MANUAL FOR GRADUATE STUDIES
2020 – 2021

Revised August 20, 2020

Department of Anthropology
The University of Alabama
Tuscaloosa, Alabama

The following is a roadmap for graduate study in anthropology at The University of Alabama. Care has been taken to ensure that the policies and procedures outlined in this manual are current, for both the Department and the University. However, these policies and procedures (especially beyond the Department) can be subject to change, often with little notice, so with respect to certain kinds of critical issues (for example, due dates or current forms), it is the student's responsibility to double-check the accuracy of a statement with their advisor, the Director of Graduate Studies (Dr. Christopher Lynn), and the appropriate university handbook or website. For University-wide policies, consult the Graduate Catalog, located here:

http://services.graduate.ua.edu/catalog/

If there are any discrepancies between this departmental manual or what you're told by a faculty member and the Graduate Catalog, the Catalog *always* takes precedence. The University will not waive a policy because you were poorly advised – so *check, check, check*!

GRADUATE EDUCATIONAL PHILOSOPHY

The graduate programs of the Anthropology Department seek to furnish a balanced view of anthropological inquiry by means of intensive training in the literature, methods, techniques, and skills required for research in anthropology.

The MA curriculum builds upon the inherent strengths of small and medium-sized departments: the ability to provide necessary background through small lecture courses and specialized training through the tutorial format of seminars and individually directed research projects. In short, the MA program provides the student with a scholarly comprehension of the discipline, practical experience in anthropological research situations, and the initial competency required of a professional anthropologist.

The PhD curriculum builds on the strengths of the Master's program by concentrating in two areas: 1) The Archaeology of Complex Societies, pertaining to the emergence and spread of early civilizations in the Americas; and 2) Biocultural Medical Anthropology, the study of the influence of social relations and culture on psychological and biological adaptation. The doctoral program is designed to prepare graduates with the skills needed to move easily into either academic or non-academic positions. Anthropology is a holistic discipline, and although this is the discipline's greatest strength, especially today, most departments across the country have abrogated our heritage of holism and become narrowly focused. In very few archaeology or medical anthropology programs are students expected or required to take courses in all four fields. The University of Alabama is rare in that its faculty has expertise in all the primary subfields and that graduate students receive instruction across the full range of anthropological subfields. This broad holistic foundation is vital given the cross-disciplinary nature of the two emphases in which we specialize.

MASTER OF ARTS PROGRAM

Anthropology seeks to understand the nature and origins of human diversity. The preferred approach is the holistic of humanity. The discipline draws freely from other fields of study in the humanities, natural sciences, and social sciences. A four-field approach is taken in the MA

program, embracing archaeology, biological anthropology, linguistic anthropology, and sociocultural anthropology. Upon initial contact, the Department provides a faculty sponsor for each incoming student. This faculty member will become the student's provisional advisor until a faculty member willing to serve as permanent advisor is identified. Students will initially pursue their curriculum under the guidance of this advisor and the Director of Graduate Studies. There are a number of general requirements that all students must fulfill to earn the MA degree.

General Requirements

Coursework: Each student must complete a minimum of 36 credit hours of courses numbered 500 or above. Without special prior approval of the student's advisor, committee, and the Director of Graduate Studies, ANT 598 (Individual Investigations) will not count toward the minimum 36 hours. For students in the thesis-track only, 6 hours of ANT 599 (Thesis Research) will count towards the minimum 36 hours. (Note that there are additional requirements depending on the plan of study, see below). Graduate students are expected to enroll for 12 hours of coursework per semester. However, for Graduate Teaching Assistants on 0.5 (20 per week) assistantships, the maximum course load is 9 hours per semester.

Core Curriculum: All students are required to complete satisfactorily a core curriculum composed of one graduate course in at least three of the four fields of anthropology: ANT 501 (Linguistic Anthropology); ANT 625 (Survey of the History of Archaeology); ANT 641 (Culture); and ANT 670 (Principles of Biological Anthropology). Additionally, a seminar in Research Methodology (ANT 600) is required. These four core courses should be taken during the student's first year in residence.

Entering students will provide evidence of having passed introductory level undergraduate courses in any given field before taking the graduate courses in that same field. A student who has not had an introductory course or has underperformed in core classes will be encouraged to have relevant social science training and have their academic records reviewed by the graduate committee. The graduate committee will scrutinize transcripts, personal statements, GPAs, and correspondence with prospects to ensure the prospective student is capable of quickly learning the fundamentals of anthropology in the introductory graduate courses.

Language/Research Skill Competency: Each student is required to demonstrate competency in a foreign language or research skill. This requirement may be satisfied in one of several ways, including:

- successful completion (meaning a grade of B or better) of at least the second course in a language course sequence such as FR 101/102, GN 103/104, or SP 103/104; or,
- certification of competency by examination from the appropriate language department (language exams are administered by the Department of Modern Languages and Classics and are given once per semester); or,
- successful completion of a graduate level statistics course such as BER540, ST550, or CHS525; or,
- other specialized research competency, contingent on the approval of the Director of Graduate Studies.

Students must receive the approval of their advisor before undertaking any of these options. The student will be responsible for furnishing evidence of completion of this requirement to the Director of Graduate Studies and the Department Chair.

