

MANUAL FOR GRADUATE STUDIES 2016 – 2017

**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 or no 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 his/her advisor, with the Director of Graduate Studies (Dr. Jason DeCaro), and with the appropriate university handbook or website.

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 M.A. 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 M.A. 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 Ph.D. 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, the majority of departments across the country have abrogated our heritage of holism and have 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 fields, and graduate students receive instruction across the full range of anthropological fields. 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 study 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 M.A. 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 in order to earn the M.A. degree.

General Requirements

Course Work: 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 course work per semester. However, for Graduate Teaching Assistants on 0.5 (20 hour 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 Physical 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 must 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 may be required to take or audit the appropriate undergraduate course before enrolling in the graduate course. Credits earned from such preparatory course work may not be applied to the 30 credit hour requirement.

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 CHS25; 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.

M.A. Adviser 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 also must name at least three additional faculty members to comprise an M.A. 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 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 his or her advisor to complete the paperwork necessary to obtain a temporary appointment of the outside member to the Graduate Faculty of the university. 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 can be found at http://graduate.ua.edu/academics/forms/committee_thesis.pdf.)

Comprehensive Examinations: All students must take and pass comprehensive examinations on their knowledge of the field of anthropology. The student will take three-hour written exams in at least three of the four subdisciplines. The selection of the three areas will be made in collaboration with the faculty advisor. All anthropology faculty will participate in composing the exam questions. The examinations are evaluated by the entire faculty of the Department.

Comprehensive examinations are administered near the end of the first year of graduate study. The faculty's evaluations will be communicated by the Director of Graduate Studies to the Chair of the Department. The student must pass the comprehensive exam in his or her specialty subfield. Not completing the exam in his or her area of specialty with a grade of "pass" will mean immediate dismissal from the program. If the student does not pass the comprehensive exam in one of his or her supporting subfields, he or she will be required to re-take that exam(s) prior to the next semester (practically, this means in early August prior to his or her second year in residence). If the student does not pass the exam in the supporting area(s) at this time, this will mean dismissal from the program. If the student performs adequately, but still exhibits serious gaps in his or her knowledge, the faculty retain the right to require the student to pursue a non-thesis option for the M.A., and the student may be directed to complete specific coursework to remedy deficits in knowledge.

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 M.A. Committee and the faculty advisor.

(1) Thesis Option: Requirements for this option include: thirty (30) hours of non-thesis course work, successful completion of the comprehensive examinations, plus a master's thesis to be completed in conjunction with registration for six (6) hours of ANT599 Thesis Research. This option is counted as Plan 1 in the degree requirements of the Graduate School (see Graduate Catalog). A student electing this plan of study will be required to conceive and execute a research project under the direction of his or her M.A. committee. A student should present a research project prospectus to the committee for approval no later than the second semester in residence. The student's advisor will convene the committee as necessary to discuss, refine, and approve this plan. During the second year in residence, the student may enroll in ANT599, 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 ANT599 must be over and above the 30-hour minimum.

In preparing a thesis, the student consult guidance found on the Graduate School website (see <http://services.graduate.ua.edu/etd/>).

Students who take the thesis option must present and defend their thesis in person at a departmental colloquium based on the results of their research in the final semester in residence. A day for the presentation of colloquia is scheduled in the fall semester and in the spring semester. Summer graduates must present at the spring semester colloquium. There are no exceptions to this requirement.

M.A. 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 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.

With the recommendation of the chair of a student's M.A. committee, a student may write a Journal Style Masters 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 Masters 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 Masters 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 course work and successful completion of written comprehensive examinations.

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

In general, students in the M.A. 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 (ANT600, ANT 625, ANT641, ANT670). Courses at the 600 level other than these four core seminars are not appropriate for first-year M.A. 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 M.A. students, depending on their plan of study. The appropriate course numbers for M.A. students for individual investigations and thesis research are ANT598 and ANT599, respectively.

Regardless of which option is chosen for the completion of the M.A. degree, early in the semester in which the student expects to graduate, he or she must submit an application for the degree to the Graduate School. Deadlines for this application can be found at the graduate school website (<http://graduate.ua.edu>)

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 Ph.D. 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, physical anthropology, psychological anthropology, and human paleopathology.

The archaeological component of the Ph.D. 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, chiefdoms were found in the Southeastern U.S., and the Caribbean, kingdoms and early states in Mexico and Central America. Our archaeology interests center on North America (primarily the Southeastern U.S.), 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 with regard to 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, fetal and childhood growth and development, and paleopathology, among others.

Summary of Ph.D. Program Requirements

The Ph.D. program requires that a student have a Master's degree in hand before pursuing Ph.D. course work.

