

**HANDBOOK
FOR
GRADUATE STUDY
IN
ANTHROPOLOGY**

PREFACE

This handbook describes the policies and procedures for the department's graduate program.

In addition to consulting this handbook, graduate students should also refer to the *Graduate School Bulletin*, the *Graduate School Handbook*, and the *Typing Guidelines for Master's Theses and Doctoral Dissertations*. All of these are available in the Student Services Office, Graduate School, 534 Goodell Building, and may be consulted online at the Graduate School's website, <http://www.umass.edu/gradschool/current-students>

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I. INTRODUCTION

A. Philosophy. The Anthropology Graduate Program at UMass Amherst strives to produce leading scholars, educators and public intellectuals. Graduates of the program have gone on to secure prestigious awards, post-doctoral and tenure-track positions in academia as well as high-impact positions in the public, private and non-profit sectors. Our flexible graduate program allows students to craft their own program of study in any of the subfields. We encourage students to pursue innovative work that cuts across subfields and disciplines. Students work closely with their advisors and committee members to choose courses and research directions. We offer both a master's and a PhD. Students can expect to take three to four semesters of coursework for the Master's and an additional four years of research and training for the PhD.

We offer a variety of funding opportunities through teaching and research assistantships. Most students can expect five years of funding from the Department. We also offer additional funding for conference travel, pre-dissertation pilot studies, and dissertation writing fellowships.

B. Faculty Committees. An important focus of graduate education lies in the student-faculty committee relationship. The student is generally given broad latitude in selecting from among the faculty a few individuals to guide and evaluate the student's work, and the relationship is expected to be professional **and** collegial. Our experience has been that the collegial bonds of working together, whether informally or in coursework and research, creates ties of friendship and cooperation that become life-long.

At the outset, the MA student works with an assigned advisor. Most MA students will pursue a course-based degree. Students who write an MA thesis are advised by a thesis committee. In the doctoral program, the guidance committee sees the student through the doctoral examination, while the dissertation committee guides the development and writing of the dissertation research project. Committees are constituted by student initiative. The faculty membership conceivably could remain the same in all stages though this is rarely the case.

As a matter of philosophy and personal commitment, faculty members invited by a student to serve on the advisory, thesis, guidance, or dissertation committees accept the legitimacy of the student's educational goals and the capability of the student in reaching these goals. The assumption on the part of the faculty is that faculty are invited to serve on committees because they possess expertise in the areas where the student desires mastery. Students are free to change the composition of an existing committee, so long as the Graduate Program Director assents. In general, such requests are approved except when done precipitously or to avoid meeting committee-mandated expectations.

C. Coursework. Students are regularly required by their advisory or guidance committees to take particular courses, depending on background and objectives. These courses and the credits they entail are not, however, the heart of the program. Taken together, the courses should form the foundation, but not the pinnacle, of inquiry and mastery. Thus, while the Graduate School requires MA candidates to complete a minimum of 30 credits of graduate course work, the department expects students to demonstrate mastery of specific skills and issues that permeate and transcend particular courses. Of greater importance than credits and grades are the papers written in those courses, the faculty's assessments of student work, and the subsequent papers students write upon the foundation of course work or independent reading and research.

Nonetheless, graduate students are expected to do well in their courses and to complete course work when it is due. Faculty may give a grade of incomplete at the end of a course when only a small portion of work remains to be done. Students whose grades average out to below a B or who have two or more grades of incomplete (not including thesis or dissertation credits) are placed on probation (see Chapter V, section I).

D. Organization. While the Graduate Faculty of the University of Massachusetts is the formal body that recommends to the trustees that specific degrees be granted to students, the day-to-day operation of graduate programs is largely decentralized from the Graduate School to particular departments. The Graduate School

maintains records, handles admission, registration, tuition, and diploma issues for a population of 5,000 or more graduate students on the campus. The Department of Anthropology has developed its own organization to implement its philosophy of graduate education, while at the same time adhering to the requirements imposed from the Graduate School. Here are the key elements in that organization:

- 1. Graduate Program Director.** The faculty elects one of their number to serve as the Graduate Program Director (GPD) for a term of three years. The GPD is actually appointed by the Dean of the Graduate School and is required to carry out certain policies and procedures of the Graduate School. It is the job of the GPD to ensure that the substance and the letter of the MA and PhD program requirements and procedures set forth in Chapters II and III are met by each student. Further, the GPD is the formal link between the department and the Graduate School. All actions between the student and the Graduate School (except those involving money) go through the GPD.
- 2. Graduate Studies Committee:** The Graduate Program Director convenes meetings of the Graduate Studies Committee (GSC) throughout the academic year. The committee consists of two to three faculty members from a range of subfields and a representative from the Graduate Caucus. The graduate student participates in formulating policy and in selecting the winner of the Woodbury Travel Award. Only faculty representatives participate in matters involving students such as admissions, assessment, and funding.
- 3. Program Coordinator.** The departmental assistant is in 217 Machmer whereas the Program Coordinator to the GPD is in 213 Machmer. One of the jobs of the program coordinator is to keep student records up to date and to manage the flow of paper among faculty, students, GPD, and the Graduate School. As you complete various steps of the graduate program, please be sure that the program coordinator receives records of what you have accomplished. No action in your program will be considered official until it has been certified by the program coordinator and logged onto your Basic Student File.
- 4. Files.** All the files for graduate students are kept in Room 213 under the direct supervision of the program coordinator. Each student file is organized into folders. The first (blue) folder is termed the Basic Student File, where memos and forms are added and logged **only** by the program coordinator. No one else is permitted to add or to remove paper from the blue folder. The remaining folders contain student papers, appointments to assistantships, and teaching evaluations. Students are free to add material to their files or to read the file contents, but only in Machmer department space. While students have ready access to their own files, they are allowed access to other students' files only under limited and specific conditions and with the explicit permission of the GPD or the Department Chair or with the written permission of that student.
- 5. Mailboxes** for graduate students and faculty are located in the departmental lounge, Room 201. U.S., departmental, and campus mail sent to you at the department will be placed in your mailbox there. Be sure to check your mailbox regularly. The department does **not** send material to you at your local address via the U.S. Postal Service; rather, all department mail to you goes to your mailbox.
- 6. Graduate Caucus.** Departmental governance recognizes three constituencies: the undergraduate caucus, the graduate caucus, and the faculty caucus. Each graduate student is automatically a member of the graduate caucus, which represents the interests of graduate students on various departmental committees and in the departmental meetings. Notices of Graduate Caucus meetings are posted in advance and all graduate students are encouraged to attend and participate.
- 7. Get Togethers.** Throughout the academic year, there are frequent occasions for students and faculty to get together outside the format of courses. These range from purely social events such as Friday afternoon volleyball games or Halloween parties to the Monday afternoon colloquium series of special lectures or presentations and the Friday noon "brown bags" where works-in-progress by students or faculty are presented for discussion and feedback. There are also prospectus presentations scattered throughout the year. And there are spontaneous reading groups that spring up; there are also the sporadic discussions that

take place in the lounge. These social and intellectual events are at the heart of the program—where the craft of anthropology gets continually re-crafted. No one takes attendance, yet participation in these events is indispensable to your education as an anthropologist.

II. THE MASTER'S PROGRAM

A. Admissions. Most students admitted to graduate study in the MA program have completed at least the equivalent of fifteen semester hours of anthropology as undergraduates, including introductory courses in the sub-fields of anthropology (archaeology, biological anthropology, cultural anthropology, and linguistic anthropology) as well as more advanced courses in at least two sub-fields. In the event that the baccalaureate degree has been earned without this background, a student's advisor will plan an appropriate program of study to bring the student to the same level of preparation, in terms of breadth and depth, as students who have earned the BA in anthropology.

B. Statement of Purpose. The master's degree is the first stage in the development of a professional career in anthropology. The MA degree may lead to admission to a PhD program, to a teaching career at the secondary or junior college level, or to other specialized employment, such as cultural resource management in archaeology or applied work in cultural anthropology in the public interest. Most students should complete the MA program within two years of full-time study.

The goal of the MA program is to enable the student to acquire the intellectual foundation and the skills to pursue a career as a professional anthropologist. To do that the student needs to demonstrate the capabilities to complete an MA thesis or exam, namely:

1. The ability to formulate anthropologically interesting problems.
2. The critical ability to apply an appropriate methodology in linking empirical observation with a theoretically informed generalization.
3. A working familiarity with a body of data (e.g., a population, a culture area, a culture period).
4. The ability to demonstrate these competencies in writing.

Students meet this MA program goal by completing a personal core curriculum of four to six courses, developed in consultation with a faculty advisor and the graduate studies committee. This course of study is then complemented by other courses and by any other assignments given by the graduate advisor and graduate studies committee.

The MA program should be completed in two-years, and departmental funding at the MA level will be limited to a maximum of 5 semesters. Departmental funding includes all TAships, stand-alone teaching such as the Residential Academic Program (RAP) and Continuing Education, RAships and Lab Coordinator positions.

The following requirements, guidelines, and steps are effective for entering students beginning Fall 2015.

C. Guidelines and Requirements

Upon admission to the program, students are assigned an advisor. In some cases, a student may be assigned co-advisors due to a mutuality of interests.

All students should consult with their advisors before the beginning of each semester to select courses that best suit their personal interests and professional goals. They should communicate on a regular basis with their advisors to

keep them abreast of interests, challenges, and opportunities. Once per year, advisor-advisee communication is formalized in the Graduate Review (see the Graduate Review Form).

All students must fulfill the Graduate School's requirements for a master's degree, namely:

- Complete a minimum of 30 credit hours composed of graduate-level seminars, 21 of which must be in the student's major field of study;
- Sustain a 3.0 GPA;
- Earn a minimum of six credits (thesis option) or twelve credits (non-thesis option) in the 600-800 range.
- For those completing an MA thesis, a minimum of 6 and a maximum of 9 credits of Anthropology 699 **must** be completed.
- Not more than 6 credits may be transferred into a student's degree program from non-degree programs (e.g., Division of Continuing Education graduate credits, non-degree graduate student program, and graduate credits earned at other universities (if not earned in fulfillment of a degree). Such transfers take place only after a recommendation from the advisor to the GPD.
- Independent studies are not encouraged in a course-based master's program. In rare cases at the MA level, a maximum of 6 units of independent study may be counted toward the 30 units, but 21 units must still be credits from graduate seminars in the major department, i.e., Anthropology.

For additional details, see the Graduate School website:

<http://www.umass.edu/gradschool/current-students/graduate-student-handbook/3-degree-certification#Master's>

All students earning a master's degree in the Department of Anthropology must take the following courses:

- Anth 600 Intro to Grad School
- Research Methods (course to be approved by Advisor)
- Theory & Method (in the student's primary subfield)
- Graduate-level seminars in at least three of the four anthropology subfields

**Note:* Teaching in Anthropology is required for all incoming students with a teaching assistantship; in the event a master's student has alternate funding or is not working as a TA they may receive approval from the Graduate Program Director (GPD) to waive this requirement.

All students must select a coursework or thesis option by the end of the first year.

D. The MA Program Assessment Meeting. Toward the end of the second semester of study, the Graduate Program Director (GPD) shall convene an MA program assessment meeting with an ad-hoc advisory committee and each MA student. The ad-hoc committee shall consist of the GPD, the student's advisor, and a member of the Graduate Studies Committee (GSC). In advance of the meeting, the student should provide the program coordinator with a copy of the MA Coursework Plan (see Appendix for example). The purpose of the meeting is to 1) review the student's completed coursework to date; 2) review the coursework plan for the ensuing semesters; and 3) decide whether the student will be pursuing a coursework or thesis MA option.

Upon considering the materials in the student's file and in discussing them with the student, the committee will (1) recommend any appropriate changes in the program of study and (2) decide what additional work shall be done to complete the MA degree and prepare for the MA exam. In assessing the coursework plan, the ad-hoc committee will consider competencies necessary to attain anthropological breadth and depth.

The character of this end-of-first year meeting is not that of an examination. Rather, it actively involves the student in assessment and planning; it is a joint review of the first year's work and a planning session for the ensuing semesters.