MA Advisor and Committee: By the start of the second semester of academic work, each graduate student will be required to have identified a faculty member willing to serve as permanent advisor. Students who intend to pursue a thesis must also name at least two additional faculty members to comprise an MA Committee, which will function as an advisory and research project approval board. The committee must include a representative from at least three of the four subdisciplines of anthropology and an external member of the Graduate Faculty. The aim of the external member of the committee is to add expertise from outside the student's field, as well as to help the student remain cognizant of the need to communicate outside a narrow frame of scholarly reference. Therefore, under most circumstances, the external committee member should be chosen from faculty within the University in other departments or divisions. However, under some circumstances, it may be appropriate to invite a faculty member from another university to serve as the outside member. Approval for such action must be obtained in advance from the Director of Graduate Studies, and it is incumbent on the student and their advisor to complete the paperwork necessary to obtain a temporary appointment of the outside member to the Graduate Faculty of the University. An outside member from another university should not be an anthropologist. Exceptions to this rule can be granted only under unusual and compelling circumstances and require the consent of both the advisor and Director of Graduate Studies. Committee appointments should be submitted to the Department by February 1 of the student's first year. (The form for the appointment of a master's thesis committee, as well as other forms relevant to the MA program, can be found at https://graduate.ua.edu/current-students/forms-students/)

Two Plans of Study for the Master's Degree

The student must satisfy the requirements for one of the following two plans of study. Choice of the plan of study must be made by the student in consultation with the MA Committee and the faculty advisor.

(1) Thesis Option: Requirements for this option include: thirty (30) hours of non-thesis coursework, plus a master's thesis to be completed in conjunction with registration for six (6) hours of ANT 599 Thesis Research. This option is counted as Plan 1 in the degree requirements of the Graduate School (see Graduate Catalog). A student this plan of study will be required to conceive and execute a research project under the direction of their MA committee. A student should present a completed draft of a research project prospectus to the committee for approval no later than April 1 of the second semester in residence.

The prospectus must include a concluding essay at the end of the proposal but before the literature cited of approximately 1000-2000 words outlining how the student's project relates and is important with respect to the broader discipline of four-field anthropology. This conclusion should specifically draw upon and cite assigned readings from year 1 courses, as well as the four-field bibliography compiled by the faculty and distributed to the students in the first semester. For instance, students could either (1) examine their MA project research questions using the theories and methods of other subfields, either in combination with those they are already using or in terms of a possible future project or (2) provide background on their topic using literature in other subfields by drawing upon readings from that core course syllabus or using readings on the reading list. If there are no appropriate readings that students find in either place, they can ask a professor in that subfield for recommendations. In other words, the concluding essay to the student prospectus should recognize that every project has historical time depth, can consider language and interaction, involves human bodies and biology, and has one or more cultural context(s). Use at least one case example the literature to illustrate the

relevance of theory or methods from each sub-discipline in the concluding essay. These concluding essays are to be completed by the student in consultation with the student's advisor leading up to the deadline.

This conclusion (at least) will be read by the entire faculty for purposes of determining future funding. Students who cannot complete a thesis prospectus by the deadline will be switched to non-thesis and expected to complete the non-thesis Plan 2 essay requirement by April 15. The student's advisor will convene the committee as necessary to discuss, refine, and approve this plan. (Note, faculty take the totality of the student's work in courses and research into account in funding considerations.)

During the second year in residence, the student must enroll in at least 6 hours of ANT 599, Thesis Research. The purpose of this coursework is to provide a structure for supervised contact hours with the student's faculty advisor. Such coursework, including the decision as to the number of contact hours required, must be pre-arranged in consultation with the faculty advisor. Hours completed in ANT 599 must be over and above the 30-hour minimum.

In preparing a thesis, the student should consult guidance found on the Graduate School website (see http://services.graduate.ua.edu/etd/). A thesis draft that is approved by the MA advisor must be distributed to the student's committee two weeks before a scheduled defense.

Students who take the thesis option must present and orally defend their thesis to their entire committee. The student and advisor will schedule the thesis defense for a time that enables all campus-based committee members to attend in person. The advisor will provide guidance on the MA progress and timeline to ensure students complete the thesis by early to mid-semester when committee members are most likely to be on campus and available for the defense. Additionally, students are expected give a presentation based on the results of their research at a departmental colloquium at the end of the semester. These two requirements can be completed separately, if need be for scheduling constraints. The formal defense can be open or closed to the public at the discretion of the student and advisor.

MA students in the thesis plan of study should have the thesis prospectus approved by the thesis committee by the end of the second semester of study. If integrative conclusion of the project prospectus is not deemed satisfactory by the faculty to pass, the student will have until September 15 to rewrite, but they will drop in rankings for funding consideration. If by September 15 in the third semester of study the student does not have an approved thesis prospectus, the Director of Graduate Studies will inform the student and advisor that the thesis prospectus must be approved by the student's thesis committee by October 15. If by October 15 the thesis committee has not approved the prospectus, then the student will automatically be placed in the non-thesis plan of study.

Students work with their advisor to meet deadlines. Under extraordinary circumstances, students can petition the Graduate Committee for short extensions.

With the recommendation of the chair of a student's MA committee, a student may write a Journal Style Master's Thesis. This is to be a minimum 8,000 word document designed for a specific peer reviewed journal. The student's committee must accept beforehand the decision for the student to write a Journal Style Master's Thesis and approve the target journal. If the journal accepts fewer words, the student still needs to write 8,000 words, which includes introductory material, references, and appendices. The student can subsequently modify the

manuscript to satisfy the journal in question. The Journal Style Master's Thesis also has to follow all of the Graduate School rules and regulations for a thesis of this type.

