of the exam and the qualifications of the examiner must be approved by the student's advisory committee prior to the examination.
2. The student may take an examination administered by an independent testing center or service (e.g., Educational Testing Service) which is approved by the student's advisory committee.
3. The student may provide evidence satisfactory to the advisory committee that the student is a native speaker of the language.

(Department Policy, 4/16/2009)

**PRELIMINARY EXAMINATION**

In order to be admitted to candidacy for the PhD degree, each student must pass a Preliminary Examination which is to be taken normally during the second semester of course registration for the PhD degree, but no later than the end of the fourth semester of course registration in the PhD program. The examination will include both written and oral sections and will include (besides method and theory) other areas from within the specialty declared by the student in consultation with his/her committee. In our department, the preliminary examination is usually formulated in consultation with a draft of the preliminary PhD research proposal, in order to resonate with topics relevant to the student's specialty and research project. The examination will be constructed and evaluated by the student's committee in the areas chosen and under the direction of the major professor.

Questions on the written portion of the examination will be given to the student who must submit a typewritten response one week later. Page limits or guidelines are set by the examining committee. Upon completion of the written examination, an oral examination is scheduled.

Successful completion of both parts of the preliminary examination admits the student to candidacy for the PhD degree. Internal and external forms must be completed by the committee at the time of the exam. Students should see the graduate secretary to pick up the forms and to be sure that they have an approved plan of study on file and have satisfactorily completed most of their coursework before scheduling a date for their Prelim Exam.

The major professor must notify the Dean of the Graduate School (through the Department's Graduate Office) of the oral portion of the examination. The Graduate School Form 8 must be submitted to the department's graduate office with enough time for it to be processed by the Graduate School at least two weeks in advance of the examination. The Graduate Dean may then appoint additional members to the examining committee.

A student must have the approval of at least three members of the Preliminary Examination committee to pass the preliminary examination. A student who fails the exam may retake the exam only if the examining committee so recommends. A student who fails any area upon retake may not be given a third try except upon recommendation of the examining committee and with special approval of the Graduate School.

A preliminary examination passed by a student whose graduate study and/or professional activity has been inactive for five years or more is considered invalid (Graduate School Policy).

### **DISSERTATION and PROPOSAL**

Upon completion of the PhD preliminary examination, the student must prepare a dissertation proposal. This is done in consultation with his/her major professor and advisory committee. The proposal must be defended and receive the formal approval of the major professor and advisory committee.

Following the approval of the proposal, the student will research and write a dissertation in his/her area of specialization under the direction of the major professor. There will be a final oral examination in defense of the dissertation.

The dissertation is assumed to represent the equivalent of from 24 to 48 hours of coursework, and a minimum of 24 hours of dissertation research hours must be taken. A student must be registered in research credits for every semester in which the dissertation research is carried on.  
(Department Policy, 11/03/08)

### **TIME LIMITATIONS**

Failure to complete all requirements for the PhD degree within 5 years after the semester in which the preliminary examination was passed will result in automatic termination of degree candidate status (whether registered in absentia or not). To be readmitted to the PhD candidacy, the student must retake and pass the preliminary examination.

### **RESEARCH in ABSENTIA**

A student may petition the Graduate School to complete the PhD research *in absentia* under the following circumstances: (a) foreign language requirements have been satisfied and the preliminary examination was passed while in residence, (b) facilities exist for the student to conduct the research off campus, (c) employment does not interfere with the dissertation research, (d) significant progress is made on the dissertation research so that the remaining work may be completed off campus, and

(e) provisions for supervision are arranged with the PhD candidate's major professor. Students may accumulate 3 residence credits per semester while in absentia. Students wishing to conduct research in absentia must apply to the Graduate School no later than one month prior to the first day of the session in which absentia registration is to begin. (Department Policy, 11/03/08)

### **FINAL PhD ORAL EXAMINATION**

The final oral examination is a defense of the dissertation and is taken *at least two semesters after successful completion of the preliminary examination*. This examination is primarily concerned with the dissertation, but the examining committee may question the student about any aspect of the field it chooses. The committee may also ask that written answers to questions be prepared. The major professor requests appointment of the examining committee by completing Graduate School Form 8 "Request for Appointment of Examining Committee" *at least two weeks prior* to the examination. Typically, the student's advisory committee serves as the examining committee for the final oral examination. The examination will be publicly announced and open to all faculty and others who wish to attend.