E. The Master's Integrated Portfolio-based Exam.

The Master's general examination takes place upon completion of both required coursework and any assignments made at the Program Assessment Meeting (such as the MA thesis). The MA Exam Committee conducts the exam. The committee consists of the advisor, the GPD, and one other faculty member. The other faculty member will be chosen from one of the course instructors whose writing sample appears in the portfolio. The student will choose that faculty member in consultation with the advisor. If they cannot reach an agreement, the Graduate Studies Committee will make the decision.

The purpose of this examination is twofold: to evaluate the student's progress to date and to formulate future plans. The announcement of the examination is made by the GPD in writing to the entire faculty no less than **two weeks** before the scheduled date. For students who complete an MA Thesis (see G. below), the MA Thesis Defense serves as the Master's General Examination.

The exam proceeds along three steps: 1) The student submits a portfolio with three writing samples from coursework taken in three different subfields. Samples may include research papers, grant proposals, short essays, etc. The student may make selections in consultation with his/her/their advisor; the student submits three questions based on the portfolio, of which the committee will select one; 2) The student has 10 days to answer the question in the form of a 10-page essay (double-spaced, approximately 3,000 words, plus references cited); and 3) the student meets with the MA exam committee to complete the oral exam.

The GPD will schedule dates for the MA Exam in the Spring semester, typically a week after spring break, and the fall semester as needed. The oral evaluation portion of the examination is based on coursework, the portfolio, and the written essay. The exam committee combines its own assessment with the evaluative materials from the student's file and makes a recommendation regarding the student to the GPD for approval. This recommendation usually takes the form of one of three options:

1. the student's participation in the program is to be terminated without the MA degree;
2. the student has qualified for the completion of the MA degree only; or
3. the student has qualified for the MA degree and proceeds directly with the PhD course of study.

On rare occasions the exam committee may decide to postpone making a final recommendation—usually for no more than one semester. A written explanation for the postponement is presented to the student and to the GPD and a date is set for a second master's general examination. All MA candidates are expected to complete all degree requirements within three calendar years (see Chapter V, section I).

F. Routes to the MA Degree. For those students whose master's program does not include a thesis, the MA degree is conferred upon certification of the GPD to the Graduate Dean that the degree requirements have been met. These include a "pass" for the master's general examination, the satisfactory completion of a minimum of 30 graduate credits (of which at least 12 must be in 600-series or higher courses) at the University of Massachusetts, the completion of the Certificate of Eligibility form, and payment to the Graduate School of required fees. For those students whose program does include the MA thesis, the basic requirements are the same, although from six to nine credits of the minimum of 30 credits **must** be master's thesis credits.

G. Master's Thesis. If the student is required by the advisory committee at the MA program assessment meeting to write an MA thesis, she/he discusses with the committee an appropriate topic and ways of developing it into a thesis. Once an agreement is reached on these points, the student prepares a thesis outline. Once the outline is approved by the committee, the GPD transmits it to the Graduate School along with a formal recommendation that the advisory

committee be appointed as the MA thesis committee. The Graduate School requires that at least **four months** must elapse between the time the thesis outline is approved and the date of the MA thesis defense.

H. Advancement from MA to PhD. Students who are admitted to the MA program-only must formally apply for admission into the PhD program and will be evaluated competitively with all other applications.

Students who are admitted into the MA/PhD program must both successfully pass the MA thesis defense or the MA exam and receive approval for advancement from their evaluating committee. Passing the MA exam does not automatically ensure advancement to doctoral program.

I. Changing Faculty Advisors. Changing Faculty advisors requires formal approval by the GPD. The student is strongly encouraged to discuss this with their current Advisor and to ascertain whether their proposed Advisor is willing and able to serve as Chair of their Committee. The student then petitions the GPD for approval in writing by email or by appointment. The GPD will consult with both current and proposed advisors as part of the approval process and determine if the change is appropriate. If approved, the GPD writes a brief memo to all parties.

J. Steps to the Master's

Option 1: Course-based MA Exam

1. Consult with Advisor to Select Courses
The student consults with a designated advisor to select courses for the fall and spring semesters, and completes requirements for each course.
2. Form 4 – Schedule and Attend MA Program Assessment Meeting
At the end of Year 1, the Graduate Studies Committee will schedule days and times for MA Assessment Meetings. An ad-hoc committee consisting of the student's advisor, the Graduate Program Director or a member of the Graduate Studies Committee will convene the meeting. Form 5 to be completed.
3. MA General Exam
 - a. Submit Portfolio and Exam Questions to MA Exam Committee
The student submits a portfolio with three writing samples from coursework taken in three different subfields. Samples may include research papers, grant proposals, short essays, etc. The student may make selections in consultation with his/her/their advisor. The student also submits three potential exam questions based on the portfolio.
 - b. Complete Written Essay
The student receives exam question from MA Exam Committee and has 10 days to compose an essay response.
 - c. Complete Oral MA General Exam
An MA Exam Committee will convene to hold the MA general exam. The MA Exam Committee will consist of the advisor, one other faculty member, and the GPD. The Graduate Studies Committee will schedule days and times for the general exams.
4. Form 7 Report MA General Exam Results
The results of the MA general exam must be reported on Form 7, which must be signed by the advisor.
5. Complete Certificate of Eligibility
The student completes the **certificate of eligibility**, which includes the courses taken during the period of study (minimum of 30 credits), which must be signed by the GPD and Department Chair.

Option 2: Master's Thesis

1. Consult with Advisor to Select Courses
The student consults with a designated advisor to select courses for the fall and spring semesters, and then completes requirements for each course.
2. Attend MA Assessment Meeting
At the end of Year 1, the Graduate Studies Committee will schedule days and times for MA Assessment Meetings. An ad-hoc committee consisting of the student's advisor, the Graduate Program Director or a member of the Graduate Studies Committee will convene the meeting.
3. Prepare Thesis Outline
The student, in consultation with the advisor, prepares a formal outline of the thesis with a cover sheet.
4. Form 2 Select MA Thesis Committee and Submit Outline
The student selects members to serve on the MA thesis committee, which consists of a minimum of 2 members from the Department. Members must have Graduate Faculty status. The committee members must sign the formal thesis outline signatory page. Note that Form 2 must be completed, with the thesis outline attached, at least **four months** before the thesis defense can be scheduled. The Dean formally appoints the thesis committee.
5. Prepare Thesis and Register for Thesis Credits
The student prepares the thesis following both the committee's directions and format requirements set forth in the [Typing Guidelines for Master's Theses and Doctoral Dissertations](#). The student also must register for at least 6 but not more than 9 thesis credits (ANTH 699) while writing the thesis.
6. Form 4 Schedule MA Thesis Defense
Once the thesis is written and all committee members have read and approved a defensible draft, the student schedules the thesis defense by completing Form 4, submitting it to the Program Coordinator, who obtains the GPD's signature and places it in the student's file. The thesis defense must be scheduled at least **two weeks** prior to the MA thesis defense. The Program Coordinator announces the general examination in *AnthroCentral*.
7. Defend MA Thesis and Take MA General Exam
The thesis defense is an exam involving the student and the MA committee members.
8. Form 7 Report Results of MA Thesis Defense
The results of the thesis defense must be reported and signed by the thesis committee chair.
9. Complete Certificate of Eligibility
The student completes the **certificate of eligibility**, which includes the courses taken during the period of study (minimum of 30 credits). This form must be signed by the GPD and Department Chair.
10. Submit Thesis to the Office of Degree Requirements
The student must submit a copy of the thesis electronically through the University of Massachusetts Amherst [ScholarWorks for M.A., M.S., M.F.A. \(Art and Theater\)](#) website. The thesis must be approved and signed by all members of the thesis committee and the Department Head/Chair. One original of the thesis signature page is required to be submitted on acid free paper to the Graduate Student Service Center.

III. THE DOCTORAL PROGRAM

A. Admissions. Individuals admitted into the doctoral program generally have earned an MA degree in anthropology. In the event that the master's degree has been earned in another field, a student's advisor along with input from the guidance committee will plan an appropriate initial program of study to bring the student to the same level of preparation as those PhD students who have earned the MA in anthropology. When the MA has been earned in a field outside the social sciences, the committee may recommend that the student complete an MA in anthropology before proceeding in the doctoral program.

B. PhD Guidance Committee. On admission to the program, the student sets about without delay to form the PhD Guidance Committee. Committee members are selected on the basis of their capability to guide the student's development in their chosen areas of specialization. The composition of this committee is wholly independent of the composition of the student's MA advisory committee.

As a rule, the student completes the formation of the PhD guidance committee within one semester after being admitted to the doctoral program. The committee consists of at least two departmental graduate faculty members and one UMass graduate faculty member from outside the department who is not an anthropologist. Additional members are often added to the committee to meet the student's need for specialized expertise. The committee designates one of its members from within the department as its chairperson to serve as the student's advisor of record.

On occasion students may form an interim PhD Guidance Committee. This committee shall consist of no fewer than two members of the graduate faculty. It may oversee the preparation of the outline of the PhD program (i.e., the Statements of Field, the Tools of Research, and the Prospectus). As a rule, however, the full committee shall be formed within one year of a student's entering the doctoral program.

The student is required to consult with the advisor at least once a semester in planning coursework, but more frequent consultation between student and advisor is strongly encouraged. The student should convene the entire guidance committee at the time of its formation and whenever the formulation or change of substantive matters relating to the student's overall program is under consideration.

C. Credit Requirements

1. **PhD candidates** must complete a minimum of 10 credits of Anthropology 899 (dissertation credits).
 - a. There are no specific course or credit requirements beyond what may be mandated by the student's guidance committee.
 - b. There is no maximum on the cumulative number of dissertation credits that may be earned overall, although not more than 9 may be earned in any one semester.
 - c. Students must get approval to sign up for dissertation credits from their committee Chair, that approval should be submitted to the Program Coordinator for registration.

D. Statements of Field and Tools of Research. As soon as possible after entry into the PhD program the student, in consultation with the guidance committee, designates two fields of specialization that reflect the individual's career goals and intellectual interests. These fields may be defined very broadly or may be highly specialized, but must be outlined with care. The topics of these field statements will subsequently define and designate general areas of professional competence when the candidate completes the doctorate; accordingly, they ought not be too generally or narrowly constructed. One example of this middle road—between specificity and generality—was an essay on the biology of poverty; another was a course syllabus on the political economy of African development.

Preparation for each field selected by the student is under the supervision of a different committee member. Thus, there are at least two field representatives on the student's guidance committee. Students are normally expected to spend two or three semesters taking specialized courses, otherwise achieving mastery of the literature in their designated fields, and preparing their statements of field. The two statements of field may take several forms. An essay synthesizing and evaluating trends in the field of inquiry, a bibliographic essay, and a course outline are some of the forms that doctoral students have used in the past to demonstrate their competence in the defined field.

At the same time the fields of specialization are being designated, the guidance committee must consider what tools of research (e.g., mastery of a computer programming language, competence in one or more relevant foreign languages) shall be required of the student. The **issue** of tools of research is something the guidance committee must weigh at the time the doctoral program is defined. The committee may decide not to require mastery of any tools of research, but in any event, this issue is to be decided at this point. Further, the committee must at this point decide how it will ultimately assess mastery of any research tools it may require.

Once the student and the guidance committee (or the interim guidance committee) have decided on the content, form, and preceptors of the statements of field, and on the tools of research, if any, the student prepares an outline summarizing these decisions, and obtains the approval of the chair of the guidance committee and the GPD, after which the outline is then placed in the student's file.

E. The Prospectus. As part of the doctoral program, the student prepares a prospectus of the dissertation. The prospectus outlines (1) the intellectual issues that converge in the dissertation topic, (2) the pertinent literature, and (3) the methodological strategy and timetable for accomplishing the research objectives. The prospectus thus serves a different intellectual purpose from a statement of field. While each statement of field has a distinct preceptor, the prospectus is assumed to be developed in consultation with all the members of the guidance committee.

Once the prospectus has been prepared, the student is expected to make a public presentation of it in a departmental seminar. The presentation is not an examination. Its purposes are to provide information on a specialized topic to members of the department at large, to stimulate discussion, and to engender useful feedback to the presenter. The student has the responsibility for distributing copies of the prospectus to faculty and interested students at least two weeks before the scheduled presentation, so that others may be well prepared for it. The official announcement, also to be made no less than **two weeks** before the event, is issued by the GPD. After the presentation of the prospectus, the guidance committee may require the student to make changes in it before accepting it as the definitive outline of the doctoral dissertation.

