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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 applying. Applications for admission to the master’s or PhD program must be submitted by December 15th to be considered for the subsequent fall semester.

Decisions on admission, funding awards, or wait listing will be made as soon as possible, usually by the end of February or early March. Students who are still wait listed for admission or funding in March will be notified of any changes to their status as soon as possible.

(Department Policy 11/07/08; 03/28/11)

Application Forms and Documents

Applications must be completed online. The link to our online application is: 

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. Official transcripts will not be returned to applicants. A minimum B (3.0/4.0) or better grade point average in prior study is required. Electronic transcripts will only be accepted if mailed directly from the institution to gradadm@purdue.edu. If colleges or universities attended do not provide transcripts in English, then official, original language transcripts must be accompanied by certified English translations.

We must also receive recommendations from three (3) persons who are familiar with your academic abilities. These should preferably be faculty members who have served as your advisors; those who have taught courses you have taken or have supervised you in a field-schools or research setting. When you create an online application to the Purdue Graduate School, you will have the opportunity to enter the names of your recommendation providers along with the preferred method of submission for the recommendation. If you elect to have the recommendation submitted online, your recommendation provider will receive an automatic email notification with instructions for accessing our online recommendation system. Once the online recommendation is submitted the graduate program to which you applied will have access to view your online recommendation.

For recommenders wishing to complete a paper recommendation, a PDF file of the recommendation form can be found on the Graduate Schools website at: http://www.purdue.edu/gradschool/documents/admission/Revised_Recommendation.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 219, 700 W. State Street, West Lafayette, IN 47907, USA.

1 The Graduate Schools recognizes that, in rare and unusual instances, students from a few international institutions have access to only one transcript (or an extremely limited number of transcripts) or other academic credentials. In these rare instances, the Graduate School will retain these documents, after careful review, for applicants on a case-by-case basis until the end of the first session for which they are admitted. Applicants’ requests to preserve their paper documents must be submitted at the time departments forward their recommendation for admission to the Graduate School. (Per email from T. Atkinson 12/1/2011.)
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 http://www.ets.org/gre. Purdue University's code for the GRE application is 1631. We can only verify scores that are less than five years old.

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 (http://www.ets.org/toefl). Applicants must score 550 or higher on the paper-based test, 213 or higher on the computer-based test, or 77 or higher on the Internet-based test in order to be considered for admission. In addition, applicants who take the TOEFL iBT must achieve the following minimum test scores: reading, 19; listening, 14; speaking, 18; and writing, 18. Official TOEFL scores must be received directly from ETS, and must be no more than 24 months old at the time the complete recommendation for admission is received by the Office of Graduate Admission. As an alternative to the TOEFL, applicants may submit either International English Language Testing System (IELTS) scores of 6.5 or higher, or Pearson Test of English (PTE) scores of 58 or above. The Graduate School may consider alternatives for fulfilling the English proficiency requirement (see Grad School Manual, Section III.B.1.c).

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.

In addition to the statement of purpose, a writing sample is required of applicants to the PhD program. The writing sample will consist of two parts. 1. An academic paper written in English, no more than 10 pages in length. The sample can be uploaded to ApplyYourself with your application. 2. In order to demonstrate preparation for PhD work, PhD program applicants should also include a one-page single-spaced summary of a provisional PhD research topic. Please include theoretical frameworks, research questions, methods anticipated, and a selected bibliography with key sources. This will be uploaded as part of the writing sample.

Your application for admission cannot be acted upon until we have received all application materials: application form and fee, statement of purpose, two copies of your course transcripts, three letters of recommendation, GRE scores, and, if necessary, the TOEFL score, and/or the two-part writing sample.

There is a non-refundable fee of $60 for domestic applicants (including permanent residents) and $75 for international applicants that must be paid before your application can be considered. The application fee must be paid by credit card only.

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 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 (request deferral with the department graduate office). 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 December 15th.

Deferring Admission

Students choosing to defer admission will be sent a letter from the Department of Anthropology stating that they need to contact us by December 1st if the student wants to enroll for the subsequent year. A student may only defer admission for up to one year and must notify the department of their plans to enroll by December 1st in order to be considered for funding for the subsequent year. If a student wants to attend after the subsequent academic year, they would need to reapply. (Department Policy 04/28/10)

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 December 15.

The most common form of financial aid offered by our department is the teaching assistantship which pays a monthly stipend for living expenses and which pays for all but a small amount of tuition, fees and, if employed at 50% time or greater, health insurance. 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 as early as February. 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.

The department limits the number of semesters of possible financial support toward the MS degree to four semesters. If a student does not receive funding in the first two semesters, they may be eligible to be considered during the third and fourth semesters, if funds are available. However, a student may not receive departmental funding for the Master’s degree beyond the initial four semesters. In other words, 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. Following completion of 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 post-master’s PhD year, and two additional 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 into the Purdue 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 (see below), but departmental funding has specifications about when it can be used.

Students who accept a multi-year offer of departmental funding upon admission must use the departmental funding within a time limit (5 years for PhD students, 7 years for entering MS students who continue for PhD) or the offer will expire.

Every spring semester, the anthropology faculty evaluates each student’s progress toward degree completion and the quality of their teaching assistant work (if any). For example, for students in the first year of the MS program, particular attention is paid to performance in their courses, 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 not demonstrating sufficient levels of achievement in coursework, 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 may be counted as "departmental funding." However, 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.

In addition, students sometimes obtain support from sources beyond the normal TA funding. This might include a fellowship or grant from an external funding agency, additional departmental TA/RA funding, a university-funded Bilsland or PRF fellowship, or a non-department TA/RA (such as working on someone's grant from a different department). If such a source of funding is used, the student may be eligible to consider it as supplemental to department TA funding. However, such arrangements must be requested, they must not result in exceeding the 5- or 7-year time limit for using the department funding, and they are contingent on the availability of funds. Students making the best progress will receive the highest consideration for funding.
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.

In order for students to defer a Federal student loan, they need to be enrolled at least half-time (which is 4 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 assistance in the form of a half-time teaching assistantship (20 hours a week), this will generally 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 a half-time assistantship, you will need to furnish other evidence that you will have sufficient funds available to you while you are here.

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.

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.

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 University Graduate School requires all students have the equivalent of a four year bachelor’s degree in order to be considered for admission. Purdue makes exceptions to this policy for students with Bologna bachelor’s degrees from certain European Universities. Please see the following website for more information (http://www.ehea.info/members.aspx)
General Procedures

Orientation

Beginning one week before classes commence in the fall semester, new graduate students will attend a Graduate School Convocation and departmental orientation meeting. There will be mandatory graduate teaching orientation workshops required for all teaching assistants during orientation week. The Anthropology 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 contact 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 of an advisor. The Director of Graduate Studies is available as needed as another source of advice on program requirements.

Written 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 old GRE exam (pre August 2011), or 160 or higher on the verbal section of the new 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 old GRE exam (pre August 2011), or 160 or higher on the verbal section of the new GRE exam, 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.

Oral English Proficiency

Purdue University requires that any student whose first language is not English demonstrate adequate oral English proficiency before being assigned duties involving direct instruction of students. This is done by taking the Oral English Proficiency Test (OEPT). International students offered teaching assistantships at Purdue are expected to pass the OEPP Speak Test when they arrive on campus and before beginning the first semester of graduate study at Purdue.

The Test of Spoken English (TSE) can be also used for oral English proficiency certification purposes. The student must have achieved a score of 50 or higher, and the score can be no more than two years old. The new TOEFL iBT features a speaking section, and a minimum speaking score of 27 is accepted for certification. Purdue will also accept a score of 8 on the International English Language Testing System (IELTS) for oral English certification, as well as a score of 76 on the speaking section of the Pearson Test of Spoken English.

**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 develop and then submit 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.

In collaboration with the graduate secretary and the provisional faculty advisor, students should draw up a tentative or working plan of study in advance of registration for the first session of graduate work, and the formal plan of study should be submitted electronically as soon as possible (by the end of the third session for doctoral students and by the end of the first session for master’s students).

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 secretary. This form may be picked up from the Anthropology graduate secretary. If a plan of study has been filed and the student wishes to change advisors, they must submit a change to the plan of study.

**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 Appendices B, C and D). The plan of study may not include courses offered by this department numbered below the 500 level (except 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 graduate secretary, the major professor, the advisory committee, and the Director of Graduate Studies. This 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.

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3 Graduate School Manual, VI. B.
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 any 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 https://www.purdue.edu/gradschool/faculty/documents/Graduate_School_Policies_and_Procedures_Manual.pdf)

Residency

Students should consult with the Registrar in order to determine the rules for residency and in-state tuition (http://www.purdue.edu/registrar/Residency/Residency.html and http://www.purdue.edu/policies/business-finance/iid1.html).

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 for their sections each semester. Faculty supervisors will submit an evaluation summarizing student evaluations and the teaching assistant’s fulfillment of teaching duties, or other TA duties is the student is not leading recitation or lab sections. A copy of the letter will be kept in the student’s file. 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.purdue.edu/cie/Website%20CoursEval/courseeval/index.html

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 the 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.purdue.edu/cie/). Students who choose to complete this process detailed below will submit proof of workshop participation by the end of their second year 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 the Graduate Program. (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 Graduate Teacher Certificate programs, please see the Center for Instructional Excellence (CIE) website for information about the three tiers of Graduate Teacher Certificate Program (http://www.purdue.edu/cie/certificates/index.html) and to enroll in the program. CIE administers the certificate program on behalf of the Purdue Teaching Academy. CIE maintains a Blackboard site for each certificate with detailed information and applications.

In general, students wishing to work on a graduate teaching certificate need to attend an all-day, pre-semester teaching assistant orientation workshop prior to the start of the fall session, complete a microteaching workshop (offered during TA orientation week), and teach for a class in some capacity. Students wishing to receive the Graduate Teacher Certificate (GTC) or Advanced Graduate Teacher Certificate (AGTC) must be the instructor-of-record in Banner, while the Graduate Instructional Development Certificate (GIDC) requires that the graduate assistant (GA) teach only two individual class periods. GAs also need to attend additional instructional workshops beyond the teaching assistant orientation workshop. The schedule for these workshops can be found here: [http://www.purdue.edu/cie/workshops/workshops1.html](http://www.purdue.edu/cie/workshops/workshops1.html). GAs must also observe both an experienced faculty member and an experienced TA, and be observed live while teaching a scheduled class, with follow-up consultation and written self-analysis. For the GTC and AGTC, participation in CoursEval is required, along with other requirements listed on the website. 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.