(2) Non-thesis Option by Examination: Requirements for this option include: thirty-six (36) hours of non-thesis coursework and successful completion of an 8-10 page essay by April 1 of the second semester. The essay should address the value of four-field anthropology in relation to the student's future vocational goals (or as determined in consultation with student's advisor) and as learned in Year 1 courses, drawing on (and citing) readings assigned in those courses and the four-field bibliography compiled by the faculty and distributed to the students in their first semester (similar in nature to the conclusion written by thesis-track students, outlined above). Essays will be read by the entire faculty and used to assess student progress and funding eligibility. If an integrative essay is not deemed satisfactory by the faculty to pass, the student will have until August 15 to rewrite, but they will drop in rankings for funding consideration. If the student cannot produce a satisfactory essay by August 15, they will be cut from the MA program. (Note, this essay is one of several opportunities to demonstrate progress in the program and will not be the sole criteria upon which decisions are made by faculty.)

(NOTE: Students planning to go on to a PhD program are urged to take the thesis option.)

In general, students in the MA program, in their first year, will register for courses at the 500 level. The exceptions to these are the core seminars for the first year (ANT 600, ANT 625, ANT 641, ANT 670). Courses at the 600-level other than these four core seminars are not appropriate for first-year MA students and require permission of both the student's advisor and the instructor. In their second year, other courses at the 600 level may be appropriate for MA students, depending on their plan of study. The appropriate course numbers for MA students for individual investigations and thesis research are ANT 598 and ANT 599, respectively.

Regardless of which option is chosen for the completion of the MA degree, early in the semester in which the student expects to graduate, they must apply to the Graduate School for the degree. Deadlines for this application can be found at the Graduate School website (http://graduate.ua.edu).

Dual Degree Program

Anthropology graduate students whose interests align may choose to pursue a master's degree in public health (MPH) as a compliment to their advanced studies in anthropology. The dual degree program is offered in partnership with the Department of Health Sciences, and the concentration is Health Education and Health Promotion. Both face-to-face and online options are available for public health coursework. A culminating applied experience that is separate from thesis research is required.

According to The University of Alabama Graduate Catalog, "All requirements for the master's degree must be completed during the six years (18 fall, spring, and summer semesters) immediately preceding the date on which the degree is to be awarded. There is no provision for an extension of the time limit beyond 6 years for master's students."

DOCTOR OF PHILOSOPHY PROGRAM

The Doctor of Philosophy program is characterized by two distinct foci: 1) The Archaeology of Complex Societies, pertaining to the emergence and spread of early civilizations in the Americas; and 2) Biocultural Medical Anthropology, the study of the influence of social relations and culture on psychological and biological adaptation. Our goal is to produce PhD graduates who will have acquired skills that will make them highly marketable for both academic and applied positions. Besides a cutting edge, in-depth knowledge of theory and literature in their specific subject area, students will acquire necessary skills such as teaching and grading experience, statistical competence, familiarity with numerous computer programs, grant writing ability, and foreign language reading facility. Students will have conducted firsthand research in their specific emphasis. For archaeologists this will require knowing excavation and mapping techniques, artifact analysis, GIS (geographic information systems) and other computer mapping capabilities, and familiarity with museum cataloging systems. For biocultural medical anthropology students, the skills learned for their research will include interviewing, participant observation, research design, physical and physiological measurement techniques, as well as SPSS, Anthropac, and programs for qualitative data analysis.

The UA program boasts certain unique qualities that set it apart. One obvious advantage is unrestricted access to Moundville Archaeological Park, a world-class archaeological site. The Moundville site is owned by UA in an arrangement that is virtually unique in the nation; moreover, the site is only 17 miles from the Tuscaloosa campus. Additionally, we offer biocultural perspectives from cultural anthropology, biological anthropology, psychological anthropology, and public health.

The archaeological component of the PhD program focuses on the emergence, spread, and organization of complex societies. From an archaeological perspective, complex societies are the consequence of the transformation from hunting and harvesting to food production, from an economy that moves people to food to one that moves food to people. The social, political, and economic effects of this transformation produced social orders classified by archaeologists as chiefdoms, kingdoms or early states. At the time of contact with Europeans, complex societies were found throughout the Americas. Our archaeology interests center on North America (primarily the Southeastern US), Mesoamerica, and Andean South America, three areas of the New World where ancient complex societies evolved.

The biocultural medical anthropology component of the doctoral program examines the interactions between sociocultural and biological determinants of adaptation, especially regarding physical and psychological health states. Biocultural medical anthropology, a specific approach within the more general subfield of medical anthropology, strives to understand why people grow and develop as they do and why they may be at risk for health problems. Biocultural anthropologists attempt to use research findings for the benefit of communities, as well as care providers. It is part of the largest and fastest-growing subfield within anthropology and is increasingly relevant to research and training across a number of areas, from applied health sciences and transcultural psychiatry to epidemiology and community health development. The central feature of our approach is an effort to combine the biological and cultural aspects of medical anthropology. This biocultural perspective on health and illness is essential to the study of the topics in which the Department specializes: culture change and lifestyle influences on health, gender and mental health, and fetal and childhood growth and development, among others.