F. Oral Preliminary Comprehensive Examination. As each statement and the prospectus are completed and approved, copies are filed with the program coordinator. When the dissertation prospectus and all statements are completed, they must be approved by the committee as a whole. Then, after completing any required research tools and/or languages, the student takes the PhD oral preliminary comprehensive examination. This examination is customarily held at the end of the student's fourth or fifth semester (but generally no later than the end of the sixth semester) of study beyond the MA. and **should be conducted during the academic year unless prior approval of the GPD has been secured.**

The PhD preliminary comprehensive examination is conducted by the student's PhD Guidance Committee. Together with the GPD, the student selects a faculty member to chair the examination. Any member of the examination committee is eligible except for the guidance committee chairperson. The examination chairperson is responsible for arranging the examination. A notification of the time and place of the examination must reach the GPD (via Form 5) in time for public written notice to all faculty at least **two weeks** before the event. The examination is open to all members of the departmental faculty.

The preliminary comprehensive examination focuses on, but is not necessarily limited to, the fields of specialization as represented in the statements of field described above and the proposed dissertation research as

represented in the prospectus. Prior to the commencement of the examination, the examination committee reviews the student's file. The examination procedure lasts no more than three hours, during which anyone attending has the right to question the student. At the completion of the examination the student temporarily leaves the exam room while the results are evaluated. Anyone present may comment on the student's performance, but only the members of the examination committee may vote on the outcome. On the basis of performance, the student is granted "pass" or "fail"; in the latter case, there is an automatic option to repeat the examination one time. A unanimous vote is required for a grade of Pass. The student is informed of the outcome immediately after the examination.

A student who fails the oral examination twice is dropped from the program.

The student who passes the oral preliminary comprehensive examination begins to devote full attention to dissertation research as outlined in the prospectus.

G. The Dissertation Committee. As soon as the student has passed the preliminary comprehensive examination, a dissertation committee is appointed by the Graduate School upon the recommendation of the GPD. The dissertation committee consists of a minimum of three members of the graduate faculty—a minimum of two from within the department plus a minimum of one outside member, who is not an anthropologist but should be a faculty member on campus in another department. The outside member must be a member of the graduate faculty at UMASS Amherst. It is customary, although not necessary, for the dissertation committee to carry over members of the student's PhD guidance committee.

It is the responsibility of the chairperson of the dissertation committee to arrange a conference with other members of the committee and with the student for the purpose of discussing the research problem before approving the dissertation outline. This conference should be held as soon as possible after the appointment of the committee.

Each member of the dissertation committee must sign the cover page to the student's dissertation outline (prospectus). The signed copy is then sent to the Graduate School by the GPD. The approved outline must be received in the Graduate School at least seven months before the dissertation defense may be scheduled.

The committee has direct charge of all matters pertaining to the dissertation, which must have the approval of a majority of this committee before arrangements are made for the final oral examination. As a rule, about one year is devoted to field or laboratory research under the guidance of the student's dissertation committee; after that an additional year is needed to write the dissertation.

Students are **required** to complete at least ten dissertation credits (Anthropology 899). No more than nine dissertation credits may be registered for in any one semester. There is no upper limit on the cumulative number of dissertation credits that may be earned.

H. The Dissertation and its Defense. When the dissertation is complete and approved by all the members of the committee for form **and** content, and a date is agreed upon, the chairperson of the committee informs the Graduate School through the GPD of the date, time, and location of the dissertation defense. The memorandum must reach the Graduate School at least **three weeks** prior to the date of the examination. At the same time, the student places a copy of the defense draft of the dissertation in the care of the program coordinator, so that interested readers may look at it prior to the defense.

The Department of Anthropology favors a defense format that is similar to a colloquium followed by a private examination. The final oral examination (i.e., dissertation defense) is conducted by an examining committee consisting of the dissertation committee and such other members of the graduate faculty as choose to attend. The defense is scheduled in a three-hour block so that the PhD candidate will have time (e.g., 30 minutes) to present the findings of the dissertation followed by approximately a half-hour public question-and-answer period. After the public portion of the defense, the committee conducts a private examination, approximately 1 to 1.5 hours. When the committee concludes its questions, the chair will ask the candidate to leave the room so that committee members

may deliberate. The candidate will then be invited back into the room to hear the examination results and any required revisions. In order to pass this final examination, the degree candidate must receive the unanimous vote of the dissertation committee.

The Department adheres to the UMASS Graduate School Graduate Student guidelines:

“All Final Oral Examinations/Dissertation Defenses must be announced [*Inside UMASS*] to allow interested Graduate Faculty and others to attend. The Graduate Student Service Center must receive written notification of the scheduling of a Final Oral Examination at least four weeks prior to the date of the defense. An examination cannot be held unless it has been publicly announced [*Inside UMASS*]. The examination must be held on the Amherst campus. All members of the Dissertation Committee must be present at the defense. (Note: All Graduate Faculty are invited to attend and cannot be excluded from a Final Oral Examination. Departments differ in allowing others to attend. Courtesy suggests that the Chair of the Committee, whose name is published [*Inside UMASS*], be consulted by others attending the Defense, with the stipulation above.)”

<http://www.umass.edu/gradschool/current-students/graduate-student-handbook/3-degree-certification#Master's>

<http://www.umass.edu/newsoffice/inside-umass/weekly-bulletin>

While the student must present to the dissertation committee a draft of the dissertation complete in form **and** content, the defense itself may open up areas that require the text to be revised after the defense.

Once the committee-mandated changes have been made and approved, the student completes the final copy of the dissertation. The format requirements for the dissertation are spelled out in the *Typing Guidelines for Master's Theses and Doctoral Dissertations*, available in the Graduate Student Services Office. Normally committees expect the dissertation to follow the reference and citation style of the *American Anthropologist*, though this is neither a Graduate School nor a departmental rule. Be sure to check with the committee on this point before drafting the dissertation, as the members may recommend a different style.

IV. STEPS TO THE PHD

A. Introduction. This chapter consolidates both departmental and Graduate School degree requirements and represents a way to put into action the formal program description of the preceding two chapters in this guide. Followed carefully, they can indeed be easy. These steps are organized to follow the order in which students proceed through the graduate program.

B. Principles:

It is the student's responsibility to see that her/his file is complete and up-to-date at all times. If a student has difficulty in getting a faculty member to process a form or to complete an evaluation, he/she should see the GPD or the departmental chair.

It is the advisor's responsibility to fill out or process all required forms promptly and accurately.

It is the obligation of the faculty to evaluate student work thoroughly and promptly, to make themselves accessible to students, and to provide frequent feedback and advice to students.

It is the responsibility of the GPD to ensure that both departmental and Graduate School requirements are followed by both students and faculty, that standards of excellence are maintained in the graduate program, and that the paperwork that attends these processes gets dealt with correctly and promptly. Nothing will be considered official until it is certified in writing by the Program Coordinator.

Every effort should be made by students and faculty to schedule evaluative meetings (i.e., MA program assessment meetings, MA general examinations, prospectus presentations, oral preliminary comprehensive examinations, and thesis or dissertation defenses) during the academic year, but not during the final examination periods, nor during vacation periods, nor over the summer when faculty have no contractual obligations to the University. Often these meetings take place in the office of the chair of the student's committee, in which case it is easy to schedule the use of that space. But the MA thesis defense, the prospectus presentation, the PhD comprehensive examination, and the dissertation defense often require a larger room. Check with the program coordinator or the chair of the department to schedule an appropriate room.

The program coordinator maintains a file of examples of the following documents:

MA Coursework Plan
Doctoral Program Outline
Prospectus

Master's Thesis Outline
Statements of Field
Dissertation Outline Title Page

GPD designates an initial advisor for the student. If the student is continuing from our MA program, their advisor is assumed to remain the same, unless the student informs GPD otherwise. For students new to the department, the GPD writes to the student before their first enrollment indicating the name of the advisor; the Advisor receives a copy of this letter.

Students meet with advisor before registration for first semester's courses. The minimum outcome of this meeting is the clarification of educational goals, preliminary identification of field statement and prospectus topics, list of potential candidates to serve on the guidance committee, and coursework to be taken during the first semester.

C. PhD Program: to the Prelims

1. Form 1 During the first semester in the PhD program, the student selects faculty members to constitute the guidance committee. All members must be on the Graduate Faculty of the University, two members must be from within the department, and one member must be someone outside the department and **not** an anthropologist. Student completes **Form 1**, has advisor sign it, gives it to program coordinator who gets GPD's signature and places it in the student's Basic File.
2. Form 3 Before the end of second semester in the PhD program, student prepares, in consultation with Committee, the Doctoral Program Outline, then convenes meeting of Committee to formally approve the outline. Student completes **Form 3**; Advisor signs it; Student attaches approved outline to Form 3 and submits it to program coordinator who gets GPD's signature and places it in the student's Basic File.

Note: Each statement must be precepted by a different member of the guidance committee. The prospectus is precepted by the entire committee. For most students, the prospectus will form the basis of a proposal for external funding for field research, and the advisor will typically serve as the Principal Investigator or Supervisor.

3. Student prepares statements of field, prospectus, and satisfies tools of research requirement as agreed to with Committee with Form 3 and its appended outline. Statements are to be filed with the program coordinator as they are completed and approved by the preceptor.
4. Form 4 When prospectus is completed, Student schedules the prospectus presentation with Committee, fills out **Form 4**, has advisor sign it, and submits it to the program coordinator who gets GPD's signature and places it in the student's Basic File. At a minimum, two copies of the prospectus are

to be filed with Form 4: one for the Basic File and the other as a circulating copy which the G lends out to those who ask for it.

Note: The Prospectus must be scheduled (via Form 4) at least two weeks before the prospectus presentation takes place.

5. GPD announces prospectus presentation by giving a copy of Form 4 to the departmental chair who then publishes the details in *AnthroCentral*.
6. Committee together with any other interested faculty and students participate in the prospectus presentation.
7. Form 4 Upon completion of remaining statements of field and tools of research, student schedules doctoral exam with Committee. Student submits **Form 4** together with final copies of statements of field to the program coordinator who gets GPD's signature and places them in the student's Basic File.

Note: Doctoral Exam must be scheduled (via Form 4) at least two weeks before the Exam takes place.

8. GPD announces PhD comprehensive examination by giving a copy of Form 4 to the departmental chair who then publishes the details in the *AnthroCentral*.
9. Form 7 Committee holds the PhD oral preliminary comprehensive examination, reporting the results on **Form 7**, which is submitted to the program coordinator.

D. Doctoral Dissertation Committee

10. Form 2 Student forms doctoral dissertation committee by completing **Form 2** and submitting it to program coordinator who gets the GPD's signature. At a minimum, all members of the committee must be members of the Graduate Faculty of the University; two of these must be from within the department, and the other must be someone outside the department who is **not** an anthropologist.
11. Student gets members of Committee and the chair of the department to sign their names on a newly prepared and separate title page of the prospectus indicating their approval of it as the dissertation outline and then submits it to the program coordinator.
12. Program coordinator copies the signed version of the dissertation outline and places it in the student's Basic File. GPD sends original signed version to Dean.

Note: Signed version of the dissertation outline must be submitted at least seven months before the date of the dissertation defense.

13. Dean appoints the dissertation committee.
14. Student prepares the dissertation in accordance with dissertation committee guidance and the procedures stated in the Graduate School's Typing Guidelines for Master's Theses and Doctoral Dissertations.
15. Form 6 Student schedules the defense with Committee when **all** the members approve that the dissertation is complete in form and content and ready to be defended. Student fills out **Form 6**, has advisor sign it and submits it (together with a draft dissertation copy to be circulated by program coordinator among interested readers) to the program coordinator.

Note: Dissertation Defense must be scheduled (via Form 6) at least four weeks before Defense takes place.

16. Program coordinator gets GPD's signature on Form 6, copies it twice, sends the original to the Dean, and gives one copy to the chair who publishes the defense announcement in *AnthroCentral*, and places the second copy in the student's Basic File.
17. Student completes credit requirements (see Chapter V, section C) and residency requirement (see Chapter V, section D).
18. Form 7 Committee holds dissertation defense. Results are reported on **Form 7**. Advisor then submits this to the program coordinator who gets GPD's signature, who then copies it, sends the original to the Dean and places the copy in the student's Basic File.