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4 http://www.purdue.edu/cie/certificates
Incompletes

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 in one calendar year. Additionally, students cannot register for the same course again when they have an outstanding Incomplete.

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 November 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 (see Appendix A). Students should submit their annual activities form report to their advisor by December of each year. The report will cover the previous January through December. It is recognized that first year students may only have a half a year’s worth of activities to report.

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 the three-member examining committee must recommend the candidate unanimously. For the MS degree, only three committee members are required by the Graduate School. If the committee has four or more members, a single member may withhold his or her signature of approval⁵. Our department requires four members on PhD committees. For the PhD preliminary and final examinations, four committee members are needed and 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 two weeks before the examination date. For the oral examination on a thesis or dissertation, the

⁵ Graduate School Manual, VII.F.1.
student must deposit a copy of the manuscript in the graduate committee secretary's office at least two weeks before the examination. Students taking the MS Non-Thesis option must also deposit a copy of the report with the Graduate Secretary. 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. This deadline is earlier for the summer. (Department Policy 04/16/09)

If a student needs to defer their loan then the student must be registered for at least half time (which is 4 credit hours in the fall and spring semesters). A student does not need to register in the summer semester to defer their loans. However, if they do register for the summer semester they must register for at least 4 credit hours. A student who is deferring their loans cannot register for Exam or Degree Only. (Financial Aid Policy)

GPA

The Graduate School requires all graduate students to maintain at least 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 study⁶. (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 in the sections “Requirements for the Master of Science Degree in Anthropology” and “Requirements for the Doctor of Philosophy Degree in Anthropology.”

⁶ Graduate School Manual, VI.A.
**Graduation**

**Declaring Candidacy**
Students must be registered in the session they plan to graduate. Students must notify the Graduate Secretary of their intent to graduate at the very beginning of the semester in which they plan to finish. The Graduate Secretary will then enroll them for CAND through the Banner system.

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.

If a student is on the candidate roster for the same degree more than two sessions in a row, a Late Graduation Fee of $200 will be assessed.

**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](http://www.purdue.edu/Registrar/Commencement)). Students on the candidate list will see a “Graduation” tab when they log into myPurdue. This portal will be used for all procedures associated with participation in graduation activities.

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.

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 home mailing address for them.

**Research Conduct, Authorizations, Permissions and Protocols (IRB)**

**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. All graduate students intending to conduct research on human subjects must complete IRB training by the end of their first year in the program and work with their advisors to prepare and submit IRB protocol application in time to receive approvals before their MS and/or PhD research is scheduled to begin. 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 [https://www.irb.purdue.edu](https://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 a PACUC protocol 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 complete a Travel Request in the Concur system 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 complete the Travel Request. Students can ask for assistance on completing the Travel Request from the Anthropology main office.

Graduate students who will be traveling for more than 22 days *and* who will be receiving any payment from Purdue while away need to complete both the Travel Request and the Change in Duty Station (available at http://www.purdue.edu/hr/pdf/RLA.pdf).

**Graduate Student International Travel and Research**

Please spend time making plans for your safety during travel and research away from campus. Be sure to provide contact information to your family and to your advisor before leaving campus. Collect and carry a contact card with your insurance information and information about what you would do to seek local medical or other assistance if needed (Appendix M and N).

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. Please note that in most cases, the International Programs Office must approve international activities. Please plan in advance because you may be requested to supply additional information before approval is granted, particularly if you are hoping to go to areas under US travel warnings or restrictions. Some of the text from this website is copied below (http://www.studyabroad.purdue.edu/faculty/independent_study.cfm)

Faculty/staff members are reminded of university expectations regarding international activities of students under their sponsorship or guidance (i.e. not being administered through the Office of Programs for Study Abroad or International Programs in Agriculture). This charge is associated with the campus-wide memo issued by Michael A. Brzezinski, Dean of International Programs (IP). Please see the below expectations:

1. **Insurance:** Obtain insurance for the student(s) through either the Travel Request in the Concur system (for student employees) or the Form RM-23 (for students on fellowship or without funding) at least two weeks in advance. By doing this, you effectively will be providing IP with student name, travel dates, and country location (via the insurance ordering roster of Purdue Risk Management).
2. **Reporting:** Tell the Study Abroad Office if the student experience is consistent with the Purdue definition of "study abroad" (for record-keeping and reporting). By default, independent international
activities of students are treated as not meeting the Purdue definition unless told otherwise. For interest, you can see the Purdue Definition of Study Abroad to inform this decision.

3) **Contact information**: Please provide a general itinerary and on-site emergency contact information when it is finalized. This should include lodging information, telephone information, and email information.

4) **Evacuation Coverage**: Inform the student that their insurance includes "ACE Travel Assistance Program" travel assistance services (for evacuations related to natural disasters, medical needs, or political uprisings), albeit knowing they should also receive information from Risk Management when insurance is ordered. Instruct students that when they get their insurance card they should keep it with them (and program the emergency number in their cell phones as applicable). For further information, students can view insurance information for details.

5) **Participant Statement of Responsibility forms**: All participants involved in any Purdue University international activity are expected to sign a general "Statement of Responsibility". The Purdue Office of Risk Management has provided two different official forms: [a] cases where students are participating in activities consistent with the Purdue definition of study abroad (e.g. graduate student thesis research), the study abroad version of this form is to be used, or [b] in cases where participants are involved in international activities not consistent with the Purdue definition of study abroad (e.g. band trip to Europe), the non-credit form is to be used.

6) **Waiver, Release, and Hold Harmless**: Additionally for destinations under a Travel Warning, students will be required to sign a "Waiver, Release, and Hold Harmless Agreement for Purdue Students Intending to Study in Country Under Travel Warning." (In most cases this will be done at the time insurance is ordered.) Note: This pre-supposes that the Purdue Provost has approved this; see more detail about the process to pursue an exception by reading the Purdue Policy on Security. *Note requests to travel to a country under a travel warning may require more substantive documentation and presentation to the Travel Abroad Safety Committee.

7) **Instructions for non-US Citizens**: All Purdue international students need to interface with the Office of International Students and Scholars (ISS) before planning any international travel. This includes any international activities related to study, research, conferences, or other educational purposes. For all matters related to the legal status of international students the authoritative source is ISS.

8) **Human Subjects Research**: As needed, instruct students to consult the Institutional Review Board (IRB) about Human Subjects Research. 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. Contact IRB for more detailed information about conducting international human subjects research.

9) **Register Students with U.S. Consulate Overseas**: The Smart Traveler Enrollment Program (STEP) is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country. Required fields include student name, date of birth, travel itinerary, passport number, and destination. The State Department provides the STEP registration online.

10) **Graduate School**: For graduate students, ensure that students are appropriately registered during their time abroad in conjunction with expectations of the Graduate School. This would include but not be limited to terms of an Assistantship, terms of a fellowship, and research registration. The definitive source is the Purdue Graduate School.
Note that for study abroad program that is administered through the Office of Programs for Study Abroad, this same office attends to the above tasks. The given communication is about other international activities done by Purdue students.

Adherence to each of these expectations is crucial for the ongoing viability of international activities. Contact studyabroad@purdue.edu for more details.

**Theses and Dissertation Formatting and Submission**

A first draft of the thesis or dissertation should be in the hands of the major professor at least six weeks before the end of the session in which conferral of the degree is expected. For students on the Non-Thesis track, a first draft of the written project is due to the entire committee at least four weeks before the end of the session in which conferral of the degree is expected.

All theses must be prepared according to both departmental format requirements (consult your faculty advisor) and University format requirements as described in *A Manual for the Preparation of Graduate Theses* ([https://www.purdue.edu/gradschool/documents/thesis/graduate-thesis-manual.pdf](https://www.purdue.edu/gradschool/documents/thesis/graduate-thesis-manual.pdf)). In addition to stating the University format requirements established by the Graduate School, this manual delineates regulations concerning the use of copyrighted material in a thesis. Copyrighted computer software programs may not be used without permission and their use must be acknowledged.


Departmental format requirements cover such matters as how figures are prepared and numbered; style of references; placement of notes; headings; chapter headings, etc. Our department has chosen to adopt the "Purdue Format" as detailed in *A Manual for the Preparation of Graduate Theses*. The format requirements are checked in the department currently by the Graduate Secretary who has been designated as thesis format advisor. Departments must keep the Graduate School informed of any change in the method of format checking and the current names of thesis format advisors, all of which is information filed for reference in the Thesis/Dissertation Office.

Theses are examined in the Thesis/Dissertation Office, (Room 170, Young Hall). Appointments may be made by completing the appointment scheduling form at [https://www.purdue.edu/gradschool/thesistemplate/AppointmentForms/tdorsusers/students/](https://www.purdue.edu/gradschool/thesistemplate/AppointmentForms/tdorsusers/students/). Theses must be deposited before the end of the last day of classes. However, appointments for depositing should be made early in the semester and you will schedule your deposit appointment well before the last day of classes. Once all the appointments are filled, no more will be made and the student will need to wait until the following semester to schedule a deposit appointment. Your submission date and time is actually 24-48 hours *before* the appointment you have set with the Graduate School. Be sure to plan accordingly.

Due to the large number of theses deposited during the last week of classes, it is strongly recommended that candidates deposit their theses early to avoid long waits and the possibility of not meeting the deposit deadline and being able to graduate.
The thesis deposit fee will be charged to all master’s and doctoral thesis-option candidates as part of the thesis deposit process. The following fee rates will apply: Master’s Thesis Fee $90.00; Ph.D. Dissertation Fee $125.00. The thesis deposit fee will support some of the expenses associated with the preparation, acceptance, deposit, and publication of theses and dissertations. Students must pay their thesis deposit fee as soon as possible after their successful deposit and prior to commencement. Failure to do so will result in administrative holds placed on grades and transcripts, and the candidate’s thesis or dissertation will not be released to ProQuest Information & Learning for publication. Administrative holds will remain in place until the fee is paid.

A final print copy of the thesis should be provided to your major professor, your committee members, and the Anthropology Graduate Program Office.