Summary of PhD Program Requirements

There are two routes of entry into the PhD program: 1) from a Master's program, 2) from a BA program directly to our PhD program (D2D). Students admitted from a Master's program are guaranteed three years of funding to complete the PhD. The direct-to-doctoral (D2D) route is reserved for special cases of applicants in the top 1%. D2D acceptance guarantees funding for the five years necessary to complete coursework implicit to an MA and PhD (though an MA degree is not necessarily given without completing those requirements and submitting a thesis).

Advisor and Doctoral Committee: It is anticipated that the student will have applied to our program with the intention of working with a specific advisor. It is expected that the relationship with the advisor will be one of mentorship as the student moves toward a mastery of the craft of original research and publication and gains familiarity with the role of a colleague. The doctoral committee should be established by the end of the first semester. It will consist of no fewer than five faculty members (four members of the Anthropology Department and one member from outside the Anthropology Department), all of who must be members of the Graduate Faculty. The outside member of the committee typically will be from a discipline other than anthropology. Under some circumstances, it may be appropriate to invite an anthropologist from another university to serve as the outside member. Approval for such action must be obtained in advance from the Director of Graduate Studies, and it is incumbent on the student and their advisor to complete the paperwork necessary to obtain a temporary appointment of the outside member to the Graduate Faculty of the University.

Course Requirements: Forty-eight semester (48) hours of graduate coursework are required for the PhD. Twenty-four (24) semester hours can be transferred from an MA program to the PhD program—hence, twenty-four (24) additional hours of coursework are required beyond the MA Note, however, that the Graduate School has specific policies on transfer of coursework from other institutions, and, if the full 24 hours of transfer credit are not accepted, the student will have to complete additional coursework during their PhD program. Doctoral students are required to take 6 hours of ANT 698: Directed Readings, but no more than 6 hours of ANT 698 may be applied toward the minimum coursework requirement. In addition, the degree requires a minimum of 24 semester hours of dissertation research (ANT 699), earned in accordance with the guidelines of the Graduate School (see the Graduate Catalog). Therefore, the distribution of credit hours for the PhD is as follows:

-24 hours transferred from MA (subject to graduate school approval)

-24 hours of coursework (6 hours of which are ANT 698: Directed Readings)

-24 hours of ANT 699 (Dissertation Research)

-Total = 72 credit hours registration

PhD students are required to have taken graduate-level coursework in at least three of the four subdisciplines in anthropology.

Required courses for the PhD program are as follows:

Required of all students in the program:

- ANT 601 Advanced Research Design

Required of all students in the archaeology track:

- ANT 603 Theory and Method in Archaeology
- ANT 604 Seminar in the Archaeology of Complex Societies

Required of all students in the biocultural medical anthropology track:

- ANT 610 Theory and Method in Medical Anthropology
- ANT 612 Seminar in Biocultural Anthropology

Foreign Language Competency: A reading facility in one foreign language appropriate to the research topic must be demonstrated, either by successful completion of two semesters of foreign language coursework or by examination. The language is to be chosen by the student in consultation with their advisor. No graduate credit is earned for coursework in foreign languages taken to satisfy the language requirement (although the grade earned will still count toward the overall GPA).

Examination: Following successful completion of language requirements and prior to pursuing dissertation research, the student must pass an examination, the purpose of which is to determine the student's mastery of coursework and theory and preparation for independent research. This examination will be designed in consultation with the student's advisor and committee. The committee may require of the student the development and approval of a bibliography that provides the baseline literature on which the examination will be based. Inadequate performance on the preliminary examination can mean immediate dismissal of the student from the PhD program.

Dissertation Proposal Defense: Prior to beginning dissertation fieldwork, the student must successfully pass an oral defense of the doctoral dissertation research plan.

Admission to Candidacy and Dissertation Research: Successful completion of the examination and defense of the dissertation proposal results in a recommendation to the Dean of the Graduate School for admission to candidacy for the degree. The degree requires that applicants experience substantial ethnographic or archaeological fieldwork, consistent with the traditional emphasis in Americanist anthropology. There are no specific requirements concerning the duration of such fieldwork, though it is expected to last from 3 to 12 months.

Dissertation Defense: Upon completion of the dissertation research, the student must complete a written dissertation. The dissertation is subject to the final approval of the student's entire committee. The dissertation must be distributed to the dissertation committee at least 4 weeks prior to the defense, except under exceptional circumstances by agreement of the committee. Then, the student must successfully defend the work in the format of a presentation to the faculty. The date and time for this oral defense will be publicized at least two weeks in advance of its occurrence. The student's committee will attend, as well as any interested faculty from the University community.

In anticipation of a successful defense and early in the semester in which the student expects to graduate, they must apply to the Graduate School for the degree.