Students who wish to complete the PhD degree requirements during a summer session should note the following: At least two weeks before the last day of spring semester classes, each member of the advisory committee must be asked about availability during the summer to read the project or dissertation and to attend the final oral examination. If any member of the advisory committee will not be available, a replacement must be appointed before the last Friday of spring semester classes. The final examination must be held on or before the last day of summer session classes. No final oral exam may be held during the period between the last day of summer classes and the first day of fall semester classes.

Thus, because of the scheduling involved, the complete draft must be received by the advisory committee no later than five weeks before the last day of summer session classes in order to guarantee completion of the degree requirements and receive the degree in August.

Students often underestimate the amount of time required to complete the dissertation and final examination process. Usually the process is as follows: (1) the student submits his/her dissertation chapters (one, two, or three at a time) to each member of the advisory committee for review and comments and then makes any necessary revisions; (2) a complete rough draft of the dissertation is then submitted to the advisory committee for review and comments, and any necessary revisions are then made; (3) at least two weeks before the final oral examination is to be held, the Graduate School is notified via a "Request for Appointment of Examining Committee"; (4) the final copy is completed, and will include any changes required by the examining committee at the oral examination. Unless the complete rough draft is received by the advisory committee no later than six weeks before the last day of classes in any semester, it will be extremely difficult to complete the degree requirements by the last day of classes.

### **DISSERTATION DEPOSIT**

A completed and final copy of the dissertation must be deposited at the Graduate School according to Graduate School procedures and by the deadline set each semester by the Graduate School. Please see the Graduate School's Thesis Office website for more information. A fee must be paid to the Bursar of the University before the end of the session to pay for the cost of microfilming.

**SUGGESTED OUTLINE for THESIS and DISSERTATION PROPOSALS**

1. *Central Idea of the Thesis*: This should be a brief but concrete statement of the purpose of the proposed thesis.
2. *Preliminary Review of the Literature*: A summary of the literature pertinent to the proposed research.
3. *Theoretical Statement*: Interrelating existing knowledge and specific hypotheses to be investigated.
4. *Data and Methods*: Statement of the procedures, techniques, and tools to be used in the collection and analysis of the data and of the type of data to be used and their availability and quality.
5. *Expected Contribution*: This statement should refer particularly to Items 2 and 3 above and should indicate the expected substantive and/or theoretical and/or methodological contribution to knowledge.
6. *Bibliography for Literature Review*.

## **Appendix A**

### **Annual Graduate Student Self Evaluation Form**

#### **Instructions:**

Student should complete the self-evaluation form and submit it to the Anthropology Graduate Program Office. A deadline for the self-evaluation will be announced. The form may be obtained in the Anthropology Graduate Program Office.

#### **Department of Anthropology Purdue University**

#### **Internal Anthropology Department Annual Graduate Student Self-Evaluation**

**(This evaluation is for internal department uses only. It will be used as part of the annual department assessment of graduate student progress and may also assist internal funding considerations).**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

The purpose of this template is to help graduate students (and their advisors) evaluate the student's performance over the past academic year. The template includes a variety of topics to help with your self-evaluation. Not all of the topics are appropriate for all students or for all years. Skip those that are not relevant to you right now and insert any that are relevant but missing from this form. Be sure to consider your involvement in department colloquia, reading groups, and presentations about research teaching and/or professional development.

This self evaluation is due no later than the last day of Spring Semester according to the Purdue Academic Calendar. Please submit a hard copy and an electronic copy to the graduate secretary.

#### **Accomplishments during the Past Year**

##### **A. Coursework/Academic milestones.**

- a. Courses taken (note whether the course is required, whether it provided knowledge directly related to your area of specialization or broad knowledge not specific to your specialization, was a methods course, etc. How did you do in each course?).
  
- b. Milestones: (e.g., committee formed, methods courses completed, progress in teaching workshop or certificate requirements, foreign language exam, General exams scheduled or taken, dissertation proposal accepted, IRB application submitted and/or approved, Master's thesis completed, dissertation completed). Include date achieved.

**B. Research.**

- a. Research projects planned/underway/completed. Include title and date.
  