A thesis may be held in confidential status for a limited period of time. (Graduate School Policy)

If a student is unable to deposit their thesis in the semester they pass their defense or within one semester after passing their defense, the student will need to put in writing why they are unable to deposit and the date they plan to deposit. This should be filed with the Anthropology Graduate Program Office. A time limit to deposit a thesis may be set by the student’s committee (not to exceed five years).

**Exit Survey**

The Graduate School, CLA, and the Department of Anthropology each have a mandatory survey that must be completed by students who will not be continuing in the program. The surveys must be completed upon completion of degree in order to graduate, or as the student is leaving the program. Before graduation the student will be notified by the Graduate School with instructions on how to complete the exit survey, once the Graduate School receives the student’s request for examining committee form. The Graduate School’s exit survey must be completed and submitted by the student before the student’s thesis/dissertation deposit appointment. Both the CLA and the Department of Anthropology’s alumni surveys (Appendix O) will be emailed to the student with instructions to complete and submit to the Anthropology graduate secretary before graduation.

The CLA and the Anthropology alumni survey must be completed and submitted to the Anthropology graduate secretary before the student leaves campus or moves on to another degree program.
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 across 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. Our field values breadth across the domains of anthropology as well as depth within a specialty.

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 with a background in anthropology will be required to enhance their expertise in the integrated subfields of anthropology by completing at least 2 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. Depending on a student’s professional goals or previous background in anthropology, committees may recommend additional cores.

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

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 6 courses (18 hours) are required for all MS students (1 theory, 2 methods plus a minimum of 2 subfield cores and 1 seminar):

1. Theory course:
   Anthro 507 History and Theory of Anthropology

2. Research Design and Methods Courses (2), possible courses include:
   Anthro 605 Ethnographic Methods (highly recommended)
   Anthro 606 The Conduct of Anthropological Inquiry
   Anthro 534 Human Osteology
   Anthro 536 Primate Ecology and Conservation
Anthropology 589 Archaeology and Materials Science
Anthropology 620 Special Topics: Qualitative Ethnographic Analysis
Anthropology 620 Special Topics: Seminar in Visual Anthropology
Agriculture and Biological Engineering (ABE) 591 Intro to GIS
Biology 591 Field Ecology
Nutrition 534 Human Sensory Systems and Food Evaluation
Sociology 581 Methods of Social Research II
Sociology 583 Application of Social Research Methods
Discuss additional alternates with committee

3. Subfield Core Courses (2 subfield courses are required. Students must take at least one core course from across the cultural/physical areas (i.e. 505 or 514 plus 535 or 504))
   Anthropology 505 Culture and Society
   Anthropology 514 Anthropological Linguistics
   Anthropology 535 Foundations of Biological Anthropology
   Anthropology 504 Problems in World Prehistory
   Anthropology 592 Applied Anthropology

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. Waivers must be replaced by other courses beyond the Bachelor's degree. 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 two of five Anthropology 500 level subfield core courses (504, 505, 514, 535, 592 Applied). Students who do not have an adequate background in anthropology will take additional subfield core courses.

Methods Courses

Students must enroll in a minimum of two methodology courses. Anthropology 605 Seminar in Ethnographic Analysis is highly recommended. Possible courses also include: Anthropology 606, The Conduct of Anthropological Inquiry; Anthropology 534, Human Osteology; Anthropology 536, Primate Ecology and Conservation; Anthropology 589 Archaeology and Materials Science; Anthropology 620 Special Topics: Qualitative Ethnographic Analysis; Anthropology 620 Special Topics: Seminar in Visual Anthropology; Appropriate methods courses in other programs include Agriculture and Biological Engineering (ABE) 591 Intro to GIS; Biology 591 Field Ecology; Nutrition 534 Human Sensory Systems and Food Evaluation; Sociology 581 Methods of Social Research II; Sociology 583 Application of Social Research Methods. Alternates need to be discussed with a student’s committee. Many students will enroll in additional methods or statistics 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 (18 hours in addition to the required courses) will be made up of additional core courses as needed, 600-level seminars, 590s, and specialty courses outside the department.

**Research Hours**

Within the 36 credits required for the master’s, MS thesis students may include up to 9 credits of thesis master’s directed thesis research to substitute for some of the elective 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.

**Course Waivers/Substitutions**

Students who feel they have already met some of the Purdue MS course requirements while a graduate student in another program should discuss with their advisor whether it is appropriate to request a waiver and approval from the graduate program office to use a limited number of these non-Purdue courses on their Purdue Plans of Study.

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

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
<th>THIRD SEMESTER</th>
<th>FOURTH SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core A</td>
<td>600-level Seminar or Core C</td>
<td>Core D or Seminar</td>
<td>Elective or stats/methods for non-thesis MS</td>
</tr>
<tr>
<td>Core B or Methods</td>
<td>Core B or Methods</td>
<td>Elective</td>
<td>Elective or Research hours</td>
</tr>
<tr>
<td>507 Methods</td>
<td>Methods</td>
<td>Research Hours (stats/methods for non-thesis MS)</td>
<td>Research Hours</td>
</tr>
</tbody>
</table>

(Department Policy 10/08/08; 04/02/2014)
Optional MS Concentration: Anthropology Concentration in Women’s, Gender and Sexuality Studies

The Anthropology Concentration in Women’s, Gender and Sexuality Studies, administered jointly by the Anthropology Department and the Women’s, Gender and Sexuality Studies Program, provides graduate students in Anthropology with the opportunity to delve more deeply into the links between feminist concerns about inequalities, difference, and women’s empowerment, on the one hand, and the Anthropology Department’s focus on humankind from a holistic perspective that aims for an understanding of how culture, biology, history, and language intersect on the other.

Graduate students who enroll in the concentration would be eligible to apply for a WGSS Teaching Assistantship.

Core Courses and Requirements

Courses in Women’s Studies: For Anthropology students to receive a Women’s Studies Graduate Concentration with an Anthropology Concentration in Women’s, Gender and Sexuality Studies, they are required to take three core WGSS courses: 68000, 68100 and 68200.

WGSS 68000: Feminist Theory (3 credit hours).
WGSS 68100: Contemporary Issues in Feminist Scholarship (3 credit hours).
WGSS 68200: Issues in Feminist Research and Methodology (3 credit hours).

Courses in Anthropology: In addition Anthropology MS students will take one additional (3 credit hour) ANTH course and PhD students will take an additional two ANTH courses that should have a significant gender component.

The courses include: ANTH 50500, ANTH 56500, and ANTH 57500. In addition ANTH 59200, ANTH 62000, or ANTH 67300 or other graduate level course in Anthropology may be approved if the course includes some gender content and the student focuses her or his papers or projects on gender issues.* All open topics courses must be approved by an Anthropology faculty member who is affiliated with Women’s, Gender and Sexuality Studies.

ANTH 50500: Culture and Society
ANTH 56500: Sociolinguistics
ANTH 57500: Economic Anthropology
ANTH 59200: Selected Topics in Anthropology*
ANTH 62000: Special Topics in Cultural Anthropology*
ANTH 67300: Seminar in the Anthropology of Religion

The courses may count toward the major in ANTH as well as toward the Anthropology Concentration in Women’s, Gender and Sexuality Studies.

*Courses taught under the 59200 or 62000 rubric include recurring courses, such as Medical Anthropology, and Self, Identity and Agency.
**MS Prospectus**

During their second semester, the student will work with their advisors to hone in on a research topic and then submit a brief 2-page research prospectus to their committees. The prospectus should be approved by the student’s committee by the end of the semester.

Before the end of the second semester, student will give a brief 15-minute presentation of their MS prospectus draft to the department. The presentations will be a brief overview of the student’s research questions, research site and methods (see below). (Department Policy 03/28/11)

In order to facilitate the exchange of ideas among the graduate students and faculty in anthropology, as well as to assist Master's students in developing their proposals for their theses, all first year students are required to present their Master's topic during an informal working group meeting of the Anthropology section faculty and graduate students. Presentation dates for individual students will be scheduled in consultation with the Graduate Committee Director at the beginning of the second semester. The meeting is intended to assist the student in further developing the theoretical basis and research design for the MS project.

In consultation with the advisor and the committee, the initial MS prospectus will be expanded into a thesis/final project proposal that includes methods to be used during the research and a provisional plan for the analysis and thesis/final project write-up.

Once the proposal is accepted by the student's committee, the student proceeds toward the completion of either the thesis (which may account for up to 9 credit hours of thesis research), or the final project (which may account for up to 3 credit hours of MS research). Any necessary IRB or PACUC approvals must 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/final project and final examination as laid out by the Graduate School. (For MS defense information, see MS Final Exam Section below.)

**Suggested Outline for MS Prospectus**

1. **Central Idea of the Thesis/Final Project**: This should be a brief but concrete statement of the purpose of the proposed thesis/final project.
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.
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, a three-member examining committee must recommend the candidate unanimously. Only three committee members are required by the Graduate School for the MS and PhD preliminary examinations\(^7\), our department policy stipulates four committee members on PhD committees. Thus, on any committee with four or more members, a single member may withhold his or her signature of approval. For the PhD final examination, four committee members are required and only one dissenting vote is acceptable in certifying the candidate to receive the degree.

The examination will be publicly announced and open to all faculty and others who wish to attend the open phase of the exam. An announcement of the oral examination must be posted on the bulletin board of the department at least two weeks before the examination date. For the oral examination on a thesis or dissertation, the student must deposit a copy of the manuscript with the Anthropology graduate secretary at least two weeks before the examination. Students taking the MS Non-Thesis option must also deposit a copy of the report with the Graduate Secretary. The report/thesis/dissertation is kept on file for any interested parties.

Qualifying Examination

The qualifying examination is intended to show the student is competent in the mastery of the sub-discipline or interdisciplinary area. It should also demonstrate achievement of competency in the Graduate School Learning Objective areas (these include critical thinking skills, effective written and oral communication, knowledge of scholarship in area and appropriate ethics and responsible research).

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. Incoming PhD students need to pass the qualifying examination by the end of their first year to be fully prepared for more specialized study towards the PhD degree. 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.

Definitions of Criteria for Qualifying Examinations

A passing qualifying examination demonstrates competency in the literature of an anthropological subfield or intradisciplinary area and the ability to communicate that knowledge effectively. The goal of the qualifying exam is to assess the student’s general sub-disciplinary expertise. The questions asked may or may not be related to the general area of the student’s Master’s degree topic, but the questions will not be highly focused questions on the student’s Master’s degree topic.