E. PhD Diploma Requirements

19. Student completes the "**Certificate of Eligibility for a Doctoral Degree**," available from the program coordinator; submits it to program coordinator.
20. GPD checks certificate with student for accuracy, signs it, obtains departmental chair's signature, and sends it to the Dean.
21. Student satisfies remaining Graduate School fee and form requirements and submits the original signed version of the dissertation to the program coordinator, and to the Office of Graduate Student Services in Goodell.

V. STUDENT STATUS

A. Introduction. Unlike many undergraduate and other graduate programs, ours is not driven by the number of credits earned nor by the letter grades in specific courses; rather the requirements for each student are developed by the student and the faculty committee under the general requirements spelled out in the *Graduate School Bulletin* and in Chapters II and III of this *Handbook*. The department's faculty operate on the assumption that all the degree program work that the student does is under the **explicit** direction of the student's advisor and/or faculty committee. Students who work outside the framework of explicit advisor/committee direction jeopardize their place in the program (see sections I and J, below).

B. Registration Status. According to Graduate School policy, each student must enroll **every** semester, both spring and fall, from initial Graduate School registration until the terminal degree is awarded. The student maintains enrollment each semester by either registering for course/thesis/dissertation credits, **or** by paying the program fee.

C. Residency Requirement. While there is no specific residency requirement for MA candidates, PhD students must spend a *minimum of two consecutive semesters (fall/spring or spring/fall)* in residence at the university. During this year, the student must spend some part of each week physically on campus and may not be employed on more than a one-half time basis. According to Graduate School policy, a student must be enrolled on a full-time basis (minimum 9 credits each semester) during the two semesters that fulfill this requirement (see the following section).

D. Full-time student/part-time student. The department operates on the assumption that students devote at least 20 hours per week during the academic year in the pursuit of the MA and/or the PhD degrees. These 20 hours exclude time devoted to meet teaching and/or research assistantship or other contractual or employment obligations. If the student devotes less than 20 hours per week to the program, then the student and faculty committee must develop an explicit and written program of part-time study, a copy of which is entered in the student's file. However, no student may be on a part-time program while completing the residency requirement.

Frequently, the student wishes to certify to others (e.g., banks, the Graduate Registrar, the Financial Aid Office) that he or she is a full-time student. There are two ways to accomplish this depending on the circumstances:

1. The student who is registered for 9 or more credits per semester is automatically certified to be a full-time student by the Graduate Registrar.
2. All others who are full-time (working at least 20 hours per week on a faculty committee-approved course of study) and needing certification must complete Form 11, have it endorsed by the advisor, and give it to the program coordinator who has it signed by the GPD, copies it, and sends it to the Graduate Registrar. The Graduate Registrar then can issue the appropriate certification, although the student may have to instruct the Registrar where to send this certification. This certification is good only for the current semester.

E. "Reasonable" Progress. Students are expected to work full-time on their degree programs and to demonstrate reasonable progress toward the degree(s), considering the expectations of the faculty committee. There are few hard and fast rules to define what reasonable progress is; this is really a faculty committee decision. Students whose rate of progress is less than what their faculty committees expect are placed on probation (see section I below) and may be dismissed from the program.

1. **The statute of limitations.** The Graduate School has established specific time limits on the length of time students may take in completing **all** program requirements. For "MA only" students, all Master's Degree requirements must be completed within three calendar years of the date of first registration in the MA

program. The statute of limitations for "MA/PhD" students is six years to the completion of the PhD, and for "PhD only" students (who have already earned the MA in Anthropology) it is four years.

- 2. Extending the statute of limitations.** Our experience has been that anthropology students often need more time to finish their degree programs than the Graduate School's statute of limitations allows. The Dean extends the statute of limitations when presented with a strong case that the student is making good progress and that the student has developed a credible schedule for completing all remaining requirements.

If you need more time to complete your degree program, you must make a plausible case first with your faculty committee and with the GPD that you have indeed used your time in the program well and that you have developed a realistic schedule for finishing up. You should draft a memorandum to your committee addressing these two points. You should expect some discussion to ensue before you and your advisor can sign Form 10. After completing Form 10, append your memorandum of justification to it and submit it to the program coordinator who will get the GPD to sign it, make a file copy, and send it to the Dean.

Be sure to submit your request for an extension of the statute of limitations to the GPD well in advance. Here are the deadlines: (these dates may vary by semester.)

Statute expires on:	Submit extension request by:
January 15	December 1
April 30	March 31
August 31	May 15

F. Leaves of Absence. A student, for a number of reasons, may have to interrupt participation in the program for a period of time. The student should draft a memo to the GPD explaining the need to suspend participation in the program. If the request seems reasonable to the GPD, s/he will petition the Graduate Dean on the student's behalf. The Graduate Dean normally grants leaves of absence for two years or less when petitioned to do so by the GPD. Students on leave of absence **must** register each semester on a program fee basis. The Dean automatically increases the statute of limitations by the length of the leave of absence. If you need to take a leave of absence, talk with your advisor and the GPD.

Note: It is **not possible** to be certified as a full-time student (for example, so as to defer student loan repayment obligations) while on a leave of absence.

G. Probation. Students whose record of performance in the degree program is below standard are placed on probation for one year. The department engages in an annual Graduate Review process to identify students who show cause for concern.

The GPD writes a memorandum to a student and her/his committee chair indicating that departmental probation may be invoked when:

1. the student's cumulative GPA has fallen below 3.0; or
2. the student has two or more grades of incomplete (excluding thesis or dissertation credits).

Within 30 days, the committee chair, after consulting with the student and other members of the committee, will respond to the GPD in writing with a specific recommendation either to invoke probation or not to invoke probation. In either case, specific reasons are to be cited.

If the committee chair recommends probation, the GPD writes the student a memorandum indicating that s/he has been placed on departmental probation for one year. This memorandum must clearly stipulate what the student

must do in the ensuing twelve months to have the probationary status lifted. A copy of this memorandum is placed in the student's file.

The GPD may also place a student on probation after receiving a recommendation to do so from the student's committee on the grounds that the student has failed to meet the committee's expectations of productivity or of timeliness in meeting requirements.

The GPD also places any student on probation when for two successive semesters, s/he/they fail to constitute a faculty committee.

If the student fails to meet the conditions of the probationary period, the GPD normally will recommend to the Graduate School that s/he be dismissed.

H. Withdrawal/Dismissal.

- 1. Voluntary Withdrawal.** If for any reason you wish to withdraw from the program, write a letter or memo to that effect to the Graduate Dean via the GPD, indicating your reasons. The GPD must endorse this request and attest to the Dean about the student's standing in the program (e.g., on probation, in good standing, on leave, etc.). If the student is registered for courses, these courses must be formally dropped (see the *Graduate School Bulletin* for details on how to drop courses).
- 2. Failure to Enroll.** Graduate students who fail to register for course, thesis, or dissertation credits or who do not pay the program fee by the end of the late registration period will automatically be withdrawn from the university by the Graduate Registrar for failure to maintain continuous enrollment.
- 3. Administrative Withdrawal.** The Graduate School may administratively withdraw a student from the university—after due notice—for failure to satisfy overdue financial obligations or for failure to comply with administrative requirements of the University.
- 4. Academic Dismissal.** A graduate student who in **any two** semesters (consecutive or not) has a GPA of or below 2.8 is subject to dismissal from the graduate program.
- 5. Unsatisfactory Progress.** A graduate student who fails to meet specific requirements of the GPD and/or his/her faculty committee during a year of departmental probation is subject to dismissal from the graduate program (see section I. Probation above).

I. Grievance Procedure. To protect students' rights and to ensure a fair way to resolve disputes between students and faculty or between a student and the Graduate School, both the department and the Graduate School have developed grievance procedures. Experience has shown that most grievances can be resolved easily through voluntary conciliation on the part of both parties. When these fail, two alternatives are available:

1. When the grievance concerns a matter of a faculty member's academic judgment of a student's work, the student may discuss this matter with the GPD and/or the departmental chair, who will seek to resolve the matter through conciliation. When these fail, the student should seek the services of the University Ombudsperson.
2. When the grievance concerns other matters (except the substance of University, campus, or Graduate School policies and regulations), the student may avail herself/himself of grievance procedures developed by the Graduate Council, which call for efforts similar to those cited in the preceding paragraph. A copy of the *Grievance Procedures for Graduate Students* is available from the GPD, the program coordinator, and also from the Graduate Dean's office.

VI. SUPPORT

The most important means of student support are teaching assistantships or associateships. A few students are offered research assistantships. Many students find ways to support their studies from sources outside the department, including teaching assistantships in the Writing Program, Women, Gender & Sexuality Studies, Legal Studies, the Biology Department, and the Internship Office. Some receive modest funding to continue research through the summer months from the Graduate School. A few have developed research assistantships in the Department of Psychology, and others have worked for the UMASS Archaeological Services in providing contracted survey, curatorial, and cultural resource management services. Some students, as part of a financial aid package, receive work-study support. Several rely on external or personal sources of funding.

A. Tuition Waivers. The Graduate School grants a waiver of tuition to graduate students who receive any form of fellowship or assistantship support so long as the stipend exceeds a particular minimum, please see Graduate Assistantship Office's website for the current amount: <http://www.umass.edu/gradschool/funding-support/graduate-assistantship-office>. This policy extends as well to employment off-campus, when such employment is considered an integral part of the graduate student's educational program. The test of whether such employment is integral to a student's education, according to the Graduate School, is a declaration by the GPD to that effect. So, if you think your work qualifies you for a tuition waiver, check with the GPD, or the Business Manager of the Graduate School.

B. Teaching Assistantships and Associateships.

1. Introduction. Teaching assistantships and associateships are not scholarships; rather, the graduate student is employed for up to 20 hours per week to assist an instructor in teaching introductory-level anthropology courses to undergraduate students. The faculty choose those graduate students who have demonstrated a strong capability to teach well. Teaching assistantships and associateships, of course, provide a graduate student with invaluable professional experience. Students who demonstrate exceptional teaching skill may be appointed as teaching associates who teach their own independent courses under the mentorship of a faculty member. In addition to an annual stipend paid bi-weekly, teaching assistants and associates receive a waiver of tuition.

Students should gain some teaching experience even before applying for assistantships—for example, by presenting oral class reports, by offering a lecture in one of the introductory courses, or by volunteering to organize a discussion section. In such cases, the student should arrange for the course instructor to evaluate such contributions and to place a written copy of this evaluation in the student's file.

Students desiring graduate teaching assistantships or associateships must apply each academic year whether or not they have held such positions previously. Renewal is in no case considered automatic. As a rule, assistantships and associateships are granted for an academic year, but under special circumstances may be granted for a single semester. The deadline for filing applications is announced by the GPD in *AnthroCentral*. Application forms are available from the program coordinator.

Preference is given to incoming students or those who have not held assistantships or associateships for an extended period of time. Various factors determine the number of semesters for which assistantships or associateships may be renewed, among them the number of qualified applicants and the number of positions available to the department; the maximum number for several years now has been six semesters. The main consideration in the granting of graduate teaching assistantships and associateships is the quality of undergraduate instruction. Selections are therefore made by the department's Graduate Studies Committee on criteria explained below.

All graduate students in good academic standing in the department are eligible to apply for these positions. The department deems it unwise for teaching assistants and associates to elect more than nine credits per

semester while holding a full appointment. Further, those on a full appointment are required to be enrolled on a full-time basis (see Chapter V, paragraph E).

2. The Application Process.

a. Application. Early in the Spring semester of each year, the GPD issues a call for applications for TA positions for the ensuing academic year. The due date for these applications is on or about March 1. Only currently enrolled graduate students are eligible to apply at this point. The program coordinator has application forms and accepts completed applications. Once the department's Graduate Studies Committee has assigned each applicant to a tier (see section 4 below) and rank ordered applicants within each tier, the resulting list forms the basis for assigning individuals to courses, in rank order, for the ensuing Fall and Spring semesters. Late applications, as they arrive, are added to the bottom of the list. This rank-ordered list is not re-ordered with the addition of new applicants. The list is replaced by the new list developed in the ensuing Spring semester.