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 his or her 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 course work are required for the Ph.D. Twenty-four (24) semester hours can be transferred from an M.A. program to the Ph.D. program, hence twenty-four (24) additional hours of course work are required beyond the M.A. 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 course work during their Ph.D. program. Doctoral students are required to take 6 hours of ANT698: Directed Readings, but no more than 6 hours of ANT698 may be applied toward the minimum course work requirement. In addition, the degree requires a minimum of 24 semester hours of dissertation research (ANT699), earned in accordance with the guidelines of the Graduate School (see the Graduate Handbook). Therefore, the distribution of credit hours for the Ph.D. is as follows:

- 24 hours transferred from M.A. (subject to graduate school approval)
- 24 hours of coursework (6 hours of which are ANT698: Directed Readings)
- 24 hours of ANT699 (Dissertation Research)
- Total = 72 credit hours registration

Ph.D. students are required to have taken graduate-level course work in at least three of the four subdisciplines in anthropology.

Required courses for the Ph.D. 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 course work or by examination. The language is to be chosen by the student in consultation with his or her advisor. No graduate credit is earned for course work 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 course work 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 Ph.D. program.

Dissertation Proposal Defense: Prior to beginning dissertation fieldwork, the student must successfully pass an oral defense of the doctoral dissertation research plan. In extraordinary circumstances a student may, prior to completion of the written examination and with the approval of his or her committee, develop, defend, and submit for funding a proposal for dissertation research.

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, he or she must submit an application for the degree to the Graduate School.

According to The University of Alabama Graduate Catalog, "All requirements for the doctoral degree must be completed within seven years (21 fall, spring, and summer semesters) following admission to the doctoral program."

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 on next page).

Final-Semester Dissertation (699) Minimum Registration Hours !

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

FUNDING – GRADUATE ASSISTANTSHIPS AND FELLOWSHIPS

Several sources of funding in the graduate program are available to both students in the M.A. program and the Ph.D. 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 (GTA). These carry a 9-month stipend determined by the University on an annual basis, plus payment of tuition, and funds that may be used to purchase 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 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.

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 on the basis of recommendations from the Graduate Studies Committee. The Committee takes into account all information in the student's record, including GPA, GRE scores, recommendations, statement of purpose, and other features of the student's undergraduate and graduate record. Students are ranked on the basis of these criteria, and available funds are distributed on the basis of that ranking.

For students in the M.A. program, funds are re-allocated on a yearly basis. For continuing M.A. students, funding decisions are made after the completion of the comprehensive exam at the end of the first year. Decisions to continue funding for a student are made on the basis of the

student's performance during the year (as evidenced by their grades and the reports of faculty) and on the basis of their performance on the comprehensive exam.

Students entering the Ph.D. 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. Ph.D. students are strongly encouraged to begin exploring alternative sources of funding upon their acceptance into the program.

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 UA Human Resources website (www.hr.ua.edu). 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.

Graduate Council Fellowships

Annually the Graduate Council of the Graduate School 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.

Students may not apply directly to the Graduate School for these fellowships or for any other funds provided by the Graduate School (such as McNair or National Alumni Association fellowships, or research and travel money, see below). All Graduate School funding is awarded on the basis of a nomination of the student by the Department.

A regular GCF is awarded solely on the basis of a nomination by the Department. There are three rounds of GCF nominations, occurring in February, March, and April of each spring semester. GCFs are heavily weighted toward the recruitment of new students into graduate programs.

There is one annual round for Graduate Council Research that occurs in February of each spring semester for returning students. GCRFs are awarded to students in residence on the basis of a research proposal, plus the recommendations of the student's advisor and the Department Chair. Because the Anthropology Department has both an M.A. and a Ph.D. program, the Department can nominate up to three students for GCRFs. Students submit their applications to the Director of Graduate Studies and the proposals are reviewed and ranked by

the Graduate Studies Committee. The top three proposals are then forwarded for review to the Graduate Council Financial Aid Committee.

The GCF round designated for returning students is an excellent opportunity for both M.A. and Ph.D. students. Key to developing a successful application for a GCF is planning, in that applications are typically due in early February, shortly after the spring semester has started. Therefore, first-year M.A. students should be developing their research proposals in ANT600: Research Methods, with the aim of shaping that as a GCRF application. Ph.D. students should consult with their advisors concerning a GCF application. The other important issue in developing a successful application is to follow the guidelines (these guidelines are distributed by the Director of Graduate Studies once they are received from the Graduate School). Proposals that do not follow the guidelines are not ranked highly by the Department.

Other Graduate School Fellowships

The National Alumni Association (NAA) funds graduate fellowships on the basis of 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 from the Department in mid-March and require a statement from the student. 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. McNair Graduate Fellowships are preferentially awarded to students who were McNair Fellows at the undergraduate level. 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

This refers to research and travel support available from the university. There are three primary sources: the Graduate Student Research and Travel Support Fund, administered by the Graduate School; Research and Travel Support from the Graduate Students Association (GSA); and College of Arts & Sciences student travel requests. Although the names are very similar, these are entirely different sources of funding and should not be confused.