\(^7\) Graduate School Manual, VII.F.1.
In order to pass with distinction, a qualifying examination response will demonstrate a capacity for PhD level research, including depth of knowledge of the literature in an anthropological subfield, evidence for self-motivation and independent thought, and the potential to critically and creatively address key problems in the student’s areas of interest. (Department Policy April 4, 2012)

**Qualifying Examination 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 both the qualifying and the final MS examinations with distinction, have articulated a preliminary PhD research topic and would like to continue on to the PhD program must complete a Request for Continuation from the MS to PhD program form and associated proposed PhD project statement. If the advisory committee recommends advancement to the PhD program, students will also need to obtain the signature of a faculty member willing to serve as their PhD advisor and at least on additional PhD committee member. (Department Policy, 3/23/2010)

This form and the accompanying MS committee approval form must be submitted to the Graduate Secretary by the last day to pass final exams for the semester as set by the Graduate School.

PhD students must pass the qualifying exam with distinction in order to continue in 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) Students who are granted permission to do a retake shall complete the retake by the end of the next semester. (Grad Committee, 3/28/11)

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.

Exams are primarily evaluated by the student’s advisory committee but the consent of the graduate chair or graduate committee will be necessary in order to report the exam as Fail, Pass or Pass with Distinction. The graduate chair will read each exam and seek feedback from the student’s advisory committee and graduate committee as needed. (Department Policy, 3/23/2010)

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.

The 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 G). Advisors are expected to report on the student’s performance on the exam at the annual student progress review. (Qualifying Exam Procedure 04/29/09).

**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:** “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.

**By the end of the first 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.

**MS Non-Thesis Program in 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 semester. 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 who elect to do a MS Non-Thesis applied plan (not pre-PhD) do not need to “pass qualifying exams with distinction.”

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

“Method and Theory in Practice Option” (MS Non-Thesis Option A)
This program may be 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.

“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 MS 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 brief
presentation should include frank discussion of ethics issues relevant for the research. It may also be appropriate for the student to discuss any 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 include a public presentation and defense of the final research project followed by a closed-door portion of the oral examination. The student’s committee will complete internal department examination evaluation forms as well as graduate school final exam forms.

Usually the process is as follows: (1) the student submits each chapter of his/her thesis or research project to the advisor (and committee members as indicated) for review and comments and makes necessary revisions; (2) a complete rough draft of the thesis/project report is then submitted to the advisory committee for review and comments, and any necessary revisions are then made; (3) at least three weeks before the final oral examination is to be held, the Graduate School is so notified; and (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 four 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.

Students who wish to complete the MS degree and exam 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 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 in time to guarantee completion of the degree requirements and deposit by the end of July to receive the degree in August.

If the examination is unsatisfactory, a candidate must wait at least until the following session to repeat the final examination. A new request (G.S. Form 8) must be submitted.\(^8\)

**Thesis and Final Project Deposit**

A first draft of the thesis or dissertation should be in the hands of the major professor at least six weeks before the end of the session in which conferral of the degree is expected. For students on the non-thesis track, a first draft of the written project is due to the entire committee at least four weeks before the end of the session in which conferral of the degree is expected.

\(^8\) Graduate School Manual, VII. Section F.1.
A completed and final copy of the MS thesis 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: http://www.gradschool.purdue.edu/thesis.cfm. Deliver one bound copy of the completed and final thesis to the major professor, one to each committee member, and one to the Anthropology secretary.

Similarly, a completed and final copy of the MS final project must be deposited with the major professor, one to each committee member, and one to the Anthropology secretary.

See also “Theses and Dissertation Formatting and Submission” Section.

**Time Limitations**

All requirements for the MS degree, including the MS thesis or non-thesis research are normally completed in 4 semesters.

**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 **January 15** 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 the 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 before April 1st.**

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. Continuation of funding is provisional, contingent upon successful and timely completion of the MS degree requirements and approval of Request for Continuation to PhD forms (see below).

**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 secretary. Students should fill out the form, to which they will add a 1 page single- spaced summary of proposed research planned for the PhD, including theoretical frameworks, research questions and methods anticipated, plus a separate selected bibliography with key sources. This should be developed following discussion with the prospective PhD advisor for their input and approval. The form will include signature lines for the student’s prospective advisor and at least one additional faculty member that agree to serve on the student’s PhD committee, and a line for the intended subject of their PhD research project.
At the end of January at the faculty meeting to discuss student progress, advisors of second year MS students will need to provide a report on the current progress made on the 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 1st. 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, have the majority of the MS committee’s approval, have made adequate progress, have a committee for the PhD program and have a title and an advisor approved one-page summary of their prospective 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 signal 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 satisfactory progress on courses (annual progress report) (Appendix A)
2) pass the qualifying exam with distinction (qualifying exam form) (Appendix G)
3) have submitted a draft of the MS thesis/project or non-thesis project to their advisors before April 1st (advisor communicates with grad chair)
4) complete the Master’s thesis/project by the end of Spring semester, or Summer with the committee’s approval (Graduate School final exam form)
5) have completed the Student Request for Continuation MS to PHD Program and have consent of the majority of the Master’s Thesis Committee (MS to PhD recommendation form completed at thesis/project defense) (Appendix H)
6) have a prospective advisor and additional PhD committee member (Request for MS student continuation to PhD form) by end of semester (Appendix H)
7) submit an advisor approved brief one-page description of their proposed PhD research topic (MS to PhD Approval Form by end of semester) (Appendix H)
8) have a cumulative grade point average of at least 3.25

All of the above must be in place and ready for discussion at the final spring semester faculty meeting. The form requesting continuation from the MS to the PhD and the accompanying MS committee approval form must be submitted to the Graduate Secretary by the last day to pass final exams for the semester as set by the Graduate School. 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)
Exit Survey

Please see the Exit Survey sub-heading in the “General Procedures” section of the manual.
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 a master’s 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.

At least 90 total credit hours are required to complete the PhD program, including coursework and research credit hours. PhD program students will take at least a total of 48 semester hours of graduate-level courses beyond the Bachelor’s degree (including MS and PhD level courses). For students who have already completed 36 credits as part of their MS requirements in this department, a further 12 credits of coursework are required. For students who have completed a master’s degree or professional doctoral degree from another accredited institution, their coursework may be considered to contribute up to 30 credit hours toward satisfying this requirement at the discretion of the student’s graduate program. In this case, of the remaining credit hours required, a minimum of 18 credits will be taken as coursework. 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 within and outside the department.

PhD coursework will include at least two 600 level courses in the department (students should check with their faculty advisor to determine if an external course substitution is appropriate) 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, particularly those who have completed a MS in our department, are expected to take preliminary and proposal exams during their second semester to be considered in good standing. However, if extra study is needed because of insufficient background, interdisciplinary research or foreign language proficiency they may take the preliminary exam in their second year of the PhD program. In these cases, the preliminary exam must be passed and a final draft of the proposal accepted by the student’s committee no later than the end of their 4th semester in the PhD program.

Core Requirements for PhD Students

Students admitted directly into the PhD program will need to enroll in 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 advise students about course needs and consult with the graduate chair as needed to make individual determinations.

(PHD STUDENTS total minimum = 90 total credit hours including both courses and dissertation hours. This includes a minimum of 48 course credit hours beyond Bachelor’s, including at least 12 course credit hours beyond a Purdue MS in Anthropology, or 18 course credit hours beyond external master’s, plus 30 or 36 MS credit hours. The remaining 42 credit hours to reach the 90 total credit hours required may be taken as additional courses in combination with dissertation hours. The first two years of the sequence will be identical to the MS.

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<td>For grads with external masters: - Qualifying exam</td>
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(Department Policy 04/16/09)

**PhD Language Requirement**

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.

Foreign language exam requirements should be satisfied concurrently with or prior to the completion of the preliminary examination and before students embark on a main phase of dissertation data collection.

(Department Policy 03/23/2010)
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.

The Anthropology “PhD Language Requirement Complete” form must be signed by the student’s advisor and submitted to the Anthropology graduate program office before the request for the preliminary examination form can be submitted to the Graduate School.

Language proficiency may be demonstrated by any of the procedures specified in the Graduate School’s Policies and Procedures Manual\(^9\).

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. A student may not take this examination if currently enrolled in one of the corresponding foreign language courses listed under method four. This examination may be repeated only twice. If a language requirement is to be met by examination (regardless of language), the examination and examiner must be approved by the Department of Foreign Languages and Literatures, and the report to the student’s department must be made by the Department of Foreign Languages and Literatures.

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. Admission to either of these courses requires either a grade of at least C- in the 601 course in the same language or the permission of the Department of Foreign Languages and Literatures. Grades in these courses will not be counted in the student's grade index.

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.

\(^9\) Graduate School Manual, VI. D.
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 04/16/09)

**Optional PhD Concentration: Ingestive Behavior**

Anthropology graduate students with research interests in food and nutrition have an option to include concentrated interdisciplinary coursework in nutrition, psychology and food sciences and work toward a Certificate in Ingestive Behavior (detailed below).

Below are the requirements for the Ingestive Behavior Concentration as they have been approved. If a student is interested in this concentration, they should discuss this option with their advisor, with the Anthropology faculty affiliated with the IBRC program (Dr. Carlson and Dr. Remis) and with the IBRC program coordinator. It is often possible for Anthropology students to request a more individualized program to better meet student needs and accommodate Anthropology core requirements.