- b. Papers for publication underway/completed/submitted for publication/accepted for publication (note topic, status, etc.). Include title of paper and date.
  
- c. Professional talks planned/given (note conference/place of presentation). Name of conference and date.

**C. Development of Teaching Skills.**

- a. Courses TA'd? Was the course evaluated? Please include a summary of evaluations.
  
- b. Courses taught? Was the course evaluated? Please include evaluations.
  
- c. Other teaching accomplishments (guest lecturers in classes; presentations in seminars or research/study groups, etc.). Include dates.

**D. Departmental, College, University, Community, or National Service.**

**E. Awards (fellowships and grant proposals planned, submitted or awarded with dates)**

**F. Other (please include any other achievements that you feel merit consideration).**

## **Appendix B**

### **DEPARTMENT OF ANTHROPOLOGY - MASTER'S THESIS AND NON-THESIS (Only students admitted for the Fall 2009 semester or later, may choose the Non-Thesis option) PLAN OF STUDY GUIDELINES**

A plan of study must be completed in the Plan of Study Generator (POSG) via myPurdue. You can access the POSG by clicking on the *Academics* tab and then the *Graduate School Plan of Study* link.

The plan of study may be submitted as a “Draft”. An e-mail notification is sent to the advisory committee who may review and indicate any changes to be made. Only a plan of study submitted as a “Final” can be signed off on by your committee. The plan of study form will be electronically routed, reviewed and, if approved, signed by the graduate program secretary, graduate program director, advisory committee, Graduate School authorization and Graduate School processor. Please remember a plan of study cannot be processed and approved until it is submitted as a “Final”. It can take up to 3-4 weeks for a plan of study to go through the signature process and be processed by the Graduate School, so submit early. Students usually submit their plan of study in their second semester of enrollment. You may check the status of your plan at any time by returning to the POSG and clicking on the Display Submitted Plan of Study link.

#### **Guidelines:**

- ❖ Students must be registered (enrolled in classes) or have eligibility to enroll during the semester that the plan of study is submitted. {GS}
- ❖ Students should file their plan of study within their 2<sup>nd</sup> semester. {D}
- ❖ At least one-half of the total credit hours used to satisfy degree requirements must be earned while registered at Purdue University {GS}
- ❖ More than 50 percent of Purdue credits must be earned through the campus where the degree is conferred. {GS}
- ❖ Purdue University courses taken while in regular graduate status must be “C” or above in order to meet degree requirements. {GS}
- ❖ Only transfer courses taken at another accredited university for a grade of A or B may appear on a plan of study. {GS}
- ❖ Courses taken as non-degree, excess undergraduate credit, or transfer credit must be “B” or above. {GS}
- ❖ Up to 12 credits taken while in postbaccalaureate or teacher license status (including any undergraduate excess credits) with a grade of “B” or better may be considered for use on a plan of study for an advanced degree. If requesting more than 12 credit hours, a waiver request must be submitted for approval. {GS}
- ❖ Courses taken as Pass/Fail or audited may not be used on a plan of study. {GS}
- ❖ Departmental credit for a course cannot be used on a plan of study. {GS}
- ❖ A maximum of 18 credits will be allowed from any one semester (9 credit hours for the summer session) on a plan of study. {GS}
- ❖ If a student has a lapse of enrollment of five years or more then the courses on their plan of study (or transfer coursework) become invalid and they must take the coursework over again. {GS}
- ❖ 300 and 400 level coursework may not exceed six credit hours {GS}
- ❖ Courses from a master’s plan of study cannot be used for another master’s plan of study. {GS}
- ❖ Department Name should be: Department of Anthropology {GS}
- ❖ Degree Title should be: Master’s: Thesis or Master’s: Non-Thesis {GS}
- ❖ Program Area should be completed. {GS}
- ❖ Degree Expected should be filled in, but it is only an estimate. You can always graduate before or after the date you have indicated. {GS}.
- ❖ Research Area is for the title of your thesis. This is for Master’s Thesis only. This title can be changed up until the time you deposit. {GS}