The Graduate Student Research and Travel Support Fund from the Graduate School operates like all Graduate School programs; that is, students may not apply directly for these funds. Rather, students complete applications that are reviewed within the Department (by the

Graduate Studies Committee), and then nominations are forwarded to the Graduate School. There are generally three rounds for these funds, one in August, one in January, and one in April. Deadlines for applications will be announced and forms will be forwarded to all students as these become available from the Graduate School. In general, the maximum funding from this source is \$300. Funds received from the Graduate School usually will be supplemented with funds from the Department, but note that departmental funds are awarded on the basis of the availability of those funds.

The GSA also provides research and travel money. There is an application that can be downloaded from the webpage of the GSA. The GSA meets monthly (around the first of the month) to consider applications. This is useful in that application can be made when need arises; it is also problematic in that they spend their money throughout the year, meaning that funds can become scarce at the end of the year. Grants are in the \$100-\$300 range.

The College of Arts and Sciences awards travel funds to students four times per year, with application deadlines typically falling on the first days of October, December, February and May. These applications are made directly by students to the College; however, they first must be reviewed and approved by the Department Chair. Additional details on this program can be found on the College's website.

In addition to these three primary sources of travel/research funding, the Capstone International Programs Center is located in BB Comer Hall. It supports international travel for students engaged in research and other professional activities (e.g., presenting work at a meeting). This is an important source of additional research and travel money.

Extramural Funding

This refers to sources of funding external to the university. These sources are relatively limited for M.A. students, although one option is the Jacob K. Javits Fellowship. 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 Ph.D. 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); 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 Dissertation Improvement Grant from the National Science Foundation, as well as funding from the Wenner-Gren Foundation and the Social Science Research Council. It is expected that all Ph.D. 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, they 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

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.

College and University M.A. Student Awards – The College of Arts & Sciences and the University of Alabama give awards in the areas of Outstanding Teaching by an M.A. Student, Outstanding Research by an M.A. Student, and Outstanding M.A. 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.

College and University Ph.D. Student Awards - The College of Arts & Sciences and the University of Alabama give awards in the areas of Outstanding Teaching by a Ph.D. Student, Outstanding Research by a Ph.D. Student, and Outstanding Ph.D. 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.

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. DeCaro 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, title cards for theses and dissertations, and others. All of these forms must be checked for accuracy and completeness by either Ms. Sartain or Dr. DeCaro prior to submission to the Graduate School, and copies will be put into the student's file.

All M.A. and Ph.D. students will complete and submit an annual Graduate Student Activity Report (SAR). The form is a check list of the scheduled requirements for completion of the M.A. and Ph.D. degree, covers non-degree accomplishments such as papers published or presented, and includes space for a brief written evaluation & expectations for the following year. The form will be completed, signed, and dated by the student and adviser when they confer together at an annual meeting. All M.A. and Ph.D. 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.

M.A. – 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
 - Departmental orientation for incoming M.A. students
 - Departmental potlatch and party
- September
 - Students should meet with their advisors and begin to identify areas of research interest in anticipation of developing their M.A. thesis proposal
- November
 - Record change in advisor, if changed
- December
 - Thesis-track students should plan their M.A. committee and obtain the consent of members
 - Students should begin working on a proposal to the Graduate School for a GCF
- January-February
 - Work on GCF application to the Department, typically due in late January or early February
- January-March
 - Study for comprehensive exams
- March
 - Prepare application for research funding to the Graduate School and to the GSA
- April 6-7, 2017 – M.A. Comprehensive Exams
 - Thursday AM – Cultural Anthropology exam
 - Thursday PM – Archaeology exam
 - Friday AM – Physical Anthropology exam
 - Friday PM – Linguistic Anthropology exam
- 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 Mrs. Sartain no later than March 1st.

M.A. – 2nd Year

- General: Complete required hours of coursework with courses that support your research area.
- August-September
 - Departmental potlatch and party

- Be ready with applications for travel funding if a paper 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 M.A. thesis
- January
 - Application for degree forms must be on file in the Graduate School for May graduation
- February
 - Have draft of thesis ready for distribution to the committee if a May graduation is anticipated
 - Be ready with applications for travel funding if a paper is to be presented at a spring meeting
- 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

Ph.D. – 1st Year

- General: Complete required core coursework for Ph.D.
- August-September
 - If new GTA, attend Graduate School GTA orientation
 - Attend Department orientation for incoming Ph.D. students
 - Departmental potlatch and 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
 - Submit GCF
 - Be ready with applications for travel funding if a paper is to be presented at a spring meeting
- May
 - Have a plan in place for Ph.D. qualifying exams

Ph.D. – 2nd Year

- General: Complete elective coursework, for a total of 24 hours (not more than 6 hours of ANT698)

- Complete Ph.D. qualifying exams
- Defend Ph.D. dissertation proposal
- Begin fieldwork
 - Continue UA registration in ANT699: Dissertation Research
 - Must complete 24 hours of ANT699 (minimum 3 hours registration per semester)

Ph.D. – 3rd Year

- Maintain UA registration in ANT699
- Write Ph.D. dissertation
- Defend Ph.D. dissertation
- Semester of Ph.D. dissertation defense
 - Must be registered for ANT699 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.