Ingestive Behavior Research Center (IBRC) Core Curriculum

The core program required of all students includes the following course work:

1. **FN 640** Human Feeding (2 credits) F’12 *(every other F)*
2. **PSY 692** Models of Feeding Behavior (3 credits) S’13 *(every other S – may be repeated)*
3. **FN 616** Special Topics in Ingestive Behavior (3 credits) S’14 *(every other S – may be repeated)*
4. **FN 617** Ingestive Behavior Seminar (1 credit) F’12 *(every other F – may be repeated)*
5. **FN 590** Obesity: Behavior, Physiology and Policy (2 credits) F’13 *(every other F)*

6. **Statistics:** 6 credits *(Suggested options include but are not limited to the following):*
   a. **STAT 511** Statistical Methods (3 credits) F’12 *(F, S)*
   b. **STAT 512** Applied Regression Analysis (3 credits) F’12 *(F, S, Sum)*
   c. **STAT 514** Design of Experiments (3 credits) F’12 *(F, S)*

7. **Ethics:** 1 course *(Suggested options include but are not limited to the following):*
   a. **GRAD 612** Responsible Conduct of Research (1 credit) F’12 *(F, S)*
   b. **PSY 678** Variable title course (2 credits) S’13 *(S)*

8. **Seminars:** Presentation of a minimum of 2 seminars. Select two of the following options:
   a. **FN 694** Introductory Foods & Nutrition Seminar (1 credit) S’13 *(S)*
   b. **FN 695** Seminar (1 credit) S’13 *(F, S – may be repeated)*
   c. **PSY 696** Seminar in Neurobiology, Endocrinology and Behavior (1 credit) F’12 *(F, S – may be repeated)*
   d. **FS 684** Food Science Seminar (1 credit) F’12 *(F, S – may be repeated)*
   e. **HK 668** Seminar in Exercise Physiology (3 credits) F’12 *(F, S, Sum – may be repeated)*

9. **Electives:** Select at least three from this suggested list of electives in Appendix L. Other courses may be added to this list by committee recommendation to meet the needs of individual students.
There are 13 required courses for the IBRC concentration, and the number of required units will vary depending on which courses are chosen.

**Optional PhD Concentration: Anthropology Concentration in Women’s, Gender and Sexuality Studies**

Please see the “Optional MS Concentration: Anthropology Concentration in Women’s, Gender and Sexuality Studies” of the manual.

**Qualifying Examination**

Please see the Qualifying Examination sub-heading in the Master’s section of the manual.

**Preliminary Examination**

The preliminary examination is intended to demonstrate mastery of the student’s anticipated research problem and to certify that the student is competent to work on the dissertation.

To become eligible to take the examination, the student must have filed a plan of study, satisfactorily completed most of the formal study, and satisfied any foreign language requirements.\(^\text{10}\)

The preliminary examination process will be designed in consultation with the student and his/her committee. Exams usually take two weeks, but other arrangements can be made by the committee in consultation with the student. A student must be registered in the session they plan to hold their prelim examination.

In order to be admitted to candidacy for the PhD degree, each full-time student must pass a preliminary examination in Anthropology which is to be taken typically 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 Graduate School policy also states that the examination should be scheduled as soon as possible and must be completed at least two sessions (including summer session) before the date of the doctoral final examination. For example, a doctoral student who passes the preliminary examination during a spring semester is not eligible to take the final examination (provided that the student is registered for the subsequent summer session and fall semester) before the following spring semester.\(^\text{11}\)

The examination includes 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.

\(^\text{10}\) Grad School Manual, Section VII.D.4.
\(^\text{11}\) Grad School Manual, Section VII.D.4.
Questions on the written portion of the examination will be given to the student who must submit a typewritten response up to two weeks 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 go to the Anthropology graduate secretary to pick up the departmental forms and to be sure that they have an approved plan of study on file and have satisfactorily completed the foreign language requirement and most of their coursework before scheduling a date for their prelim exam. To initiate the Graduate School form, students can log into the plan of study generator on myPurdue to request the appointment of an Examining Committee three weeks before the date of the 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 three 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. If the student has four or more members on their committee, one dissenting vote is acceptable. A student who fails the exam may retake the exam only if the examining committee so recommends and the student must wait at least until the following session (including summer session) to repeat the examination. 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.\(^\text{12}\)

A prelim must be passed before the last day classes in a session for it to count for that session.

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\(^\text{13}\)).

Students that have passed preliminary examinations will be considered to be advanced to candidacy.

If the report is unfavorable, the examining committee may recommend that the student be permitted to request a second examination by submitting a new request (G.S. Form 8). The student must wait at least until the following session (including summer session) to repeat the examination. Should the preliminary examination be failed twice, the student may not be given a third examination, except upon the recommendation of the examining committee and with special approval of the dean of the Graduate School.\(^\text{14}\)

**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; a formal committee meeting to discuss a complete draft of the proposal is strongly advised before it is finalized. The final

\(^{12}\) Grad School Manual, Section VII.F.3.  
\(^{13}\) Graduate School Manual, VII. Sections D, E, F.  
\(^{14}\) Graduate School Manual, VII. Section F.3.
version of the written proposal must receive the formal written approval of the major professor and advisory committee before data collection begins (form to be filed with the graduate program office).

Although an oral defense of the proposal is not required, students will be required to conduct a 30 minute departmental presentation and discussion prior to commencing PhD data collection. The proposal presentation will be publicly announced and open to all faculty and others who wish to attend.

The proposal must receive the formal written approval of the major professor and advisory committee. The student must obtain final approval on the proposal and any necessary IRB/PACUC approvals before commencing dissertation data collection.

**Suggested Outline for 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.

**Dissertation**

Following the approval of the proposal and the public presentation, 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 student should keep the Anthropology graduate program office informed and updated about their schedule for data collection and when they intend to leave and return to campus.  
(Department Policy 03/24/10)

The dissertation is assumed to represent the equivalent of 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)

A first draft of the dissertation should be in the hands of the major professor at least six weeks before the end of the session in which conferral of the degree is expected.
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)

In our department, the expectation is that a student will have to have had their dissertation proposal completed and formally approved and their departmental presentations completed (Dissertation Written Proposal and Presentation forms with signatures) before requesting permission to register in absentia. This relates to and clarifies the requirement for an absentia request d) above “significant progress is made on the dissertation research so that the remaining work may be completed off campus.”

Final PhD Oral Examination

When, in the opinion of the student’s advisor and dissertation committee, the dissertation is complete (having been revised in response to committee comments), the student will defend it in an oral examination conducted by the members of the dissertation committee and any interested members of the Anthropology faculty. The examination will be publicly announced two weeks prior and open to all faculty and others who wish to attend.

The presentation should present an overview of the dissertation fieldwork and research questions as informed by theory, methods and results. This will be followed by a question and answer period, and then the committee may excuse the public for the closed door portion of the exam. The presentation and public question and answer period will generally not exceed 45 minutes to 1 hour.

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 student requests appointment of the examining committee by completing the online “Request for Appointment of Examining Committee” available from the Graduate School plan of study portal in myPurdue at least
three weeks prior to the examination. Typically, the student’s advisory committee serves as the examining committee for the final oral examination.

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 before a defense; (3) at least three 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.

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.

If the examination is unsatisfactory, a candidate must wait at least until the following session (including summer session) to repeat the final examination. A new request (G.S. Form 8) must be submitted.  

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: http://www.gradschool.purdue.edu/thesis.cfm.

See also “Theses and Dissertation Formatting and Submission“ Section.

Exit Survey

Please see the Exit Survey sub-heading in the “General Procedures” section of the manual.

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15 Graduate School Manual, VII. Section F.4.
Appendices
Appendix A: Student Annual Activities Form

Department of Anthropology
Student Annual Activities Form

This evaluation 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 calendar year (January 1 to December 31). 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 the fall semester according to the Purdue Academic Calendar. Please submit a hard copy and an electronic copy to your advisor.

A. Accomplishments during the Past Year
   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?).

<table>
<thead>
<tr>
<th>Course</th>
<th>Sem/Yr Taken</th>
<th>Grade</th>
<th>Core/Spec/Methods/Broad Knowledge</th>
</tr>
</thead>
</table>

(to create additional lines, use the “Tab” key when the cursor is in the bottom-most box on the right hand side.)

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).

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 and date; if already published, include full citation. Be sure to check with your Annual Activities Form from the previous year to update the status of any publications previously listed as in-progress, submitted, or in-press.
   c. Professional talks planned/given (note conference/place of presentation). Name of conference and date. Be sure to check with your Annual Activities Form from the previous year to update the status of any presentations that were planned or pending acceptance.

C. Development of Teaching Skills
   a. Courses TA-ed? 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). Be sure to check with your Annual Activities Form from the previous year to update the status of any awards that were planned or submitted.

F. Other (please include any other achievements that you feel merit consideration).
Appendix B: Master’s Thesis and Non-Thesis Plan of Study Guidelines

DEPARTMENT OF ANTHROPOLOGY - MASTER’S THESIS AND NON-THESIS 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 first 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 1st 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)
- The plan of study may not include courses offered by this department numbered below the 500 level (except other courses by arrangement). (D)
- 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)
- 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)
  - 1. Theory course:
    Anthropology 507 History and Theory of Anthropology
  - 2. Research Design and Methods Courses (2), possible courses listed on pages 22-23.
3. Subfield Core Courses (2 subfield courses are required. Students must take at least one core course from across the cultural/physical areas (i.e. 505 or 514 plus 535 or 504))
   - Anthropology 505 Culture and Society
   - Anthropology 514 Anthropological Linguistics
   - Anthropology 535 Foundations of Biological Anthropology
   - Anthropology 504 Problems in World Prehistory
   - Anthropology 592 Applied Anthropology

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

Students must enroll in a minimum of two methodology courses. Anthropology 605 Seminar in Ethnographic Analysis is highly recommended. Possible courses also include: Anthropology 606, The Conduct of Anthropological Inquiry; Anthropology 534, Human Osteology; Anthropology 536, Primate Ecology and Conservation; Anthropology 589 Archaeology and Materials Science; Anthropology 620 Special Topics: Qualitative Ethnographic Analysis; Anthropology 620 Special Topics: Seminar in Visual Anthropology; Appropriate methods courses in other programs include Agriculture and Biological Engineering (ABE) 591 Intro to GIS; Biology 591 Field Ecology; Nutrition 534 Human Sensory Systems and Food Evaluation; Sociology 581 Methods of Social Research II; Sociology 583 Application of Social Research Methods. Alternates need to be discussed with a student’s committee. If you choose a different 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 Anthropology graduate program office), signed by your advisor, to the Anthropology graduate program office, Stone Hall, Room 326C. The graduate program coordinator 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 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 C: PhD Plan of Study Guidelines

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 first 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 1st semester. {D}
- 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 {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}
- The plan of study may not include courses offered by this department numbered below the 500 level (except other courses by arrangement). {D}
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 up to 30 credit hours for your Master’s, should be included 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 326C
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

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Supplemental Notes: Add A Supplemental Note View All Notes

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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: 3.94
Purdue Primary Area Credit Hours: 24
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, SAMMY STAN on 04/20/2010 | Move to Supp Notes |

Advisory Committee Information and Approval Status

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<tr>
<th>Level</th>
<th>Names of Advisory Committee Members</th>
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<th>Department Code</th>
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<td>Darren Digby (CHAIR)</td>
<td>R</td>
<td>C4299</td>
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<td>50</td>
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Additional Authorization