According to The University of Alabama Graduate Catalog:

> **All requirements for the doctoral degree must be completed within nine years (27 fall, spring, and summer semesters) following admission to the doctoral program, with the following specific exception approved by the Graduate Council: Modern Languages and Classics (ten years if entering the doctoral program with a baccalaureate, not master's, degree).**
>
> **Previous graduate credit may be applied to the doctoral degree if the credit was earned during the six-year period (not seven years) prior to admission to the doctoral program or accepted by the Graduate School as part of Option 2. Such credit must be identified clearly on the** Outline of PhD Program (Plan of Study) **and requires Graduate School approval. Only those students graduating within the time limit for their doctoral program may apply previously approved graduate credit to the doctoral degree. Revalidation (recertification) of any expired course credit is not an option.**

The following information regarding registration for doctoral students at the dissertation level is taken directly from the Graduate Catalog:

The Catalog section on Continuous Dissertation Registration for Doctoral Students states that, "Once a student has met the requirements for admission to candidacy, received approval for the dissertation research proposal, or initiated enrollment in 699 (dissertation research for a doctoral degree), the student must pursue completion of the dissertation without interruption by enrolling each fall and spring semester of the academic year for at least 3 hours of dissertation research. Summer enrollment for 699 Dissertation Research is expected if the student is working on the dissertation and using any University facilities or resources, including faculty time…The amount of dissertation research for which a student enrolls in any given semester should be commensurate with the progress a student is expected to make on the dissertation, as well as reflective of the extent to which University facilities and faculty time are invested in the proposed activities. To assist faculty and students in determining the appropriate registration for doctoral research, the following guidelines are recommended. **Three semester hours.** Little or no progress will be made on the dissertation, only minimal use of University facilities will be involved, and/or there will be only slight faculty contact with the student; the work and writing of the dissertation are complete and only final grammatical corrections and the oral examination on the dissertation remain to be accomplished. **Six semester hours.** The student will be devoting approximately one-half of a full-time academic load to the dissertation. Moderate progress on the dissertation is expected of the candidate, only limited use of University facilities will be involved, and/or faculty contact with the student will be limited. **Nine semester hours.** The student will be devoting approximately three-fourths of a full-time load to the dissertation. Substantial progress on the dissertation is expected of the student, there will be major use of University facilities, and/or considerable faculty contact with the candidate is anticipated. **Twelve semester hours.** The student will be working full-time academic on the dissertation. Extensive progress on the dissertation is expected, there will be considerable use of University facilities, and/or faculty contact with the student will be extensive."

If certain conditions are met for the student's final semester, the student may qualify to enroll for fewer than 3 hours of 699 dissertation research but only in that final semester (see table below).

Final-Semester Dissertation (699) Minimum Registration Hours

When was the completed electronic dissertation submitted to the Graduate School?	*Minimum hours of 699 registration required in the final semester*
By 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester (date published in the **University Academic Calendar)	0
After 4:45 p.m. on the last-possible day for instructors to post grades for the semester before the student's final semester, but before 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (both dates published in the University Academic Calendar)	1
After 4:45 p.m. on the last-possible day to register or add a course for the student's final semester (date published in the University Academic Calendar)	3

Dual Degree Program

Anthropology graduate students whose interests align may choose to pursue a master's degree in public health (MPH) as a compliment to their advanced studies in anthropology. The dual degree program is offered in partnership with the Department of Health Sciences, and the concentration is Health Education and Health Promotion. Both face-to-face and online options are available for public health coursework. A culminating applied experience that is separate from dissertation research is required.

FUNDING – GRADUATE ASSISTANTSHIPS AND FELLOWSHIPS

Several sources of funding in the graduate program are available to both students in the MA program and the PhD program. These include stipends to support graduate study and funding for research and travel.

Graduate Teaching and Research Assistantships

All students in the program are eligible for funding via .5 FTE (Full Time Equivalent) Graduate Teaching Assistantships (GTAs). These carry a 9-month stipend determined by the University on an annual basis, plus payment of tuition, and funds that may be applied to the purchase of optional University-provided health insurance (note: the purchase of insurance is mandatory for international students). On occasion, the Department will split a .5 GTA into two .25 GTAs, which then pay a 9-month stipend at half the rate established for a .5 GTA, plus 50% of tuition and 50% of the cost of optional health insurance. Students holding a .5 FTE GTA are limited to registering for 9 credit hours of graduate study per semester.

GTAs are employees of the University and are assigned duties by the Department. Duties can include direct student teaching and assisting professors in instruction. GTAs are responsible for providing relevant feedback and documentation when contacted by departmental staff to guarantee initiation of their stipend payments. In addition, the Graduate School hosts a compulsory workshop for all new GTAs. The workshop is ordinarily scheduled for a two-day period during the week before fall classes begin.

Additional GTA openings for non-academic departments are listed on the Student Jobs website (**http://financialaffairs.ua.edu/hr/student/jobs/pages/studentjobs_search.html)**. Work study positions may be available for students who qualify for the Federal Work Study Program through the Financial Aid Office.

Faculty in the Anthropology Department also may fund graduate students as Graduate Research Assistants (GRAs), financed by externally sponsored research these faculty are conducting. GRA stipend and benefit levels may vary from those of GTAs. GRA responsibilities vary widely. When a GRA is offered, the supervising faculty member will notify the student of provisions of the offer and requirements if the offer is accepted. Selection of students for GRAs is separate from the process of awarding GTAs, as GRA offers are made by individual faculty.

All students applying to either of the graduate programs will be considered for funding. For students applying to the program, funding decisions are made by Department faculty based on recommendations from the Graduate Studies Committee. The Committee considers all information in the student's record, including GPA, recommendations, statement of purpose, and other features of the student's undergraduate and graduate record. Students are ranked based on these criteria, and available funds are distributed based on that ranking.