The student submits a cover letter, a completed application form, teaching inventory, unofficial transcript, and a current CV. The purpose of the cover letter is to provide information not included elsewhere in the application materials. The letter may contain such items as supplemental areas of study (language, background research, complementary courses outside the department), and fieldwork or other issues that may have affected the rate of progress through the program. The applicant should make sure that her or his file is in order. Complete files should minimally contain: course/teaching evaluations for courses applicants have taught or assisted in teaching at UMass or elsewhere; current transcript; letters of evaluation of teaching experience and/or of core program courses (as relevant); and copies of publications and other relevant papers.

b. Assessment of applications. The department's Graduate Studies Committee is responsible for reviewing all application packets and applicants' files and for developing a rank ordering of all applicants, following the guidelines set forth below in sections 3 and 4. The Chair informs each applicant of: 1) her/his/their point score broken down by category, and 2) rank out of total number of applicants.

c. Assignment to courses. The GPD assigns those on the ranked list to specific courses primarily on the basis of the best match between the needs for instruction and the candidates' qualifications. In making assignments, the GPD considers applicants' preferences and tries to assign individuals so that cumulatively over the duration of their graduate student teaching careers, they teach across the anthropology curriculum. Those applicants not appointed to teaching positions remain as alternates to be appointed in rank order as positions may become available throughout the academic year.

3. Applicant Tiers. As the first step in the ranking process, applicants are separated into the following tiers, then ranked within each tier according to standards of teaching and academic excellence, outlined in the criteria listed below in section 4.

a. First tier: applicants who at the time of the effective date of their appointment would begin their first through fourth semester of being a teaching assistant funded out of Department allotment of TA-resources. Incoming graduate students will be ranked by the Graduate Studies Committee and placed at the bottom of Tier 1 for TA ranking purposes.

b. Second tier: applicants who at the time of the effective date of their appointment would begin their fifth or sixth semester of being a teaching assistant funded out of Department allotment of TA-resources.

- c. Third tier: applicants who at the time of the effective date of their appointment would begin their seventh or more semester of being a teaching assistant funded out of Department allotment of TA-resources.
- d. Fourth tier: applicants who:
 1. have submitted a late application.
- e. Fifth tier: Ineligible for appointment. This includes applicants who:
 1. are on probation in the department.
 2. have more than one incomplete grade*
 3. have teaching evaluations that manifest a pattern of strongly negative response and /or failure to perform duties at the minimum standard acceptable to the department and the University.

*Note: For students in tier 5 because of incomplete grades, if the student is able to complete coursework for an incomplete grade, and if the professor responsible submits a grade change form, the student should inform the Department Chair and will be moved to tier 4, assuming not more than one other incomplete grade still remains. None of the above shall allow prior TA offers to be rescinded.

Applicants must submit all application materials to the program coordinator on or before the deadline. The program coordinator will promptly inform the applicant whether the application is complete, and if not, exactly what materials remain to be filed. In such instances, the applicant will be expected to file the missing materials promptly. Applications that remain incomplete by noon on the date when they are reviewed shall be considered formally late.

Upon request, the Graduate Studies Committee provides students placed in this tier with reasons for this assignment.

Tier Rankings and 20-hour vs. 10-hour positions: Typically, the Department of Anthropology is able to offer students three years of funding from the Teaching Assistantship budget. This assumes the equivalent of one 20-hour position per semester, two semesters per year. The Department also at times offers 10-hour positions. These positions (whether Lab coordinator, RA, or grader) will count as one half of a full-time (e.g., 20 hour) position in terms of calculating tier rankings. Placement into tiers is therefore based on a system of equivalences (e.g., two 10-hour positions equals one 20-hour position). The Graduate Studies Committee keeps track of all assignments from Department resources.

Tier rankings can change midyear in several ways, including the following situations: a 10-hour position for one semester; a 10-hour position for two semesters; or a 20-hour position for only one semester. The latter case may happen when a student who was at the bottom of tier 2, for example, and who did not receive an appointment in the fall but due to the Graduate Students' request that the GPD "loop around" when making TA assignments, receive a TAship for only the spring semester. Lab coordinator are also assigned 10 hours for the academic year, and these funds also come out of the TA pool and thus those assignments count toward tier ranking.

All positions (RA, TA, RAP or other stand-alone courses in the Department) will be counted towards a student's total amount of Departmental funding. Positions for graduate students that are funded through external grants (e.g., NSF) or from other Departments will not be counted as part of a student's allotment of Departmental funding.

- 4. Ranking Criteria.** Applicants within each category are ranked according to the Graduate Studies Committee's assessment of their teaching ability and of the quality of their academic record, on the basis of information in the applicants' files. Teaching ability and academic excellence are given equal weight. Each of the criteria is assessed in detail. In addition to submitting an application form, applicants must make sure their files are complete and up-to-date. The following items constitute the basis of evaluation:

Academic quality is rated in two categories (i.e., coursework and academic awards; and research and scholarship) and teaching ability is rated in two categories (i.e. teaching experience; teaching quality). For each applicant, each of these categories is scored on a scale of zero to five points, with the exception of teaching quality category, which is scored on a scale of zero to ten points. Thus the maximum possible point score is 20 points. Details of the categories are:

Academic quality:

Category 1: a combination of grades (with GPA relevant only for Anthropology courses), evaluations of coursework, and academic awards received during graduate study. Maximum of five points.

Category 2: a combination of publications, technical reports, papers presented at conferences, grant proposals and grants awarded and, where appropriately documented, professional service. These forms of research and scholarship are weighted by type and by years of graduate study. Maximum of five points.

Teaching quality:

Category 1: a combination of type and degree of evaluated teaching experience, within and outside of the department. Maximum of five points.

Category 2: quality of teaching as indicated by classroom/student evaluations and letters of evaluation. Maximum of five points.

Finally, the academic and teaching subtotals are added for a maximum possible of 20 points. The applicant with the most points is then ranked 1st, the applicant with the second largest number of points, 2nd, etc.

5. Grievance Procedure. This Grievance Procedure exists to help ensure that any errors made in the Department's TA selection and ranking process are identified and rectified in a timely manner. Utilization of this Grievance Procedure will normally be preceded by a TA applicant's informal inquiry to the GPD. The Grievance Procedure may be initiated when a TA applicant believes his/her position in the TA ranking has resulted from misunderstanding or misjudgment of his/her qualifications or credentials. The Grievance Procedure does not apply when: (a) the applicant's position in the ranking derives from his/her failure to submit a complete application and /or to include relevant materials in his/her file prior to the selection deadlines; or (b) the grounds for the ranking and/or dissatisfaction with it result from the qualitative assessments expressed in such evaluative materials as teaching evaluations. TA applicants who wish to challenge their positions in the TA applicant ranking established and published by the Graduate Studies Committee of the Department have recourse to the following Grievance Procedure.

The steps and guidelines of the Grievance Procedure are:

- a. The TA applicant who is grieving the ranking must present his/her objections to the ranking to the Departmental Chair, in writing. Submission of the written grievance by the applicant constitutes permission to have a Graduate student member on the Grievance Committee who has access to the grievant's file.
- b. On receipt of the written grievance, the Departmental Chair will:
 - 1) sequester the file of the Grievant in the hands of the Departmental Office staff; and
 - 2) initiate the creation of the Grievance Committee, which must be appointed within two weeks of the Chair's receipt of the written grievance.

- c. From the time the Chair receives the written grievance until the Executive Committee reaches a final decision on the grievance, no materials may be added or removed from the Grievant's file, or, if relevant, from the files of other TA applicants.
- d. The Grievance Committee is an *ad hoc* committee, consisting of one faculty member appointed by the Executive Committee, one faculty member appointed by the Grievant, and one graduate student, who is not one of the ranked TA applicants, appointed by the Graduate Caucus. Each appointing body will inform the Departmental Chair of its appointee to the Grievance Committee in writing, and within two weeks as stipulated in 2b. The Chair will then formally appoint and charge the members of the Grievance Committee, and provide each of them with copies of the TA Selection Guidelines, the Grievance Procedure, and the Grievant's written statement of objection.
- e. The Grievance Committee will then review the Grievant's case and present its findings and recommendation to the Executive Committee, via the Chair, and to the Grievant, within two weeks of receiving its formal appointment and charge.
- f. In reviewing the Grievant's case, the Grievance Committee may review the file of the Grievant and any other TA applicants' files it deems relevant to the case. The Grievance Committee may also: interview the members of the Executive Committee or otherwise request information on the procedure and process followed by the Executive Committee in carrying out the TA selection; and/or request additional information from the Grievant relevant to the case.
- g. The agreement of any two of the three members of the Grievance Committee is sufficient to constitute a recommendation to the Executive Committee.
- h. The report of the Grievance Committee to the Executive Committee must be in writing with a copy provided at the same time to the Grievant. The Grievance Committee must and may only recommend either (a) that the Executive Committee let stand its original, published ranking of TA applicants; or (b) that the Executive Committee should reconsider the original ranking. In either case, the Grievance Committee must explain the reasons for its recommendation.
- i. If the Grievance Committee recommends that the Executive Committee let stand its original ranking, the Executive Committee need take no action. The Dept chair will then inform the Grievant of the outcome, in writing, and will file all documents relevant to the grievance case.
- j. If the Grievance Committee recommends that the Executive Committee review and reconsider the original ranking, the Executive Committee must do so, with attention to the reasoning of the Grievance Committee, within two weeks of receipt of the Grievance Committee's report. The Executive Committee will decide the extent and details of its review of applicants' files and on any other steps necessary to its reconsideration.
- k. Regardless of the outcome of the Executive Committee's review of the ranking, it must publish the results of its reconsideration as part of its minutes in the *MegaMemo*. If the Executive Committee decides, as a result of its reconsideration, to change the original ranking of the TA applicants, it should include a summary of its reasoning in the published Minutes.
- l. Within one week of the Executive Committee's review of its ranking, the Departmental Chair must formally notify the Grievant, in writing, of the outcome. The Chair will then file all documents relevant to the grievance case.

This procedure will be deemed to have been exhausted once the Chair has informed the Grievant of the Executive Committee's deliberations.

C. Stand-Alone Teaching Opportunities in the Department. The University's On-Line Learning Program (OL) and the Residential Academic Program (RAP) in cooperation with the department offer courses that graduate students organize and teach. The departmental chair develops, with counterparts in OL and RAP, just which courses are to be taught in anthropology during the fall and spring semesters, the Winter term, and during the two summer sessions. Then the chair makes an announcement in *AnthroCentral* calling for applications to teach OL courses. There are also occasionally stand-alone sections of departmental courses offered during the regular semester, though these are often created on an ad hoc basis in response to enrollments and student demand.

There will be two calls per year for stand-alone teaching opportunities. The first call will usually be in the spring, at the same time as the call for TA applications. This call will include applications for RAP for the following academic year, for OL courses for the fall, winter, and spring, and stand-alone teaching opportunities in the Department for the fall. The second call will be late in the fall semester, and will include applications for summer OL courses, and stand-alone teaching opportunities in the spring. The stipend for OL courses is related to the size of enrollment; if enrollment is too low, the OL may cancel the course.

The following guidelines apply to all regularly scheduled stand-alone teaching opportunities in Anthropology offered through the Department.

1. Posting:

- A. The GPD will place a call for applications in *AnthroCentral* at least three weeks in advance of a deadline. That call will indicate which courses are to be offered; the deadline for submission of applications; that the applications must be hand delivered (or faxed) to an office staff person; and those materials necessary for a complete application.
- B. The submission deadline will be prior to a scheduled Graduate Studies Committee meeting at which the applications will be considered.
- C. The call for applications will be made twice per year, as indicated above. The chair will work with OL and RAP staff and the Graduate Studies Committee to plan which courses will be offered in any given semester. The application deadlines will appear in any departmental master calendar.

2. Application Process:

- A. Each applicant will submit:
 - 1) a completed application form;
 - 2) an up to-date *curriculum vitae*;
 - 3) a completed teaching inventory form;
 - 4) a letter of intent which will minimally state, in rank order, those courses the applicant wishes to teach and why. This letter may also discuss financial exigencies.
 - 5) an unofficial transcript
- B. All applications will be received and kept together in a central location to be determined by the chair.
- C. There will be no limit on the number of courses for which an applicant can apply in any given semester.