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<td>60</td>
<td>Plan of Study Coordinator</td>
<td>Graduate Secretary</td>
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<td>Melissa J. Remis</td>
<td>Waiting on higher level signatures</td>
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<td>Richard D. Coffman</td>
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</tbody>
</table>
## Appendix E: Sample MS Program Semester by Semester Planning

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Summer - Data collection</th>
<th>Semester 3</th>
<th>Semester 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td>Core Courses</td>
<td>Research Hours, as needed</td>
<td>Core Courses</td>
<td>Electives</td>
</tr>
<tr>
<td>Foreign Language, if needed</td>
<td>Foreign Language, if needed</td>
<td></td>
<td>Electives</td>
<td>Research Hours</td>
</tr>
<tr>
<td>Methods and Statistics</td>
<td></td>
<td></td>
<td>Foreign Language, if needed</td>
<td></td>
</tr>
<tr>
<td><strong>Courses</strong></td>
<td><strong>Courses</strong></td>
<td><strong>Summer - Data collection</strong></td>
<td><strong>Semester 3</strong></td>
<td><strong>Semester 4</strong></td>
</tr>
<tr>
<td>Select Advisor and Committee with Advisor’s input</td>
<td>Plan research with committee</td>
<td>Discuss data analysis with committee</td>
<td>Submit draft chapters to advisor and committee</td>
<td></td>
</tr>
<tr>
<td>Select Program (Thesis, Non-Thesis PhD or Applied)</td>
<td>Submit Plan of Study early in semester</td>
<td>Annual Progress Meeting with committee</td>
<td>Advisor submits annual progress report</td>
<td></td>
</tr>
<tr>
<td>Plan Courses</td>
<td>Advisor submits annual progress report</td>
<td>Submit annual progress report</td>
<td>Signal intent to continue to PhD by Jan. 15 (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Discuss progress; submit annual progress report</td>
<td>Submit travel forms, as needed</td>
<td></td>
<td>Apply for continuation to PhD by end of sem. (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Determine summer project</td>
<td></td>
<td></td>
<td>Declare degree candidacy</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Committee</strong></th>
<th><strong>Research</strong></th>
<th><strong>Exams</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>IRB or PACUC certification</td>
<td>Work on research plan</td>
<td>Prospectus (oral presentation and written portion)</td>
</tr>
<tr>
<td>Attend CIE Teaching Workshop I Series (if needed)</td>
<td>Submit IRB/PACUC protocol</td>
<td>Qualifying Exam (oral and written): &quot;Pass&quot; to MS; &quot;High Pass&quot; to be eligible for PhD program</td>
</tr>
<tr>
<td>Intl students: take OEPT and additional courses (if applicable)</td>
<td></td>
<td>MS Oral Defense (May deadline to be eligible for continued funding, if applicable)</td>
</tr>
<tr>
<td>Look into summer funding; apply if possible</td>
<td>Apply for summer funding if possible</td>
<td>Submit thesis/report (May deadline to be eligible for further funding)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Complete exit surveys</td>
</tr>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>
### Appendix F1: Sample PhD Semester by Semester Planning (Post Purdue MS)

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Summer</th>
<th>Semester 3 - Fieldwork</th>
<th>Semester 4 - Fieldwork</th>
</tr>
</thead>
<tbody>
<tr>
<td>600s Courses, Research Hours</td>
<td>600s Courses, Research Hours</td>
<td>Research Hours, if needed</td>
<td>Research Hours, as needed</td>
<td>Research Hours, as needed</td>
</tr>
<tr>
<td>Courses</td>
<td>Electives</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methods and Statistics, as needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign Language, if needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Progress</td>
<td>Advisor submits annual progress report</td>
<td>Discuss fieldwork/research</td>
<td>Discuss fieldwork/research</td>
<td></td>
</tr>
<tr>
<td>Meeting with committee; submit annual progress report</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plan Courses</td>
<td>Meet with committee before fieldwork begins</td>
<td>Annual Progress Meeting with committee</td>
<td>Advisor submits annual progress report</td>
<td></td>
</tr>
<tr>
<td>Submit Plan of Study before prelim</td>
<td>Submit travel forms, as needed</td>
<td>Meet with committee before fieldwork begins</td>
<td>Submit annual progress report</td>
<td></td>
</tr>
<tr>
<td>Plan fieldwork location; initiate site permissions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Work on proposal</td>
<td>Submit IRB/PACUC protocols</td>
<td>Research/Fieldwork</td>
<td>Independently/externally funded data collection</td>
<td>Independently/externally funded data collection</td>
</tr>
<tr>
<td>Attend CIE Teaching Workshop I Series (if needed)</td>
<td>Plan intl travel (visa, permissions, travel insu)</td>
<td></td>
<td>Collect and enter data</td>
<td>Collect and enter data</td>
</tr>
<tr>
<td>Read in subject area</td>
<td>Prepare grants</td>
<td></td>
<td>Revise and resubmit grant applications</td>
<td>Submit IRB/PACUC protocol amendments as needed</td>
</tr>
<tr>
<td>Submit external grants; budget project</td>
<td>Submit in absentia registration request, if needed.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exams</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Preliminary Exam</td>
<td>PhD Proposal (Oral presentation and Written)</td>
<td>Need final committee approval on proposal before research</td>
<td></td>
</tr>
</tbody>
</table>

53
<table>
<thead>
<tr>
<th>Summer</th>
<th>Semester 5*</th>
<th>Semester 6*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses</td>
<td>Research Hours, as needed</td>
<td>Research Hours, as needed</td>
</tr>
<tr>
<td>Committee</td>
<td>Discuss data/dissertation</td>
<td>Discuss dissertation</td>
</tr>
<tr>
<td></td>
<td>Annual Progress Meeting with committee; submit annual progress report</td>
<td>Advisor submits annual progress report</td>
</tr>
<tr>
<td></td>
<td>Submit chapters to committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Discuss grant, post-doc, job applications with committee and submit</td>
<td></td>
</tr>
<tr>
<td>Research</td>
<td>Analyze data</td>
<td>Final project/grant reports due</td>
</tr>
<tr>
<td></td>
<td>Present at conferences</td>
<td>Analyze and report results</td>
</tr>
<tr>
<td></td>
<td>Update IRB/PACUC</td>
<td>Present at conferences</td>
</tr>
<tr>
<td></td>
<td>Participate in professionalism trainings, seminars and opportunities</td>
<td></td>
</tr>
<tr>
<td>Exams</td>
<td>PhD Dissertation and edits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PhD Oral Defense</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dissertation deposit</td>
<td></td>
</tr>
</tbody>
</table>

*Additional semesters as needed.
# Appendix F2: Sample PhD Semester by Semester Planning (Post External MS)

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Summer</th>
<th>Semester 3</th>
<th>Semester 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core and 600s Courses, as needed</td>
<td>Core and 600s Courses, as needed</td>
<td>Research Hours, if needed</td>
<td>Electives</td>
<td>Electives</td>
</tr>
<tr>
<td>Methods and Statistics, as needed</td>
<td>Electives</td>
<td>Research Hours</td>
<td>Research Hours</td>
<td>Continue Language (must be satisfied prior to or concurrent with prelim)</td>
</tr>
<tr>
<td>Foreign Language, if needed</td>
<td>Continue Language, as needed</td>
<td>Continue Language, as needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Courses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select Advisor and Committee with Advisor’s input</td>
<td>Plan Courses</td>
<td>Advisor submits annual progress report</td>
<td>Meet with committee before any fieldwork</td>
<td>Annual Progress Meeting with committee; submit annual progress report</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discuss progress; submit annual progress report</td>
<td></td>
<td></td>
<td>Plan fieldwork location; initiate site permissions</td>
<td>Meet with committee before fieldwork begins</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Committee</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Research</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IRB or PACUC certification</td>
<td>Work on research plan</td>
<td>Research</td>
<td>Work on proposal</td>
<td>Plan intl travel (visa, permissions, travel insu)</td>
</tr>
<tr>
<td>Attend CIE Teaching Workshop I Series (if needed)</td>
<td>Plan pilot summer research or training</td>
<td>Attend CIE Teaching Workshop I Series (if needed)</td>
<td>Submit IRB/PACUC protocols</td>
<td></td>
</tr>
<tr>
<td>Read in subject area</td>
<td>Prepare grants</td>
<td>IRB/PACUC</td>
<td></td>
<td>Submit in absentia registration request, if needed.</td>
</tr>
<tr>
<td>Research grant options; pilot grant options</td>
<td>Apply for summer funding if possible</td>
<td></td>
<td>Submit external grants</td>
<td>Submit external grants</td>
</tr>
<tr>
<td><strong>Exams</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>None</td>
<td>Qualifying Exam (oral and written): &quot;High Pass&quot; to be eligible for PhD program</td>
<td>Preliminary Exam</td>
<td>PhD Proposal (Oral presentation and Written)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>Semester 5 - Fieldwork</td>
<td>Summer</td>
<td>Semester 6 - Fieldwork</td>
<td>Summer</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------</td>
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<td>------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Courses</td>
<td>Research Hours, if needed</td>
<td>Research Hours, as needed</td>
<td>Research Hours, as needed</td>
<td>Research Hours, if needed</td>
</tr>
<tr>
<td>Committee</td>
<td>Discuss fieldwork/research</td>
<td>Discuss fieldwork/research</td>
<td>Discuss data/dissertation</td>
<td>Discuss dissertation</td>
</tr>
<tr>
<td></td>
<td>Annual Progress Meeting with committee; submit annual progress report</td>
<td>Advisor submits annual progress report</td>
<td>Annual Progress Meeting with committee; submit annual progress report</td>
<td>Advisor submits annual progress report</td>
</tr>
<tr>
<td></td>
<td>Meet with committee before fieldwork begins</td>
<td></td>
<td>Submit chapters to committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Discuss grant, post-doc, job applications with committee and submit</td>
<td></td>
</tr>
<tr>
<td>Research/Fieldwork</td>
<td>Independently/externally funded data collection</td>
<td>Independently/externally funded data collection</td>
<td>Research/Fieldwork</td>
<td>Analyze data</td>
</tr>
<tr>
<td></td>
<td>Collect and enter data</td>
<td>Collect and enter data</td>
<td>Collect data</td>
<td>Analyze data</td>
</tr>
<tr>
<td></td>
<td>Revise and resubmit grant applications</td>
<td>Submit IRB/PACUC protocol amendments as needed</td>
<td>Submit IRB/PACUC</td>
<td>Update IRB/PACUC</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>Exams</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
| | | | | | *Additional semesters as needed.
# Appendix G: Qualifying Examination Form

<table>
<thead>
<tr>
<th>QUALIFYING EXAMINATION</th>
<th>DEPARTMENT OF ANTHROPOLOGY</th>
</tr>
</thead>
</table>

Instructions: Please rate each of the learning objectives and comment on the areas of improvement or detail particular achievements. This information will be used for departmental assessment only.