For students in the MA program, funds are re-allocated on a yearly basis. For continuing MA students, funding decisions are made after the completion of the integrative essay/proposal conclusion at the end of the first year. Decisions to continue funding a student are made based on the student's performance during the year (as evidenced by their grades and the reports of faculty), their performance on the essay, and the availability of funding.

Students entering the PhD program are guaranteed three years of funding, subject to adequate academic progress. Funding from the Department beyond the first three years is contingent upon the availability of funds. PhD students are strongly encouraged to begin exploring alternative sources of funding upon their acceptance into the program.

Graduate Council Fellowships

The Graduate Council of the Graduate School annually awards two types of Graduate Council Fellowships (GCF) on a competitive basis. These fellowships pay a stipend of $15,000, plus tuition. Students funded by these fellowships have no duties but to work on their degrees and are required to register for 12 credit hours of graduate study.

There are two types of GCF awards—Regular GCF or Capstone GCF. A Regular GCF is a two-year award, consisting of one fellowship year paid for by the Graduate School and one year as a GTA funded or arranged by the Department. One type of Regular GCF is awarded solely to students returning to the graduate program based on one of three eligibility criteria (in last year of dissertation, assisting faculty with externally funded research, or assisting faculty with writing proposal for external funding) and nomination by the Department. This GCF nomination takes place in December and is initiated by the Department.

The Capstone GCF is only offered to new graduate students and involves three years of fellowship funding by the Graduate School with two year of GTA funding arranged by the Department in alternating years.

For both types of GCF, there are three rounds of GCF nominations, occurring in January, February, and March of each spring semester. The remaining three rounds of Graduate Council Fellowships each spring semester are for recruiting new students to the graduate programs. Because the Anthropology Department has both an MA and a PhD program, the Department can nominate up to three students for each of the four GCF rounds. Nominations are determined by the Graduate Director in consultation with the Graduate Committee and Department Chair. For students applying to the programs, all student application materials are important sources of information in crafting nomination letters.

Other Graduate School Fellowships

The National Alumni Association (NAA) funds graduate fellowships based on income from UA specialty license plates. To be eligible for these fellowships, a student must be a resident of the state of Alabama. Nominations for these fellowships are solicited in four rounds in the exact same manner and timeline as the GCFs. Decisions on who to nominate are made by the Graduate Studies Committee, so students should not apply independently. The stipend for NAA fellowships are $15,000, plus all tuition and fees. Students have no duties other than to pursue their graduate studies and are required to register for 12 semester credit hours.

The Graduate School funds a limited number of McNair Graduate Fellowships. These are awarded competitively based on departmental nominations, student statements, and letters of recommendation. As with other fellowships, students should not apply directly to the Graduate School. There are two types of McNair Graduate Fellowships—Regular McNair and Capstone McNair, which are structured the same ways as the Regular and Capstone GCFs described above. McNair Graduate Fellowships are preferentially awarded to students who were McNair Fellows at the undergraduate level, are low income AND first-generation college students, or

are members of groups traditionally underrepresented in graduate education. However, in some cases students who meet McNair eligibility requirements despite not having been McNair Fellows can apply. More details about this fellowship can be found at the Graduate School website.

Other University Funding Sources

There are other sources of funding within the University. Some University programs have GTA and GRA positions available but do not have graduate programs from which to fill those positions. The Southern Regional Education Board (SREB) awards a limited number of research or dissertation writing fellowships through the University as well. Students are encouraged to explore these sources for potential graduate funding.

Intramural Research and Travel Support

The Graduate Student Conference and Research Fund (CRF) from the Graduate School provides funding during three rounds per academic year, with deadlines of August 31, January 31, and April 30, for fall, spring, and summer semesters, respectively. Students apply directly for these funds through the Grad Services website, which must be approved by the student's faculty advisor. CRF support by the Graduate School is generally matched by combined contributions from the Department and College of Arts & Sciences. Therefore, the Graduate Committee requests these applications be submitted a few weeks prior to the Graduate School deadline, ranks these to determine how much the Department can contribute to each applicant. A&S generally matches up to the amount provided by the Department, and the Graduate School matches the combined Department and A&S amount. Because these funds are limited, students can only apply for one Conference grant and one Research grant each year.

Extramural Funding

This refers to sources of funding external to the University. The best resource for extramural funding is to set up an account to receive automated message through the University's PIVOT program: https://pivot.proquest.com/funding_main

In general, extramural resources are relatively limited for MA students, although a few options include the Jacob K. Javits Fellowship and the National Science Foundation Graduate Research Fellowship Program. These fellowships are awarded to undergraduate students entering a graduate program or to students who are in their first year of graduate study. They offer multi-year stipends.

Students in and/or entering the PhD program should explore a number of extramural funding options, including (but not limited to) National Research Service Awards (NRSA) from the National Institutes of Health; the Social Science Research Council; the Fulbright program (including Fulbright and Fulbright-Hays fellowships); National Science Foundation Graduate Research Fellowships; and, depending on the student's area of research, specialty organizations such as the American Heart Association or the American Diabetes Association. Given the limited nature of the graduate support available at the University, it is the student's responsibility to explore additional sources of funding.

With respect to funding for dissertation research, some of the fellowships noted above (e.g., the NRSA, Fulbright) also provide funding for research, as well as a graduate study stipend. Other

sources of funding specifically for dissertation research include the Doctoral Dissertation Research Improvement Grant from the National Science Foundation, as well as funding from the Wenner Gren Foundation, National Geographic, and the Social Science Research Council. It is expected that all PhD students will actively pursue funding for their dissertation research, from these and other sources.