- D. Applicants will promptly receive a receipt for their application. This can be a form letter handed to the applicants when they apply.
- E. If there are advertised courses for which no one applies, or if a successful candidate declines an offered position, a second call for applications for that position will be made, whenever necessary.

3. The Criteria for Selection:

- A. Criteria for OL courses
 - 1. Students should have completed at least 4 semesters of a TA or equivalent to be considered eligible.
 - 2. Students who have taught fewer than 6 OL courses will be prioritized over students who have taught 6 or more OL courses.
- B. In keeping with the letter and spirit of the GEO contract, no applicant holding a fellowship, TA, RA, or other position covered under the GEO contract will be discriminated against during the application and/or selection process for OL positions, provided that the applicant is in good academic standing and is making sufficient progress toward his/her degree. However, if an applicant holds a fellowship which prohibits such employment, the terms of the fellowship will be honored.
- C. If there are any questions concerning an applicant's academic standing or progress toward her/his degree, the applicant, the GPD, and the applicant's advisor will determine if it is in the best interest of the applicant to teach a OL course.
- D. A graduate student member of the Graduate Studies Committee who has applied for a stand-alone teaching position cannot participate in the selection process. The Grad Caucus will appoint a replacement, as it does for the TA ranking procedure.

4. The Selection Process:

- A. In order to ensure wide accessibility to OL courses, the Graduate Studies Committee will attempt to place as many qualified applicants in positions as is possible. In order to ensure that qualified candidates are given the opportunity to gain critical teaching experience, and that no one student monopolizes a given course, **applicants will not be given priority to teach the same class more than four times.** In addition, no applicant will be given priority to teach more than one stand-alone course during any given session.
- B. If there is more than one application for a given course *after* a consideration of whether a student has maxed out their time to teach the same class (4.A), the Graduate Studies Committee will use the following criteria to rank the candidates for each course being offered (using the criteria in rank order):
 - 1. Teaching experience and quality of instruction will be weighted equally. The Graduate Studies Committee will prioritize applicants with teaching experience in the following rank order:
 - a. Standalone experience in specific course (STA)
 - b. Experience in other standalones (other STA)
 - c. TA experience in specific course (TA)
 - d. TA experience in other courses (other TA)
 - 2. Letter of Intent.
 - 3. Professional Development. The Graduate Studies Committee will review each applicant's CV to determine which applicant has the strongest professional experience in the area of the proposed course and in related areas.

C. In considering all of these applications, the Graduate Studies Committee will follow all employment guidelines stipulated by the university and GEO.

5. Notification of Selection.

A. The Graduate Studies Committee will notify all applicants of its decision within three weeks of the application deadline.

B. Each successful applicant will be appointed a faculty mentor to assist and advise in the design and instruction of their course or courses.

C. In order to make the application procedure a learning experience for graduate students, at any applicant's request, the GPD will notify the candidate of the specific reasons why her/his application was unsuccessful. This may be done verbally in a meeting of the candidate with the GPD and other faculty members of the Executive Committee or through written notification.

D. If the Graduate Studies Committee disqualifies an application, that applicant must be notified of the reason or reasons. This may be done verbally or through written notification as outlined above in 4.C.

D. Research Assistantships. In any given year, there may be one or more research assistantships available in the department, depending on outside funding of faculty research. In general, research assistantships carry the same stipend, time commitment, and tuition waiver that teaching assistantships do. Selection of research assistants is left to the discretion of the faculty principal investigator. Likewise teaching assistantship funds that are tied to individual instructors operate the same way (e.g., summer archaeological field school assistants, lab supervisors).

E. Pre-Dissertation Research Awards are awarded to a limited number of PhD students each year. The competition is open to students in all subfields. The Graduate Studies Committee critically reviews grant proposals. Grants are meant to enable students to undertake a feasibility study that will be conducted prior to beginning dissertation research. The purpose of the pre-dissertation study might include visiting research sites and establishing necessary contacts, refining research questions and collecting pilot data, and testing research methodologies. The application procedures and accounting for the awards are designed to give students practice in all aspects of grant preparation and reporting. Well-conceived pilot studies are expected to produce information that can form the basis of grant proposals. **If any dissertation data or information is to be collected from human subjects/informants during the course of this research, prior clearance from the UMass Institutional Review Board for working with human subjects is required.** (See Appendix 3.)

F. Graduate School Summer Fellowships: The Graduate School offers two different fellowship programs for PhD students. Research Enhancement and Leadership (REAL) Fellowships are available to graduate students from underrepresented populations in the social sciences. The Fellowship provides a stipend of \$4,000 in each of four summers, contingent on continued good standing in the program in accordance with departmental standards. The SBS-Graduate School summer research fellowship provides \$4,000 per summer for three summers to encourage ongoing research activity. Students are expected to devote themselves primarily to some aspect of their research during each of the fellowship summers. The award is also contingent on satisfactory academic performance.

G. Travel Grants and Woodbury. The Department of Anthropology and the Graduate School offer travel grants to current graduate students. Grants are awarded exclusively for travel to national and international conferences that occur between September 1 and August 31 of each academic year for the purpose of presenting the results of research conducted during graduate study at UMass Amherst. Awards are for presentations rather than to attend a conference or facilitate a session. Grant funds apply to *registration, transportation, and lodging* expenses documented by receipts. Awards will typically range from \$400-\$600. Meals, copying, and other incidentals are not reimbursable. Students are strongly encouraged to share travel expenses with others attending the conference. The

applicant must 1) **be enrolled** (for credit or Program Fee), and 2) **be accepted or invited to present** at a conference or professional meeting. Students will be prioritized to receive one travel grant per academic year. The Department of Anthropology also awards up to two **Woodbury Travel Grants** per year. The Woodbury Committee consists of two faculty members from the Graduate Studies Committee and one graduate student. The committee is entrusted with the responsibility of honoring the gifts of Dick and Nathalie Woodbury, who have created the Richard B. Woodbury Endowment. The interest earnings from this endowment are to be used to help defray the cost of travel for a graduate student presenting her/his/their first paper at a major professional conference. The Woodbury committee calls for papers once each year (in the spring), then selects the best two papers to be honored with the award. The endowment generates in excess of \$1,000 of interest each year.

To clarify, a student may receive both a department-graduate school travel grant and a Woodbury Travel Grant in a single academic year once during his/her/their graduate studies.

H. Dissertation Writing Fellowships. The Graduate School together with the College of Social and Behavioral Science makes available fellowships that are up to department's discretion to distribute. In consultation with graduate students, the Department of Anthropology decided to use the funds for **two dissertation writing fellowships in the amount of \$10,000 each**. There are no duties other than to devote oneself to writing the dissertation. The department issues a call for applications each spring, and qualified students may apply. The successful applicants will demonstrate a *significant* record of achievement that is broad, diverse, impressive, and interesting. The Graduate Studies Committee chooses from among the applicants, giving priority to students at or near the dissertation writing stage. (See Appendix 4.)

I. The Sylvia Forman Graduate Scholarship provides a stipend for a graduate student in anthropology who is a citizen of the Global South or who is a Native American. The scholarship was created by a bequest by Professor Sylvia Helen Forman, who was a professor in the department from 1972 until she died in 1992. Memorial gifts from friends and alumni have bolstered the capital of this fund substantially. Professor Forman's objective in creating the scholarship was to recruit graduate students from those regions of the world that historically had hosted anthropologists. It was Professor Forman's view that anthropology must be decolonized, and a key means to accomplish that is to diversify the identities and social positions of its practitioners. While the stipend varies from year to year depending on the amount of interest the fund has earned, the trustees endeavor to award an amount to cover room, board, tuition, fees, and transportation for one graduate student per year. In general, the fund's trustees aim to award the scholarship to an incoming graduate student each year, though any student in the graduate program who meets the citizenship requirement, may apply.

J. The European Studies Program gives graduate students and honors undergraduate students the opportunity to develop a research idea into a concrete plan of action, to put the plan into effect during a semester in Europe, then to write up research results during the ensuing semester. Under the direct supervision of one of the faculty, preliminary research is conducted at various sites in Europe—the site varies each year depending on faculty and student interest. The idea is to give students a first-hand research experience **before** they become committed to specific dissertation topics. In fact, such preliminary research is often crucial in subsequently delineating the dissertation topic.

The university supports the European Studies Program by granting student participants a modest stipend and a waiver of tuition for the semester in Europe.

VII. THE FACULTY AND THEIR SPECIALTIES

Sonya Atalay, Associate Professor

Office: W20 Machmer, Telephone: 545-2652 (satalay@umass.edu)

Cultural/Archaeology: Community-based research, indigenous archaeology, public anthropology, food ways and cooking, research ethics, NAGPRA, intellectual property issues.

Geographic Areas: Turkey, Great Lakes/Native North America

Felicity Aulino, Assistant Professor

Office: 204 Machmer, Telephone: 545-0935 (felicity@anthro.umass.edu)

Physical: Medical anthropology: global health studies, care and caregiver subjectivity, population aging, public health and humanitarian intervention, Buddhism, embodiment, psychological anthropology, ethnographic film, participatory action research, critical phenomenology. Geographical areas: Thailand, Mainland Southeast Asia

Whitney Battle-Baptiste, Associate Professor; Director of the W.E. B. Du Bois Center

Office: 211 Machmer, Telephone: 577-0932 (wbbaptiste@anthro.umass.edu)

Archaeology: African Diaspora theory, Black Feminist Theory, African American expressive and material culture, Historical Archaeology, African Diaspora archaeology. Geographical area: North America.

Jean Forward, Senior Lecturer,

Office: 104 Machmer, Telephone: 545-2064 (jforward@anthro.umass.edu)

Cultural: applied anthropology and education, colonialism, cultural persistence. Geographical area: North America and Scotland.

Krista Harper, Associate Professor

Office: 210 Machmer, Telephone: 577-0661 (kharper@anthro.umass.edu)

Cultural: Environmental anthropology, green political movement. Geographic area: Eastern Europe.

Julie Hemment, Professor

Office: 104 Machmer, Telephone: 577-1104 (jhemment@anthro.umass.edu)

Cultural: Post-socialism, gender and transition, feminist anthropology, Participatory Action Research Methodology, applied anthropology. Geographic area: Russia.

Brigitte Holt, Associate Professor

Office: 101 Machmer, Telephone: 577-0697 (holtb@anthro.umass.edu)

Biological anthropology: human evolution, Ice Age, hunter-gatherer paleoecology, modern human origins, bone biology, functional morphology. Geographic area: Europe.

Amanda Walker Johnson, Assistant Professor

Office: 207B Machmer, Telephone: 577-0933 (awjohnson@anthro.umass.edu)

Cultural Anthropology: intersection of critical race theory, anthropology of science, and critical educational theory, standardized testing, impact education, particularly for African Americans and Latino/as.

Geographic area: United States.

Eric Johnson, Lecturer

Office: E11 Machmer, Telephone: 545-0916 (ericjohnson@anthro.umass.edu)

Archaeology:

Jason Kamilar, Assistant Professor

Office: 102 Machmer, Telephone: 545-7397 (jkamilar@anthro.umass.edu)

Biological Anthropology: Primatology, behavior, ecology, evolution, biogeography, conservation biology, and quantitative methods. Geographic areas: Africa and Madagascar.

Elizabeth L. Krause, Professor

Office: 205 Machmer, Telephone: 577-1205 (ekrause@anthro.umass.edu)

Cultural anthropology: Culture & power, immigration, medical anthropology, reproductive politics, race, gender, political economy, historical anthropology and social memory, economic anthropology, ethnographic writing, text analysis. Geographic areas: Italy and United States.

Thomas Leatherman, Professor | Graduate Program Director

Office: E26 Machmer, Telephone: 545-2705 (tleatherman@anthro.umass.edu)

Physical Anthropology: Bio cultural theory and practice; political economy of health; biology of poverty; political ecology; health and nutrition; ecology and adaptability; coping with marginal conditions; seasonality; growth and development. Geographic areas: Latin America (Andes, Yucatan); Southeast United States.

Ventura Perez, Assistant Professor

Office: W10 Machmer, Telephone: 577-0662 (vrperez@anthro.umass.edu)

Bioarchaeology: interpersonal and institutional forms of violence. My work focuses on cultural representations of violence using an interdisciplinary inquiry that includes social science and behavioral and biological research (specifically skeletal trauma), along with the analysis of artifacts and ethnohistoric research. Zacatecas, Mexico at the site of La Quemada (AD 900) and in the greater Southwest.