Name of Student: ______________________________________

**ORAL EXAMINATION:**

Date Exam Held __________________

How well was the learning objective satisfied: 1-Unacceptable; 2-Acceptable; 3-Very Good – indicate a number in the rating column for each learning objective. *The committee should confer on the numerical value of each of the ratings.*

<table>
<thead>
<tr>
<th>Learning Objectives:</th>
<th>Rating:</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Responses to questions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethical &amp; Responsible Research</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Treatment of subjects / materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Reduction of risk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical Thinking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Ability to synthesize and analyze data</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge &amp; Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Knowledge of wider lit.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**WRITTEN EXAMINATION:**

How well was the learning objective satisfied: 1-Unacceptable; 2-Acceptable; 3-Very Good – indicate a number in the rating column for each learning objective. *The committee should confer on the numerical value of each of the ratings.*

<table>
<thead>
<tr>
<th>Learning Objectives:</th>
<th>Rating:</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Clarity in writing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethical &amp; Responsible Research</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- (if incorporated)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical Thinking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Ability to synthesize and analyze data</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge &amp; Scholarship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Use of wider literature</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This information will be used for student assessment. Each member of the committee needs to complete a separate form.

Name of Student: ___________________________ Exam Date: _______________

Please discuss the positive aspects of the oral presentation as well as the areas that need improvement.

Please discuss the positive aspects of the written exam as well as the areas that need improvement.
QUALIFYING EXAMINATION
DEPARTMENT OF ANTHROPOLOGY

Instructions: Please indicate whether the results of the examination are Fail, Pass, Pass with Distinction, or whether a retake is recommended.

Name of Student: ___________________________  Date Exam Held ___________

<table>
<thead>
<tr>
<th></th>
<th>Fail</th>
<th>Pass</th>
<th>Pass with Distinction</th>
<th>Recommend Retake</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Appendix H: Student Request for Continuation MS to PhD Program

*Fill out form and discuss with your advisor for their approval.
DEPARTMENT OF ANTHROPOLOGY
STUDENT REQUEST FOR CONTINUATION MS TO PhD PROGRAM

Name:_____________________________ DATE_____________________

MS Final Exam/Defense Date_____________________

Proposed PhD Research Topic:

On a separate document, please provide a full 1 page single-spaced summary of
proposed research planned for the PhD, including theoretical frameworks, research
questions and methods anticipated. Attach a separate selected bibliography with key
sources. This summary needs to be approved by the prospective advisory committee
(at least advisor and one additional member) and the chair of the graduate
committee. This document will be considered along with the other requirements in
consideration of student readiness to advance from MS to PhD program.

I agree to serve as the above named students advisor for the PhD program:

_____________________________ ______________________
Signature Date

Proposed committee members (need at least one signature in addition to advisor):

_____________________________ ______________________
Signature Date

_____________________________ ______________________
Signature Date

_____________________________ ______________________
Signature Date
Appendix I: Checklist for Completion of Degree Requirements

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.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>MS</th>
<th>PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td>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).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appoint Major Professor (during first semester for MS students; during first semester following completion of requirements for MS degree for PhD students).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take Qualifying Examination (by the end of the third Semester for MS; by the end of the first year for PhD).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PACUC certification and approval if needed (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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MS research prospectus submitted and presented (by the end of the second semester).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit MS thesis to primary advisor (6 weeks in advance).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit MS thesis/non-thesis project to advisory committee (4 weeks in advance).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule MS final examination 3 weeks in advance.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MS/PhD</td>
<td>Task Description</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final examination for the MS Degree.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Make final changes to the MS thesis/final paper as required.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deposit MS Thesis to Grad School, prints to committee, dept.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete Exit Surveys (Grad School, CLA, Dept)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meet Foreign Language Requirement (before preliminary examination).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ask Advisory Committee to design and schedule preliminary examination.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Preliminary examination for the PhD degree (usually by end of second semester after the MS degree, but no later than fourth semester).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Completion and approval of PhD dissertation proposal (upon completion of, or concurrent with, the preliminary exam).</td>
<td></td>
</tr>
</tbody>
</table>

**PhD Dissertation:**

|        | Submit first draft to major professor (at least six weeks before final examination). |
|        | Submit penultimate copies to major professor and members of final examination committee (at least three weeks before final examination). |
|        | Check with advisor that thesis is defensible before finalizing plans for Exam Date |
|        | Submit Request to Appoint Examining Committee and date and place of final examination to Graduate School (at least three 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.

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 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 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 J: What to Discuss with Your Advisor and/or Committee

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 and how 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 department policies regarding the conduct of research and rights to data and intellectual property developed in the course of my research?

☐ What are my advisor’s policies and procedures governing authorship and publication of research results?

☐ How often will there be assessments of my progress and achievements?

☐ What are 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?

☐ When should I expect to graduate?

☐ What is the qualifying exam and when will I have to take it? (MS)

☐ How often will I have scheduled meetings or electronic check-ins with my advisor? With my committee?

☐ How should I be keeping my advisor and my committee apprised of my progress?
Appendix K: Requirements for Anthropology Area Concentration in American Studies

For the **Major Field in Anthropology at the MA level**, American Studies students are required to take 12 credit hours in anthropology. The courses should include:
- One theory course (ANTH 507)
- One subfield course (ANTH 505, 535, 514 or 504)
- Two additional anthropology courses related to area of interest (500 or 600 level)

For the **Major Field in Anthropology at the PhD level**, American Studies students are required to take 15 credit hours in anthropology. The courses should include:
- One theory course (ANTH 507)
- One methods course (ANTH 605 or 606)
- One subfield course (ANTH 505, 514, 535 or 504)
- One 600 level course
- One additional graduate course in Anthropology related to area of interest

**PhD Preliminary Examination Requirement**: The student must pass the preliminary examination in anthropology during the 3rd or 4th semester. Exam responses should demonstrate breadth and depth within anthropology as well as knowledge of the student’s prospective research topic. The written exam will be followed by an oral defense. A 3-person examination committee should include at least 2 Anthropology faculty members.

**Foreign Language and/or Research Methods**: Students with an area of concentration in **Anthropology** may have the foreign language requirement waived and replaced by demonstrated proficiency in research tools and methodology as required by the Department. This requirement may be met by taking at least three of the following courses and receiving a “B” grade or better in each:

- Anth 605, Anth 606, Soc 382, Soc 583 (Application of Social Research Methods [survey methods]).
Appendix L: IBRC Electives (Grouped by Topic)

Nutrition and Metabolism

**ANSC 522**  Monogastric Nutrition (3 credits) F’12  (F)
**ANSC 595**  Adipocyte Biology (2 credits) F’12  (F)
**ANSC 620**  Proteins and Amino Acids in Nutrition (3 credits) F’12  (F)
**BCHM 667**  Prokaryotic Metabolic Regulation (1 credit) F’12 (typically S)
**FN 330**  Diet Selection and Planning (3 credits) S’13  (S)
**FN 520**  Medical Nutrition Therapy (4 credits) S’13  (S)
**FN 590**  Lipids and Cell Function (2 credits) F’12  (F)
**FN 590**  Nutritional Epidemiology (1 credit) Sum ’12  (Sum)
**FN/ANSC 605**  Nutritional Biochemistry and Physiology I (4 credits) F’12  (F)
**FN/ANSC 606**  Nutritional Biochemistry and Physiology II (2 credits) S’13  (S)
**FN/ANSC 607**  Nutritional Biochemistry and Physiology III (2 credits) S’13  (S)
**FSCI 609**  Food Lipids (1–3 credits) F’12  (F)
**FSCI 610**  Food Proteins (3 credits) S’13  (S)
**FSCI 630**  Carbohydrates (3 credits) F’12  (F)

Physiology and Neural Systems

**ANSC 514**  Animal Biotechnology (3 credits) F’12  (F)
**BCHM 565**  Biochemistry of Life Processes (2 credits) S’13  (S)
**Biol 559**  Endocrinology (3 credits) F’12  (F)
**Biol 573**  Molecular Biology Of Animal Cells (3 credits) F’12  (F)
**FN/ANSC 605**  Nutritional Biochemistry and Physiology I (4 credits) F’12  (F)
**FN/ANSC 606**  Nutritional Biochemistry and Physiology II (2 credits) S’13  (S)
**FN/ANSC 607**  Nutritional Biochemistry and Physiology III (2 credits) S’13  (S)
**PSY512/BIOL562**  Neural Systems (3 credits) S’13  (S)

Growth, Development and Aging

**ANSC 555**  Animal Growth and Development (3 credits) S’13  (S)
**Biol 444**  Human Genetics (3 credits) F’12  (F)
**Biol 481**  Eukaryotic Genetics (3 credits) S’13  (S)
**Biol 595**  Developmental Biology (3 credits) F’12  (F)
**FN 580**  Geriatric Nutrition (2 credits) S’13  (S)
**FN 590**  Basic Bone Biology (0-4 credits) F’12  (F)
**PSY 367**  Adult Development and Aging (3 credits) F’12  (F, S, Sum)
**PSY 535**  Psychology of Death and Dying (3 credits) F’12  (typically S)
**PSY 560**  Cognitive Functioning in Older Adults (3 credits) S’13  (S)
**VCS 650**  Biology of Aging (1-3 credits) S’13  (S)

Behavioral Analyses Including Learning and Memory

**Biol 580**  Evolution (3 credits) S’13  (S)
**Biol 592**  The Evolution Of Behavior (3 credits) S’13  (S)
BIOL 595  Animal Communication (3 credits) F’12 (F)
PSY 333  Motivation (3 credits) S’13 (F, S, Sum)
PSY 494  Introduction to Ethology (3 credits) F’12 (F)
PSY 615  Introduction to Psychobiology (check with department)
PSY 622  Animal Learning (3 credits) S’13 (F, S)