## ANTHROPOLOGY GRADUATE STUDENT MANUAL - 2009-2010

- ❖ A total of 36 hours of graduate level coursework beyond the Bachelor's degree including up to 9 credit hours of research credits (ANTH 698) should be on a Master's Thesis plan of study. A total of 36 hours including up to 3 credit hours of research credits (ANTH 698) should be on the Master's Non-Thesis plan of study. Master's Non-Thesis plans of study should also include 6 hours of coursework in methods, statistics and/or applied courses beyond the required core. {GS}
- ❖ The following courses should be on a Master's Thesis and Non-Thesis plan of study: {D}
  - ANTH 507 – History and Theory of Anthropology
  - ANTH 606 – The Conduct of Anthropological Inquiry
  - ANTH 605 – Ethnographic Methods or alternate
  - At least 3 of the following:**
    - ANTH 505 – Culture and Society
    - ANTH 514 – Anthropological Linguistics
    - ANTH 535 – Foundations Of Biological Anthropology
    - ANTH 504 – Problems in World Prehistory
  - At least 1 of the following:**
    - ANTH 609 – Seminar in Anthropology
    - ANTH 611 – Special Topics in Archaeology
    - ANTH 620 – Special Topics in Cultural Anthropology
    - ANTH 673 – Seminar in Anthropology of Religion

If you wish to substitute another course for one of the core course, you must submit a waiver request form (forms are in the graduate secretary's office) to the graduate program secretary, Stone Hall, Room 219A. You must also provide a syllabus for the required course and for the course substitution.

- ❖ ANTH 605 Seminar in Ethnographic Analysis or Substitute of a methods oriented course: ANTH 526 Archaeological Methods; SOC 588 Urban and Demographic Research Methods; or a relevant course taught outside the department. If you choose a relevant course outside of the department, you must submit a waiver request form (forms are in the graduate secretary's office) to the graduate program secretary for the graduate committee to approve before you take the course. {D}
- ❖ Statistics Requirement: SOC 382 or PSY 500 or equivalent 3 semester hours in the social sciences or has taken an equivalent course at the undergraduate or graduate level. The student should note in the "supplemental note" section of the plan of study, which course they are using to satisfy this requirement. These Stat credit hours do not count toward the 36 credit hours required on a Master's Thesis plan of study or the 30 credit hours required on a Master's Non-Thesis plan of study. {D}
- ❖ You must submit a Statistics Requirement Completed form (forms are in the graduate secretary's office), signed by your advisor, to the graduate program secretary, Stone Hall, Room 219A. The graduate secretary will not be able to sign off on your plan of study until she receives this form.
- ❖ Thesis research hours (698) should be noted by the student in the supplemental note section on their plan of study and will apply toward the number of hours needed for the degree. {GS}
- ❖ Titles of coursework on your plan of study must match exactly what is on the transcript. {GS}
- ❖ The committee chair or at least one co-chair must be from the program area where the student is admitted. {GS}
- ❖ Committee must have a minimum of 3 members of whom 51% must be regular Purdue faculty with Graduate School certification. {GS}

GS = Graduate School Policy

D = Department Policy

Department of Anthropology  
Graduate Program Office  
700 West State Street, Stone Hall 310A  
West Lafayette, IN 47907  
765-496-7428 \* Fax: 765-496-7411  
Email: anthgrad@purdue.edu  
<http://www.cla.purdue.edu/anthropology/graduate>

## **Appendix C**

### **DEPARTMENT OF ANTHROPOLOGY - PhD PLAN OF STUDY GUIDELINES**

A plan of study must be completed in the Plan of Study Generator (POSG) via myPurdue. You can access the POSG by clicking on the *Academics* tab and then the *Graduate School Plan of Study* link.

The plan of study may be submitted as a “Draft”. An e-mail notification is sent to the advisory committee who may review and indicate any changes to be made. Only a plan of study submitted as a “Final” can be signed off on by your committee. The plan of study form will be electronically routed, reviewed and, if approved, signed by the graduate program secretary, graduate program director, advisory committee, Graduate School authorization and Graduate School processor. Please remember a plan of study cannot be processed and approved until it is submitted as a “Final”. It can take up to 3-4 weeks for a plan of study to go through the signature process and be processed by the Graduate School, so submit early. Students usually submit their plan of study in their second semester of enrollment.

You may check the status of your plan at any time by returning to the POSG and clicking on the Display Submitted Plan of Study link.