Jennifer Sandler, Assistant Professor

Office: 209 Machmer, Telephone: 545-0214 (jsandler@anthro.umass.edu)

Cultural: social theory, critical pedagogy, neoliberalism, immigration, sense of place/community, social movements, social policy, and meetings as research sites. Geographic areas: US and Mexico

Boone Shear, Lecturer, Chief Undergraduate Advisor

Office: 207A Machmer, Telephone: 577-0696 (bshear@umass.edu)

Cultural: economic subjectivity, neoliberal development, post-capitalism and ontological politics, activism and community engagement, political ecology, and public anthropology.

Lynnette Leidy Sievert, Professor

Office: 105 Machmer, Telephone: 545-1379 (leidy@anthro.umass.edu)

Biological Anthropology: reproductive ecology, human variation, women's health. Geographic areas: United States, Mexico, Paraguay

Jacqueline Urla, Associate Professor/Department Chair

Office: 208 Machmer, Telephone: 545-2869 (jurla@anthro.umass.edu)

Cultural: cultural studies, gender and sexuality, linguistic anthropology. Geographic areas: Western Europe and Spain.

**DEPARTMENT OF ANTHROPOLOGY
Committee Appointment**

Student's Name: _____ Date: _____

Recommendation for: (circle 1)

- a. PhD Guidance Committee
- b. Interim PhD Guidance Committee

I recommend that the members of the Graduate Faculty named below be appointed to serve as the committee for the student named above.

Chair: _____

Chair's signature: _____

Other members (indicate department if outside anthropology)

GPD's Signature of Approval: _____ Date: _____

Notes:

1. All committees must have at least three members of the Graduate Faculty, except the Interim PhD Guidance Committee, which should have no fewer than two members.
2. Both the provisional and MA Advisory committees must represent at least two subfields of anthropology.
3. The PhD Guidance committee must have at least one member from outside the department who is not an anthropologist.
4. This action is not considered completed until it has been filed with and certified by the Program coordinator.

Office Use Only

Certified received by Program coordinator: Date: _____ Initials: _____

**DEPARTMENT OF ANTHROPOLOGY
Thesis/Dissertation Committee Appointment**

Date: _____

To: Dean of the Graduate School
From: Graduate Program Director

Student's Name: _____ Student number: _____

Recommendation for: (circle 1)

- a. MA Thesis Committee
- b. PhD Dissertation Committee

I recommend that the members of the Graduate Faculty named below be appointed to serve as the committee for the student named above.

Chair: _____ Chair's signature: _____
Other members (indicate department if outside anthropology)

Enclosed with, but not attached to, this form is a copy of the thesis or dissertation outline, *preceded by a separate signatory page signed by each committee member and by the department chair*, indicating their approval of the outline.

GPD's Signature of Approval: _____ Date: _____

Notes:

1. Thesis and dissertation committees must have a minimum of three members of the Graduate Faculty.
2. The thesis committee must represent at least two subfields of anthropology.
3. For MA thesis committee appointments, a minimum of **four** months must elapse between the date of appointment by the Dean and the defense date; this interval is **seven** months for PhD dissertation committee appointments.
4. For dissertation committees, at least one member must have an appointment to the UMass graduate faculty outside the department and not be an anthropologist.
5. Both this form and the signed outline are to be submitted together to the GPD.
6. This action is not considered completed until it has been filed with and certified by the Program coordinator.

Office Use Only

Certified received by Program coordinator: Date: _____ Initials: _____

DEPARTMENT OF ANTHROPOLOGY
Approval of Program Outline

Student's Name: _____ Date: _____

Approval of: (circle 1)

- a. MA: Course Program Outline (see note #1)
- b. PhD Guidance Committee: PhD Program Outline (see note #3)
- c. PhD Provisional Program: Outline (see note #2)

The committee members have read and approved the outline noted above. A copy of it is attached.

Name of committee chair: _____

Signature of chair: _____

GPD's Signature of Approval: _____ Date: _____

Notes:

1. The MA Coursework Plan must include the following courses:
 - a. Anthro 600 Intro to Grad School
 - b. Anthro 697TA Teaching in Anthropology*
 - c. Research Methods (course to be approved by Advisor)
 - d. Theory & Method (in the student's primary subfield)
 - e. Graduate-level seminars in at least three of the four anthropology subfields
2. The provisional program may include up to 12 credits. Undergraduate courses may be included as part of the provisional program, but they may not be counted as part of the degree program.
3. The doctoral program outline meets the following conditions:
 - a. Each statement of field (including the prospectus) must be precepted by a different faculty member.
 - b. The outline must specify the format of each statement (e.g. course outline, research proposal, essay, etc.)
 - c. The outline must specify the research tools or language(s) that the student is expected to master as well as how competence will be assessed.
4. This action is not considered completed until it has been filed with and certified by the Program coordinator.

Office Use Only

Certified received by Program coordinator: Date: _____ Initials: _____

DEPARTMENT OF ANTHROPOLOGY
Announcement of Assessment, Examination or Presentation

Student's Name: _____ Date: _____

Circle 1:

- a. **MA Program Assessment Meeting with Graduate Study Committee.** (Complete section A)
- b. **MA general examination.** The MA advisor and Graduate Study committee is satisfied that the student has completed all outstanding MA program assignments and is now ready for the MA general examination. (Complete section A).
- c. **MA thesis defense.** The committee has read a complete draft of the thesis and has reviewed the completed MA program assignments. The student is ready to defend the thesis. (Complete sections A & B; attach a copy of the thesis).
- d. **Prospectus presentation.** The PhD guidance committee judges that the prospectus is sufficiently well developed to be formally presented. (Complete section A & B; attach a copy of the prospectus).
- e. **PhD comprehensive examination.** The members of the PhD guidance committee have read and approved the statements of field and prospectus. The student has acquired the research tools and/or language competency necessary to conduct the dissertation research. The student is now ready for the doctoral comprehensive examination. (Complete section A). The examination will be chaired by (cannot be committee chair):

Section A. Date of the assessment, examination or presentation: _____

Place: _____

Time: _____

Committee Chair: _____ Signature: _____

Note: For MA Assessment Meeting, Advisor serves as Committee Chair

Section B. Title of thesis or prospectus (available for interested readers in Machmer 215):

GPD's Signature of Approval: _____

Date: _____

- Notes:**
- 1. This notice must reach the GPD at least **two** weeks before the scheduled event.
 - 2. This action is not considered completed until it has been filed with and certified by the Program coordinator.

Office Use Only

Certified received by Program coordinator: Date: _____ Initials: _____

DEPARTMENT OF ANTHROPOLOGY
Results of the MA Program Assessment Meeting

Student's Name: _____

Date: _____

Date assessment held: _____

The advisory committee has reviewed the student's work to date and recommends that the student complete the core program as outlined (or amended) and undertake the following additional assignment(s) for the MA degree: (circle 1)

- a. MA thesis
- b. Course-based MA

Projected completion date: _____

Signature of Masters Program Advisor: _____

GPD's Signature of Approval: _____ Date: _____

* Committee, in considering additional assignments, aim for the student to have demonstrated, by the time the MA program is complete, the intellectual abilities necessary to complete an MA thesis, namely:

1. The ability to formulate anthropologically interesting problems;
2. The critical ability to apply an appropriate methodology in linking empirical observation with a theoretically relevant generalization;
3. A working familiarity with a body of data (e.g. a population, a culture area, a culture period); and
4. The ability to demonstrate these competencies in writing.
5. This action is not considered completed until it has been filed with and certified by the Program coordinator.

Office Use Only

Certified received by Program coordinator: Date: _____ Initials: _____

**DEPARTMENT OF ANTHROPOLOGY
Announcement of Dissertation Defense**

Date: _____

To: Dean of the Graduate School

From: Graduate Program Director

Student's Name: _____ Student number: _____

PhD dissertation defense. The members of the dissertation committee have read and approved a complete draft of the dissertation. The student is now ready to defend it.

Section A. Date of the defense: _____

Place: _____ Time: _____

Committee Chair: _____ Signature: _____

Section B. Title of dissertation: _____

Would you please announce this event to the members of the Graduate Faculty?

GPD's Signature: _____ Date: _____

- Notes:**
1. this notice must reach the GPD at least **four** weeks before the defense.
 2. This action is not considered completed until it has been filed with and certified by the Program coordinator.

Office Use Only

Certified received by Program coordinator: Date: _____ Initials: _____

DEPARTMENT OF ANTHROPOLOGY
Examination/Defense Results

Date: _____

To: Dean of the Graduate School

From: Graduate Program Director

Student's Name: _____ Student Number: _____

Circle 1:

- a. Masters General Examination
- b. MA Thesis Defense
- c. PhD Comprehensive Examination
- d. PhD Dissertation Defense

Date this examination took place: _____

Committee Members' Decision:

[Note: For the candidate to pass the PhD Comprehensive Examination or the PhD Dissertation Defense, all members of the committee must grade the candidate with "Pass"]

Names	Signatures	Pass/Fail
_____, chair	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Committee's Recommendation (to be completed by the committee chair): Following upon the results of the examination indicated above, the committee recommends that the student now proceed to....

GPD's Signature of Certification: _____ Date: _____

Note: This action is not considered completed until it has been filed with and certified by the Program coordinator.

Office Use Only

Certified received by Program coordinator: Date: _____ Initials: _____

DEPARTMENT OF ANTHROPOLOGY
Request for an extension of student's statute of limitations

Date: _____

To: Dean of the Graduate School

From: Graduate Program Director

Student's Name: _____ Student number: _____

Student's Declaration: My current statute of limitations is set to expire on:

Month: _____ Year: _____

Would you kindly extend my statute of limitations to (circle one) 2 year cycle:

- a. January 15
- b. April 30
- c. August 31

Year: _____

I have appended a written justification for this request, including a detailed plan and schedule for the completion of all remaining program steps.

Student's signature: _____ Date: _____

Advisor's Certification: As chair of the student's committee, I have read the appended request, and I approve it as a reasonable plan of work.

Chair's Signature: _____ Date: _____

Graduate Program Director's Certification: I invite you to respond favorably to this request, which I support.

GPD's Signature: _____ Date: _____

Note: This action is not considered completed until it has been filed with and certified by the Program coordinator.

Office Use Only

Certified received by Program coordinator: Date: _____ Initials: _____

DEPARTMENT OF ANTHROPOLOGY
Certification of Full-time Student Status

Date: _____

To: Graduate Registrar

From: Graduate Program Director

Student's Name: _____ Student number: _____

Period (circle one): Fall semester Spring semester Summer Year: _____

Student's Declaration: I am/have been a fulltime student during the period indicated above. During this time, I have worked or am working at least 20 hours per week on my degree program under the direct supervision of my advisor.

Student's Signature: _____ Date: _____

Advisor's Certification: I certify that the student named above is working for at least 20 hours per week for the period indicated on a program of study under my direct supervision.

Advisor's Signature: _____ Date: _____

Graduate Program Director's Certification: I certify that the student named above is/has been a full-time student for the period indicated.

GPD's Signature: _____ Date: _____

Notes to the student:

1. Use this form only if you are/were registered for less than 9 course, dissertation, or thesis credits for the semester indicated **and** if you are/were working full time on your degree program.
2. If you are/were registered for 9 or more credits, the certification is automatic; you do not need to use this form.
3. This certification is done only on a semester by semester basis. Therefore, this form may be used only for a single semester certification.
4. This action is not considered completed until it has been filed with and certified by the Program coordinator.