To Re-classify as an Alabama Resident

A student may petition the University to be re-classified as an Alabama resident. Such re-classification is advantageous to the student, the Department, and the University, in that the payment for tuition and fees that accompanies GTAs, GRAs, and other fellowships is substantially reduced (note that these are real funds) and hence frees up money within the Graduate School for other uses. Also, some awards received by a student (e.g., an NSF Dissertation Improvement Grant) may not carry funds for tuition and fees, which then become the responsibility of the student. Information is available from the Office of the University Registrar. It is the student's responsibility to initiate this process.

Departmental, College, and University Awards

The Vernon James Knight Endowed Scholarship in Anthropology is awarded to graduate students enrolled in the anthropology graduate program and who are conducting research on the anthropology of art and design, with a preference for iconography projects. Secondary consideration shall be given to undergraduate majors with the same research interests.

David and Elizabeth DeJarnette Endowed Scholarship in Anthropology – This scholarship, established in 1993, is presented annually to a student of promise who is conducting research on the archaeology of prehistoric Moundville or Mesoamerica. The award is made by a committee organized for that purpose, and includes both the Dean of the College of Arts & Sciences the Executive Director of the University of Alabama Museums, and the Chair of the Anthropology Department. Application forms are available within the Department and a research proposal is a part of the application.

The Allen R. Maxwell Endowed Anthropology Scholarship is awarded to students pursuing a degree in Anthropology. As per the Memorandum of Agreement, "Priority of consideration shall be given to doctoral students conducting fieldwork in ethnographic and/or linguistic anthropological research. Strong preference shall be given to students within the Department of Anthropology in need of support to conduct dissertation related fieldwork and who have sought external funding for their work. Second priority will be given to master's students conducting ethnographic and/or linguistic research. If no graduate students can be awarded the scholarship, undergraduate students studying cultural or linguistic anthropology may be awarded the scholarship." The scholarship committee will consider financial need, but not necessarily as defined by federal guidelines. The recipient must be enrolled on a full-time basis. Application forms are available within the department and a research proposal is required.

Richard A. Krause Award – This award is given to the outstanding graduate student in the Department for that year. Student achievement may be in the areas of research, teaching, and/or service, especially to the Department. A student shall be nominated by a faculty member by a memorandum to the Director of Graduate Studies outlining the accomplishments of the student and including relevant supporting material. The Graduate Studies Committee will then recommend a recipient to the faculty.

The John Cottier Endowed Scholarship in Anthropology is awarded to graduate students who are studying Southeastern United States archaeology as defined by the Southeastern Archaeological Conference.

The Dr. Milady Murphy Endowed Scholarship in the Anthropology of Health and Wellness is specifically designed to support anthropology graduate students who are conducting research on the anthropology of health, illness, and wellness.

The Panamerican Consultants, Inc. Award is a graduate student paper competition with a monetary prize. Archaeology graduate students submit papers for review by a faculty committee, and the winner receives recognition at our annual Holiday party in December.

College and University MA Student Awards – The College of Arts & Sciences and the University of Alabama give awards in the areas of Outstanding Teaching by an MA Student, Outstanding Service by an MA Student, Outstanding Research by an MA Student, and Outstanding MA Thesis. The Department can nominate students in each of these three categories. A committee of the College of Arts & Sciences then selects an awardee from among those nominated by all A & S departments (there are three awards in each category, corresponding to the A & S divisions of natural sciences, social sciences, and arts and humanities). The A & S awardees then move forward to be considered for the University-level award. The Department generally provides a financial award to recipients of the Department-level awards at the annual holiday party.

College and University PhD Student Awards - The College of Arts & Sciences and the University of Alabama give awards in the areas of Outstanding Teaching by a PhD Student, Outstanding Service by a PhD Student, Outstanding Research by a PhD Student, and Outstanding PhD Dissertation. The Department can nominate students in each of these three categories. A committee of the College of Arts & Sciences then selects an awardee from among those nominated by all A & S departments (there are three awards in each category, corresponding to the A & S divisions of natural sciences, social sciences, and arts and humanities). The A & S awardees then move forward to be considered for the University-level award. The Department generally provides a financial award to recipients of the Department-level awards at the annual holiday party.

DEPARTMENTAL POLICIES

Departmental Colloquia

Throughout the year departmental colloquia are held, including special presentations by anthropologists and other scholars from outside the university; presentations of current research by departmental faculty and faculty from other schools and divisions; and, presentations of current research by graduate students. Attendance at departmental colloquia is mandatory.

Procedures

There are relatively few strict procedures that constrain the freedom of graduate study within the Department. There are, however, some questions of record keeping and notification that must be attended to in order to smooth the process. For many of these issues, what is most important is for the student to keep the departmental graduate program informed so that pertinent information can be entered into the graduate studies database. Keeping this database updated is essential. Ms. Missy Sartain is the primary contact person on the departmental staff in charge

of maintaining the database, and Ms. Sartain should be informed when an important event has occurred (e.g., naming members of one's committee). Alternatively, Dr. Lynn can assist.

Additionally, there are a number of forms that must be filed with the Graduate School with respect to admission to candidacy for the degree, composition of committees, and others. All of these forms must be checked for accuracy and completeness by either Ms. Sartain or Dr. Lynn prior to submission to the Graduate School, and copies will be put into the student's file.