#### **Guidelines:**

- ❖ The plan of study must be approved by the Graduate School before scheduling the Preliminary Examination. {GS}
- ❖ Students must be registered (enrolled in classes) or have eligibility to enroll during the semester that the plan of study is submitted. {GS}
- ❖ Students should file their plan of study within their 2<sup>nd</sup> semester. {D}
- ❖ At least one-half of the total credit hours used to satisfy degree requirements must be earned while registered at Purdue University {GS}
- ❖ More than 50 percent of Purdue credits must be earned through the campus where the degree is conferred. {GS}
- ❖ Purdue University courses taken while in regular graduate status must be “C” or above in order to meet degree requirements. {GS}
- ❖ Only transfer courses taken at another accredited university for a grade of A or B may appear on a plan of study. {GS}
- ❖ Courses taken as non-degree, excess undergraduate credit, or transfer credit must be “B” or above. {GS}
- ❖ Up to 12 credits taken while in postbaccalaureate or teacher license status (including any undergraduate excess credits) with a grade of “B” or better may be considered for use on a plan of study for an advanced degree. If requesting more than 12 credit hours, a waiver request must be submitted for approval. {GS}
- ❖ Courses taken as Pass/Fail or audited may not be used on a plan of study. {GS}
- ❖ Departmental credit for a course cannot be used on a plan of study. {GS}
- ❖ A maximum of 18 credits will be allowed from any one semester (9 credit hours for the summer session) on a plan of study. {GS}
- ❖ If a student has a lapse of enrollment of five years or more then the courses on their plan of study (or transfer coursework) become invalid and they must take the coursework over again. {GS}
- ❖ 300 and 400 level coursework may not exceed six credit hours {GS}

## ANTHROPOLOGY GRADUATE STUDENT MANUAL - 2009-2010

- ❖ Purdue University courses taken while in regular graduate status must be “C” or above in order to meet degree requirements. {GS}
- ❖ Courses from a PhD plan of study cannot be used for another PhD plan of study. {GS}
- ❖ Department Name should be: Department of Anthropology {GS}
- ❖ Degree Title should be: Doctor of Philosophy {GS}
- ❖ Program Area should be completed. {D}
- ❖ Research Area is for the title of your thesis. This title can be changed up until the time you deposit. {GS}
- ❖ Degree Expected should be filled in, but it is only an estimate. You can always graduate before or after the date you have indicated. {GS}.
- ❖ In the supplemental note section on your plan of study you should indicate how you will satisfy the foreign language requirement. {D}
- ❖ Thesis research hours (699) should be noted by the student in the supplemental note section on their plan of study and will apply toward the number of hours needed for the degree. {GS}
- ❖ A total of 90 hours between coursework and research credits (ANTH 699), and 30 credit hours for your Master’s, should be on a PhD plan of study. {GS}
- ❖ Titles of coursework on your plan of study must match exactly what is on the transcript. {GS}
- ❖ Committee must have a minimum of 4 members of whom 51% must be regular Purdue faculty with Graduate School certification. {GS}
- ❖ The committee chair or at least one co-chair must be from the program area where the student is admitted. {GS}

GS = Graduate School Policy

D = Department Policy

Department of Anthropology  
Graduate Program Office  
Stone Hall, Room 219A  
700 W. State Street  
West Lafayette, IN 47907-2059  
765-496-7428 \* Fax: 765-496-7411  
Email: anthgrad@purdue.edu  
<http://www.cla.purdue.edu/anthropology/graduate>