Experimental Methods and Statistics
AGEC 605  Agricultural Price Analysis (3 credits) F’12 (F)
AGEC 632  The Economics of Health Care and Health Policy (3 credits) F’12 (F)
AGEC 691  Population Economics (3 credits) F’12 (F)
CPB 619  Design, Conduct and Analysis of Clinical Trials (2 credits) S’13 (typically F)
CPB 623  Microcomputer Applications in Clinical & Biomedical Research (3 credits) S’13 (S)
HK 611  Data Analysis in Health and Kinesiology (3 credits) F’12 (F)
PSY 600  Statistical Inference (3 credits) F’12 (F, S)
PSY 601  Correlation and Experimental Design (3 credits) S’13 (F, S)
STAT 501  Experimental Statistics I (3 credits) F’12 (F, Sum)
STAT 502  Experimental Statistics II (3 credits) Sum’13 (S, Sum)
STAT 503  Statistical Methods for Biology (3 credits) F’12 (F, S)
STAT 511  Statistical Methods (3 credits) F’12 (F, S) [if not used as core requirement]
STAT 512  Applied Regression Analysis (3 credits) F’12 (F, S, Sum) [if not used as core requirement]
STAT 514  Design of Experiments (3 credits) F’12 (F, S) [if not used as core requirement]

Additional Seminar Options
(after satisfying two required seminars, additional seminars may be taken)
ANTH 609  Seminar in Professionalism (2-3 credits) S’13 (S – may be repeated)
FN590/PSY692  Ingestive Behavior Seminar (1 credit) F’12 (every other F – may be repeated)
[if not used as a core requirement]
PSY 696  Seminar in Neurobiology, Endocrinology, and Behavior (1 credit) S’13 (F, S – may be repeated)

Additional Related Courses
BIOL 585  Ecology (3 credits) F’12 (F)
FN 534  Human Sensory Systems and Food Evaluation (3 credits) S’13 (S)
FN590/PSY692  Special Topics in Ingestive Behavior (3 credits) S’14 (every other S – may be repeated) [if not used as a core requirement]
PSY 633  Special Lectures in Neuroscience (2 credits) F’12 (F)
PSY 635  Ethical Issues in Biomedical Research (check with department)
PSY 692  Evolutionary Psychology (3 credits) F’12 (F)

** Notes: (course offerings are subject-to-change)
F’12 = Course to be taught in Fall ’10
(S) = Course typically offered in Spring
## IBRC CORE CURRICULUM

<table>
<thead>
<tr>
<th>How many units do you need for the Ingestive Behavior concentration?</th>
<th>Lowest # of units required</th>
<th>Highest # of units required</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 courses; units will vary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Core Program: The first part of the Core includes 5 courses for a total of 11 units. The next 8 courses are chosen from the categories below.</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>2. Statistics: Take 2 of the 3 courses offered. Each course is 3 units each.</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>3. Ethics: Take 1 of 2 courses offered.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>4. Seminars: Take 2 of the 5 seminars offered.</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>5. Electives: Select 3 elective courses from the suggested list which is grouped by topics below.</td>
<td>4</td>
<td>12</td>
</tr>
</tbody>
</table>

* Nutrition and Metabolism
* Physiology and Neural Systems
* Growth, Development and Aging
* Behavioral Analyses including Learning and Memory

| TOTAL required units to be taken for core curriculum. | 24 | 35 |

The difference in units depends on which electives are chosen within group topics.
# Appendix M: Student Emergency Information Card

![Student Emergency Information Card](image)

### Family (U.S.) Emergency Contact
<table>
<thead>
<tr>
<th>address</th>
<th>city</th>
<th>state</th>
<th>zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>phone #</td>
<td>cell #</td>
<td>e-mail</td>
<td></td>
</tr>
</tbody>
</table>

### Insurance Company

Policy #

24 Hour Ph #

Embassy/Consulate

<table>
<thead>
<tr>
<th>phone #</th>
</tr>
</thead>
</table>

### Equivalent 911 Abroad

<table>
<thead>
<tr>
<th>phone #</th>
</tr>
</thead>
</table>

### Nearest Hospital Abroad

<table>
<thead>
<tr>
<th>phone #</th>
</tr>
</thead>
</table>

### Home (U.S.) Campus Emergency Contact

<table>
<thead>
<tr>
<th>phone #</th>
<th>cell #</th>
<th>e-mail</th>
</tr>
</thead>
</table>

### Purdue Police

<table>
<thead>
<tr>
<th>address</th>
<th>city</th>
<th>state</th>
<th>zip</th>
</tr>
</thead>
</table>

| 765-494-8221 |

### Passport #

### Blood Type

### Special Medical Conditions

### Wishes In Event of Serious Injury/Death
Appendix N: Sexual Harassment, Assault and Emergency Response and Prevention

On Campus and Travel Abroad Resources

BASIC INFORMATION: Purdue Website SHAN Network includes information on What sexual harassment is and who to turn to for help http://www.cla.purdue.edu/SHAN/

Purdue SEXUAL ASSAULT WEBSITE Purdue Website on Sexual Assault and Reporting

UMD on Harassment http://www.health.umd.edu/mentalhealth/sarpp/relationship

Purdue-reporting on campus: The Office of the Dean of Students (ODOS) has a 15-member on-call team (OOT) that is prepared to assist students in crisis, including the aftermath of a sexual assault. You cannot contact the OOT directly, but Purdue’s police department, St. Elizabeth Hospital and the Lafayette Crisis Center can contact the OOT on your behalf, and only at your request.

BEFORE YOU TRAVEL Make a Personal Emergency Action Plan and Card and Review SAFETI Sexual Harassment Information and associated training materials:

Personal Emergency Action Plan. Develop an emergency planning kit with contact information, access to money and a plan in the event of illness or other emergency. This link contains a series of questions to prompt you to collect the information you might need and keep it in one place. http://www.studyabroad.purdue.edu/safety/peap.cfm

Information on Sexual Harassment And Prevention For Students Studying Abroad http://globaled.us/safeti/v1n2000ed_sexual_harassment_and_prevention.asp

SAFETI Training Workbook for Students Traveling and living overseas. This workbook is modeled on Peace Corps training materials used for training on sexual harassment with useful case studies. SAFETI Personal Safety and Awareness Training http://globaled.us/peacecorps/personal-safety-and-awareness-workbook.asp#15

WHILE AWAY:

Purdue Emergency Contact System for Purdue Student Travelers In the event of severe illness or injury to a Purdue student(s), or if a Purdue student is the victim of a crime, on-site staff should be contacted immediately. After the immediate needs of the student have been met, telephone the Purdue Study Abroad Office at +765 494 2383 during weekday business hours (EST) to report the problem or incident. If it is felt that a Purdue official should be contacted outside of weekday business hours, telephone the Purdue Police Department at +765 494 8221, who will get a message to the appropriate Purdue official right away. Purdue has an Emergency Card form you can fill out and leave a copy with your US emergency contacts and keep a copy with you at all times while traveling. http://www.studyabroad.purdue.edu/safety/emergency_card.cfm

Anthropology Department Contacts. Please don’t hesitate to contact your advisor, Talin Lindsay (tlindsay@purdue.edu), Melissa Remis (remis@purdue.edu), Evie Blackwood (blackwood@purdue.edu) if a situation arises in the field that you are uncomfortable about and would like to get advice. You can call the department office (765-496-7400) to leave a phone number for one of us to return our call. If it is important to reach Melissa Remis outside of business hours this summer you can also call her cell (765-237-8284). This does not substitute for contacting local authorities, those responsible for your field site or other people who can help you locally, more immediately or directly. However, we can listen, brainstorm with you to find appropriate channels on campus or where you are to respond to your concerns and provide a way for you to document the issue.

Other Useful Travel Safety Websites:

• **Responsible Study Abroad: Good Practices for Health and Safety** from the Association of International Educators (NAFSA). A comprehensive list of responsibilities that program providers should address to participating students and their parents.

• **Responsible Study Abroad: Good Practices for Health and Safety** from

• **Smart Traveler Enrollment Program (STEP)** from the U.S. Department of State. Enroll in STEP for better governmental assistance in case of an emergency abroad.

• [https://step.state.gov/step/](https://step.state.gov/step/)

• **Help for American Victims of Crime Overseas** from the U.S. Department of State.


• **Rape Abuse and Incest National Network**. This site contains a lot of information on seeking help and helping others. [http://www.rainn.org/](http://www.rainn.org/)

• **Forced Marriage Prevention** from the U.S. Department of State. See which countries have reported cases where U.S. citizens have faced forced marriage.

Appendix O: Departmental Alumni Survey

Department of Anthropology
Alumni Survey

Name: ________________________________________________

Address after Graduation: ____________________________________________

Email and Phone Number after Graduation: ______________________________

1) What is the status of your postgraduate plans (in the next year)?
   □ Returning to, or continuing in, pre-degree employment
   □ Have made definite commitment for “postdoctoral research” or other work
   □ Negotiating with one or more specific organizations
   □ Seeking position but have no specific prospects
   □ Other full-time degree program (e.g., PhD, MD, JD, MBA, MPH etc.)
   □ Do not plan to work or study (e.g., family commitments, etc.)
   □ Other – Specify____________________________________________________

2) What best describes your postgraduate plans (within the next year)?
   □ “Postdoctoral research” or further training
   □ Academic Employment (teaching, research in a college or University setting)
   □ Applied anthropological work outside academia

3) If you will be employed or funded for research after graduation, where will be your place of employment or affiliation and what will your position be?
   ________________________________________________________________
   ________________________________________________________________

4) If you will not be employed after graduation, what are your plans? ________________
   ________________________________________________________________

Is there a name and address of a person who is likely to know where you can be reached in case your address changes in the future? ________________________________________________________________

Would you like added to the Department of Anthropology mailing list after you graduate?
   □ YES   □ NO

Please keep us up to date with your career progress and contact information. Thank you!

Purdue University, Department of Anthropology, Stone Hall, Room 326C, 700 W. State Street, West Lafayette, Indiana 47907
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Graduate Program Office
Stone Hall, Room 326C, 700 W. State Street
West Lafayette, IN 47907-2059
(765) 496-7428 * Fax: (765) 496-7411
anthgrad@purdue.edu
http://www.cla.purdue.edu/anthropology/graduate