All MA and PhD students will complete and submit online an annual Graduate Student Activity Report (SAR). The form is a checklist of the scheduled requirements for completion of the MA and PhD degree, covers non-degree accomplishments such as papers published or presented, and includes space for a brief written evaluation and expectations for the following year. All MA and PhD students must submit the form to the Director of Graduate Studies annually by March 15. The form will allow the Grad Director to compile and update a database to track student progress, identify students in trouble, and provide faculty with information for the annual review of student funding.

The following defines policies and procedures in terms of a timeline illustrating a typical passage through the graduate program. In what follows, a double asterisk (**) indicates that the information needs to be entered into the graduate studies database.

MA – 1st Year

- General: Complete required core graduate seminars in three of four subfields
- August
    - Arrival on campus
    - All new GTAs are required to attend the GTA training offered by the Graduate School and separate legal training offered by the College of Arts & Sciences
    - Departmental orientation for incoming MA students
    - Departmental potluck/party
- September
    - Students should meet with their advisors and begin to identify areas of research interest in anticipation of developing an MA thesis proposal (if thesis-track)
    - Prepare application for NSF GRFP
- October
    - October 15: Deadline to submit NSF GRFP proposal
- November
    - Record change in advisor, if changed
- December
    - Thesis-track students should plan their MA committee and obtain the consent of members
- January
    - Prepare application for CRF if funding is needed for summer research
- January-March
    - Prepare thesis proposal (thesis-track) or integrative essay (non-thesis track)
- March
    - Prepare application for research funding to the Graduate School and to the GSA
- April
    - April 1: Thesis proposal/integrative essay due to Graduate Director
    - Prepare CRF proposal for summer research

- March-May
    - Thesis prospectus presentation
- May – August
    - Thesis research
    - NOTE: Students who have been employed for two semesters as a .5 FTE GRA may register for one summer session and are eligible to pay in-state tuition. Students must submit a request for the out-of-state waiver to Ms. Sartain no later than March 1st.

MA – 2nd Year

- General: Complete required hours of coursework with courses that support your research area.
- August-September
    - Departmental potluck/party
    - Be ready with applications for travel funding (CRF) if a paper/poster is to be presented at a fall meeting
- October 15
    - Hard deadline for approval of a thesis prospectus; if not presented to and approved by the committee by this time, the student is automatically shifted to the non-thesis option
- First semester
    - Complete options: language proficiency exam or specialized research skill
    - Begin data analysis and write-up for MA thesis
- January
    - Application for degree forms must be on file in the Graduate School for May graduation
    - Be ready with applications for travel funding (CRF) if a paper is to be presented at a spring meeting
- February
    - Have draft of thesis ready for distribution to the committee if a May graduation is anticipated
- March
    - Submit completed/signed thesis to the Graduate School (NOTE: specific dates change from year-to-year; check the Graduate School website.)
    - Present thesis colloquium/defense
- May
    - Graduation

PhD – 1st Year

- General: Complete required core coursework for PhD
- August-September
    - If new GTA, attend Graduate School GTA orientation and separate legal training offered by the College of Arts & Sciences
    - Attend Department orientation for incoming PhD students
    - Departmental potluck/party
    - Begin development of doctoral dissertation research proposal
    - Be ready with applications for travel funding if a paper is to be presented at a fall meeting

- October
    - Begin exploring sources of extramural funding
- December
    - Select doctoral committee
- January
    - Be ready with applications for travel funding if a paper is to be presented at a spring meeting
- April
    - Be ready with applications for research funding if conducting summer research
- May
    - Have a plan in place for PhD qualifying exams

PhD – 2nd Year

- General: Complete elective coursework, for a total of 24 hours (not more than 6 hours of ANT 698)
- Complete PhD qualifying exams
- Defend PhD dissertation proposal
- Apply for extramural funding
- Begin fieldwork
    - Continue UA registration in ANT 699: Dissertation Research
    - Must complete 24 hours of ANT 699 (minimum 3 hours registration per semester)

PhD – 3rd Year

- Maintain UA registration in ANT 699
- Write PhD dissertation
- Defend PhD dissertation
- Semester of PhD dissertation defense
    - Must be registered for ANT 699 in semester of defense and graduation.
    - Admission to candidacy and application for degree must be on file in the Graduate School
    - Submit defended, signed dissertation to Graduate School (must meet deadline)
    - Rent academic regalia for graduation
- Graduation and hooding by major professor

ADDITIONAL INFORMATION

Any student who because of a disability may need special arrangements or accommodations to meet the requirements of graduate study must present documentation of the disability to the Office for Disability Services (348-4285). This office will prepare letters to the Director of Graduate Studies that indicate the accommodation to which the student is entitled. **It is the student's responsibility** to present the accommodation letter to the Director of Graduate Studies. Questions or concerns about special arrangements or accommodations should be directed to the Office for Disability Services and/or the Office of the Assistant Dean in the Graduate School.

Appropriate comportment befitting graduate students at a major research university is expected. This includes appropriate participation in seminars and seminar attendance, attendance at relevant departmental meetings and departmental colloquia. Additionally, at some point nearly all members of the graduate program will be employed by the university as GTAs. Appropriate comportment in and out of the classroom in the teaching role is expected, in keeping with university regulations. Violation of any of these expectations represents grounds for disciplinary action.