**Appendix D**

Sample of a student's plan of study

**Graduate Plan of Study**

**Status** **OUTSTANDING**

Student SAMPLE, SALLY SUE 00112233

Student Email sssample@sampleuniv.edu

Department ANTHROPOLOGY ANTR

Degree Title MASTER OF SCIENCE : THESIS MS

Program Anthropology-MS ANTR-MS

Date Degree Expected MAY 2010

Concentration NONE

Research Area VERY OLD BONES AND WHAT YOU CAN MAKE WITH THEM

Area	Courses Title	Subj. Abbr.	Course No.	Credit Hours	Regis. Type	Grade	B or better	Transfer From	Date Completed To Be Completed
PRIMARY	PROBLEMS IN WORLD PREHISTORY	ANTH	50400	3	RE		YES	-	May 2010
PRIMARY	CULTURE AND SOCIETY	ANTH	50500	3	RE	A	YES	-	May 2009
PRIMARY	DEV MODERN ANTHROPOLGY	ANTH	50600	3	RE	A	YES	-	May 2009
PRIMARY	THEORY SOCIOCULT ANTH	ANTH	50700	3	RE	A	YES	-	Dec 2008
PRIMARY	ANTHROP LINGUISTICS	ANTH	51400	3	RE	A	YES	-	Dec 2008
PRIMARY	FNDATIONS BIOL ANTHROP	ANTH	53500	3	RE	A	YES	-	Dec 2008
PRIMARY	SEMINAR IN ETHNOGRAPHIC ANALYSIS	ANTH	60500	3	RE		YES	-	Dec 2009
PRIMARY	THE CONDUCT OF ANTHROPOLOGICAL INQUIRY	ANTH	60600	3	RE		YES	-	May 2010
PRIMARY	SELF, IDENTITY AND AGENCY	ANTH	60900	3	RE		YES	-	Dec 2009

## ANTHROPOLOGY GRADUATE STUDENT MANUAL - 2009-2010

PRIMARY	INTRODUCTION TO METHODS OF SOCIAL RESEAR	SOC	38200	3	RE	-	-	Dec 2009
RELATED	SCHOLARSHIP LESBIAN&GAY ISSUES	IDIS	59000	3	RE	A-	-	May 2009

**Supplemental Notes:** [Add A Supplemental Note](#) [View All Notes](#)

Subject	Type	Author	Date Added
EDU INTENTION WARNING	PURDUE	System	04/22/2009
EDUCATIONAL INTENTION	PUBLIC	System	04/22/2009

Items in purple are completed. / Items in green are incomplete. **Courses: \*\* Grades posted here are as of the end of the semester that they were taken.**

**Late grade changes or title changes may not be reflected. If you see a discrepancy, contact the Graduate School.**

**Purdue graduate course tallies:**

Purdue POS GPA: 3.73

Purdue Primary Area Credit Hours : 30

Purdue Related Area Credit Hours : 3

Purdue Area Not Specified Credit Hours: 0

**Language Requirement: None**

**Comments Regarding Exceptions or Requirements:**

Research Credit Hours	ANTH 698 - 9 cr. hrs	This note last updated by SAMPLE, SALLY SUE on 04/20/2009	Move to Supp Notes
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**Advisory Committee Information and Approval Status**

Level	Names of Advisory Committee Members	Cert	Faculty Identifier	Status	Department Code	Advisor in Area of
50	Darren Digby (CHAIR)	R	C4299	APPROVED by Darren Digby 04/24/2009 16:32:10	ANTR	
50	Ann Thropology	R	C6810	APPROVED by Ann Thropology 04/22/2009 09:26:24	ANTR	
50	Archie Ology (MEMBER)	R	C7361	<input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="button" value="Submit Signature"/>	ANTR	

**Additional Authorization**

Level	Authorization	Required Signature	Status
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**ANTHROPOLOGY GRADUATE STUDENT MANUAL - 2009-2010**

70	Student	Sally Sample	SUBMITTED 04/22/2009 07:14:52
60	Plan of Study Coordinator	Patricia A. Mason	APPROVED by Patricia A. Mason 04/22/2009 09:02:00
20	Graduate Program Authorization Anthropology	Melissa J. Remis	Waiting on higher level signatures
10	Graduate School Authorization	Patricia A. Springer	Waiting on higher level signatures
0	Processor	Richard D. Coffman	Waiting on higher level signatures

## Appendix E

### CHECK LIST FOR COMPLETION OF DEGREE REQUIREMENTS

The student should record the date on which each degree requirement has been met on the following check list. This list assumes that the course requirements for the degree are met.

	<u>MS</u>	<u>PhD</u>
English Proficiency Requirement (before Plan of Study is submitted; need not be repeated at PhD level if requirement has been met at the MS level).	_____	_____
Appoint Major Professor (during first semester for MS students; during first semester following completion of requirements for MS degree for PhD students).	_____	_____
Appoint Advisory Committee and obtain approval of Plan of Study (during first semester for MS students; during first semester following completion of requirements for MS degree for PhD students).	_____	_____
Take Qualifying/Diagnostic Examination (by the end of the third semester).	_____	_____
Online Human Subjects training (before end of first year of study; need not be repeated at PhD level if requirement has been met at the MS level) and obtain Human Subjects review or exemption.	_____	_____
PACUC certification and approval if needed	_____	_____
MS research prospectus submitted.	_____	
Submit MS thesis/non-thesis project to advisory committee.	_____	
Schedule MS final examination 2 weeks in advance.	_____	
Final examination for the MS Degree.	_____	
Make final changes to the MS thesis as required	_____	
Deposit MS Thesis.	_____	
Meet Foreign Language Requirement (before preliminary examination).		_____
Ask Advisory Committee to design and schedule preliminary examination.		_____

**ANTHROPOLOGY GRADUATE STUDENT MANUAL - 2009-2010**

Preliminary examination for the PhD degree (at the latest, before the end of the fourth semester of coursework beyond the MS degree). \_\_\_\_\_

Completion and approval of PhD dissertation proposal (upon completion of, or concurrent with, the preliminary exam). \_\_\_\_\_

PhD Dissertation:

Submit first draft to major professor (at least six weeks before end of the semester of intended graduation). \_\_\_\_\_

Submit penultimate copies to major professor and members of final examination committee (at least three weeks before end of semester). \_\_\_\_\_

Submit Request to Appoint Examining Committee and date and place of final examination to Graduate School (at least two weeks before final examination). \_\_\_\_\_

Final Examination (oral defense of dissertation); taken, passed, and final report filed in Graduate School by the deadline set by the Graduate School. \_\_\_\_\_

Make final changes to dissertation required by advisory committee. \_\_\_\_\_

Make appointment with the Graduate School Thesis/ Dissertation Office to deposit dissertation. \_\_\_\_\_

Deposit final copy of dissertation at the Graduate School by the deadline set by the Graduate School. \_\_\_\_\_

Deliver one bound copy of the dissertation to the major professor, one to each committee member, and one to the Anthropology secretary. \_\_\_\_\_

Pay Thesis Microfilming Fee at Bursar's Office. \_\_\_\_\_

If a student intends to graduate at the end of a given semester but has not met all of the requirements by the above specified deadlines, he/she cannot graduate at the end of that semester but must register for the following semester.

Please note the following regulations:

- a. If all academic requirements except for the submitting of bound copies of the final approved thesis or dissertation are completed before the first day of classes of the following semester or session, the student may register for "Degree Only" with Graduate School approval. A nominal fee will be charged by the Bursar.
- b. If all academic requirements except for the final examination and the submitting of bound copies of the final approved thesis or dissertation are completed before the first day of classes of the following semester or session, the student may register for "Exam Only" with the approval of the Graduate School. A nominal fee will be charged by the Bursar.
- c. Students who have met course requirements for their degree may register for one hour per semester of Research (ANTH 698 for MS students, ANTH 699 for PhD students) during a semester in which they require more time for completion of thesis or dissertation work.

## **Appendix F**

### **Department of Anthropology What to discuss with your advisor and/or committee:**

- What coursework should I put on my plan of study?
- When should I file my plan of study?
- When should I form my committee? What role do my non-advisory committee members play in the development of my research?
- How do I satisfy the foreign language requirement? (PhD)
- What methods and statistical courses should I enroll in?
- What funding opportunities are there for me? Should I apply for fellowships including NSF, Javits, Ford graduate student fellowships?
- Grants – when should I start writing grants to fund my research? (MS, PhD)
- What are the University and departments policies regarding the conduct of research and rights to data and intellectual property developed in the course of my research?
- What are my advisors policies and procedures governing authorship and publication of research results?
- How often will there be assessments of my progress and achievements?
- What the requirements to complete my degree objective?
- What courses should I enroll in during my first and subsequent semesters?
- When should I be ready for my preliminary examinations? (PhD)
- When should I begin working on my proposal? When will the defense be? (PhD)
- How long should it take me to collect my research data? Conduct analysis and write my thesis?
- Are there any student organizations I can join?
- When should I expect to graduate?
- How do I register for classes?
- How do I form a committee?
- What is the qualifying exam and when will I have to take it? (MS)
- How often will I have scheduled meetings with my advisor? With my committee?
- How should I be keeping my advisor and my committee apprised of my progress?