Office Use Only

Certified received by Program coordinator: Date: _____ Initials: _____

CHECKLIST FOR STUDENT'S BASIC FILE

page 1 of 2

Name: _____

Date entered program: _____

Initial Program: MA/PhD _____ MA _____ PhD _____

MA Program: Initial Steps Course Based -- Initial advisor: _____

- _____ 1. Consult with Advisor to Select Courses
- _____ 2. Attend MA Program Assessment Meeting
 - a. At end of year 1 GSC selects day/time for meetings submit Form 5 to PC (Committee is Advisor, GPD (or another GSC committee member)
- _____ 3. MA General Exam
 - a. Submit Portfolio and Exam Questions to MA Exam Committee
 - i. 3 writing samples, 3 potential exam questions
 - b. Complete Written Essay
 - c. Complete Oral MA General Exam
- _____ 4. Form 7: Report MA General Exam Results (submit to GR Program Coordinator after signed by Advisor and GPD)
- _____ 5. Complete Certificate of Eligibility Form (PC has these or download from Graduate School)

MA Thesis steps -- if thesis required on Form 5

- _____ 1. Consult w/Advisor to Select Courses
- _____ 2. Attend MA Assessment Meeting (see Above)
- _____ 3. Prepare the MA Thesis Outline
- _____ 4. Form 2: Select MA Thesis Committee
- _____ 5. Prepare Thesis and register for 6 to 9 credits of Anthropology 699 (thesis credits) completed.
- _____ 6. Form 4: MA thesis defense
- _____ 7. Defend MA Thesis
- _____ 8. Form 7: Results of MA Thesis Defense.
- _____ 9. Complete Certificate of Eligibility (Thesis Form)
- _____ 10. Submit Thesis to Graduate School (Upload via Grad School Website)
(**ScholarWorks for M.A., M.S., M.F.A. website**)

PhD Program -- Initial advisor: _____

- _____ 1. Form 1: PhD guidance committee appointed. (during 1st semester)
- _____ 2. Form 3: Outline of doctoral program approved by committee. Attach outline to Form 3. (before end of 2nd semester)
- _____ 3. Prepares Statements of field and prospectus, file with PC after approval by preceptor
- _____ 4. Form 4: Schedule Prospectus Presentation
- _____ 5. GPD and PC Announce Prospectus (publish in *AnthroCentral*)
- _____ 6. Present Your Prospectus with Committee and any other interested faculty and students.
- _____ 7. Form 4: Schedule Comprehensive Exam
- _____ 8. GPD and PC Announce Comprehensive Exam in *AnthroCentral*
- _____ 9. Form 7: Results of Comprehensive Exam signed and sent to Grad Dean.
- _____ 10. Form 2: Forms PhD Dissertation Committee
- _____ 11. Attached original Prospectus with Signed Signature Page
- _____ 12. PC copies the signed outline and Form 2 into Blue file and send original to Grad Dean
- _____ 13. Dean appoints the dissertation committee
- _____ 14. Student Prepares Dissertation
- _____ 15. Form 6: Schedule Dissertation Defense (min. 4 weeks prior to defense)
- _____ 16. Form 6 send to Graduate Dean with All required signatures (Advisor, GPD)
- _____ 17. Register credit requirement (min 10 dissertation credits) & residency _____ | _____
- _____ 18. Form 7: Results of Dissertation defense to Dean
- _____ 19. Complete Certificate of Eligibility for PhD

Name: _____

Suggested Course Requirements:

Dept & Number	Title	Instructor
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Statements of Field:

Preceptor(s)	Title	Date Filed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Statute of Limitations:

Initial MA: _____ PhD _____

Extension Request(s): Date Filed	Date Extension Granted	New Statute of Limitations
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Certification of Full-time Student Status:

Date Form 11 Filed	For semester and year
_____	_____
_____	_____
_____	_____
_____	_____

Appendix 1: Annual Graduate Student Review

What is the Graduate Review Form?

The Graduate Review Form (GRF) is part of a yearly review process that involves the following six steps: 1) the student prepares a 1-2 page narrative detailing progress, problems, issues, and a CV listing scholarly accomplishments, 2) the student schedules a meeting with advisor to review these accomplishments and to assess progress towards degree (53 steps, thesis chapters, proposals for funds, etc....), 3) the advisor fills out the GRF-copies for student's file and for GPD, 4) the GPD reviews the GRF, 5) the GRFs are discussed at Faculty Caucus, 6) GPD conveys evaluation to student, with recommendations.

Who needs to fill out the GRF?

All graduate students need to fill out a Graduate Review Form.

What are the goals of the graduate review process? Every fall, all faculty members are required to fill out an annual faculty report (AFR) of progress and accomplishments. The annual graduate review process is designed to work in the same way, in order to

1. Hold student accountable for sustained progress towards degree
2. Hold advisor accountable for sustained mentoring of student
3. Help the student move along steadily through degree
4. Make sure students knows their academic standing
5. Improve communication between student and advisor
6. Build systematic transparency in evaluation of student progress by involving the Faculty Caucus

How does the graduate review process work?

- Student **meets with advisor in Fall semester, Winter break or early Spring semester** to go over progress (student gives advisor narrative and most recent CV).
- **Advisor fills out GRF and gives to Shelley by January 30st**
- Graduate Program Director (GPD) reviews GRFs, sorts them into three preliminary groups:
-> In Good Standing (IGS), Need Improvement (NI) and Shows Cause for Concern (SCC).
- Faculty caucus meets in February- March to discuss GRFs in the following order:
 1. SCC group
 2. NI group
 3. IGS group
- Faculty comments and makes recommendations for students in all three groups, but especially the Shows Cause for Concern (SCC) and Need Improvement (NI) groups.
- **GPD conveys these recommendations to student and advisor.**
- **For students in the SCC group, additional input will be sought from student's committee and a meeting scheduled that will include the student, GPD, and student's advisor** (may include other committee members if needed). At this meeting a plan of action will be discussed to clarify what the student needs to accomplish in order to move out of the SCC group.

If a student is placed in the Show Cause for Concern group (SCC) the following actions occur.

1st SCC evaluation (Year 1)-> As above

2nd SCC evaluation (Year 2)-> Student is placed in Tier 4 for TA ranking.

Student is warned about possible dismissal if they remain in SCC category for a 3rd consecutive year

3rd SCC evaluation (Year 3) -> GPD normally will recommend to the Graduate School that the student be dismissed from the program.

Who will end up in the SCC group?

It is expected that few students will be judged to “Show Cause for Concern”, and hence be placed in the SCC category, especially in the first 3-4 years in the program. However, a student who is found to “Need Improvement” after his or her 3rd or 4th GRF, would probably be placed in the SCC group on the fifth GRF.

Graduate Student Review Form

Date: _____

Student name: _____

Degree: (MA, MA/PhD, PhD) _____

Year in program _____

Date of last meeting with Advisor (e.g. Spring 2013) _____

Advisor’s summary of the student’s progress. Please include concrete steps that student has been asked to take after the meeting (if needed, please attach a statement from the student regarding progress)- Use back of page if necessary.

Advisor name _____

Advisor signature _____

Graduate Program Director evaluation: Based on this evaluation, the Faculty, in consultation with the student’s committee, found _____ to be:

IGS (in good standing) **NI** (needs improvement) **SCC** (shows cause for concern)

Criteria used for NI and SCC include:

1. More than two incomplete grades
2. Insufficient progress in program steps
3. Poor grades

Comments:

Graduate Program Director signature _____ Date: _____

Appendix 2: Sample MA Coursework Plan

Fall 2015 (12 credits)			
600	*Intro to Grad School	J. Urla	M 2:30 – 5:15
697EQ	Inequalities in Health (Bio)	T. Leatherman	T 4: 00 – 6:45
697LL	Writing Ethnography	E. Krause	R 1:00 – 3:45
697TA	*Teaching in Anthropology	J. Sandler	T 1:00 – 3:45
Spring 2016 (9 credits)			
597	Spatial Anthropology (Arch)	B. Farris	M 4:00 – 5:15
597CR	Critical Race Theory (Cultural)	A. Walker-Johnson	T 12:00 – 1:45
597BB	Anthropology of Violence (Cultural)	V. Perez	T 2:30 – 3:45
<i>MA Assessment Meeting – ask advisor how to best prepare start meeting with summary of work to date (what did you come in with, what have you done, & what do you hope to do)</i>			
Summer 2016			
	Internship or Fellowship		
	Language study (Hawaiian) at UHM – self-study throughout the year as well		
Fall 2016 (9 credits)			
597	Archaeology and the Law	TBA	
603	Indigenous Theory and Method	S. Atalay	
641	*Theory and Method in Cultural Anthropology	A. Walker-Johnson	
Spring 2017 (9 credits)			
697	Economic Anthropology	E. Krause	
597GR	Gender, Body, Nation	A. Walker-Johnson	
697	Ethnography of Speaking in Latin America (Linguistic)		
<i>MA Exam (Written & Oral)</i>			

Projected credit total: ~ 39 credit hours
 Primary area of study: Cultural anthropology
 Subfields (3): Cultural, Archaeology, Biocultural

Appendix 3: Department Pre-Dissertation Research Awards

The Department of Anthropology awards a limited number of grants to graduate students under our Pre-Dissertation Study award program. The competition is open to students in all subfields. The Graduate Studies Committee critically reviews grant proposals. Grants are meant to enable students to undertake a feasibility study that will be conducted prior to beginning dissertation research. The purpose of the pre-dissertation study might include visiting research sites and establishing necessary contacts, refining research questions and collecting pilot data, and testing research methodologies. The application procedures and accounting for the awards are designed to give students practice in all aspects of grant preparation and reporting. Well-conceived pilot studies are expected to produce information that can form the basis of grant proposals. **If any dissertation data or information is to be collected from human subjects/informants during the course of this research, prior clearance from the UMass Institutional Review Board for working with human subjects is required.** Students interested in applying for these awards should consider the following:

1. The grants are for a minimum of 2-8 weeks. They are not to fund Ph.D. research but rather the feasibility of carrying out the Ph.D. fieldwork (e.g. refining research questions and collecting pilot data, testing research methodologies, visiting research sites, establishing research contacts). While it is not the priority of the grants, language training may be supported in the case of languages that cannot be studied at UMass or nearby.
2. The maximum grant is \$3,000 but normally they will be less than this amount. Students are normally awarded only a single feasibility grant, but should the dissertation project prove infeasible, or should circumstances beyond the student's control change so that the dissertation project becomes untenable, a second award may be granted. No student will receive more than \$6,000 total, nor will any student be funded for more than two grant periods.
3. Assessment will include a consideration of the student's academic record and progress towards a degree.
4. Award will depend on whether the proposal describes a dissertation topic that is well developed enough that preliminary research will provide a foundation for further work, including a grant proposal.
5. Priority will be given to students who have submitted prior grant proposals for external funding, and who provide evidence that pilot data or other aspects of a feasibility study will increase the chance of obtaining external funding.
6. Proposals require a rationale and justification of the location(s) and duration of the pre-dissertation study.

Application Guidelines

A. In 2-3 pages (single-spaced), provide brief narrative answers to the following questions:

- 1) What is the focus of your investigation and your goal for the research? (including location of the study)
- 2) Briefly discuss the major scholarly literature on your topic (mention at least several scholars whose work is relevant), and suggest how you hope to contribute to the discipline of anthropology.
- 3) What are your proposed methodologies for conducting your pre-dissertation study?
- 4) How will you investigate the feasibility of your project?
- 5) Explain what contacts, arrangements, or on-the-ground knowledge you already have, and how you will

initiate your investigation.

6) Provide proposed itinerary, location(s), and length of stay.

B. Complete the questions below (full sentences not required).

- 1) What language skills do you have that are relevant to your research?
- 2) What permissions do you have or need?
- 3) What transportation is available that you can use?
- 4) Who is your advisor? Has he or she read and approved this and written a recommendation?
- 5) BUDGET (itemize and explain)

C. Attach (as an appendix): 1) a CV; 2) a brief letter of support from your advisor; 3) any previous proposals submitted and reviews received.

HUMAN SUBJECTS, ANIMAL CARE, BIOSAFETY

The Department of Anthropology requires that you obtain approval(s) from the appropriate institutional boards if you are conducting research with human subjects, archives of human subjects, animals or biological materials. The GSC may require proof of IRB approval before an award will be made. For information on seeking IRB approval please consult: <http://www.umass.edu/research/research-compliance>

DEADLINE: Submit a proposal and supplemental material to Shelley Bellow by April 1, 12:00 PM. Proposals will be reviewed by the Graduate Studies Committee and announced within 2 weeks after the deadline.

POST-AWARD REQUIREMENTS: Students who receive research grants will be expected to: (1) write regularly to their Academic Advisor; (2) prepare a brief written report of the summer activities (suggested length of 500-1,000 words); (3) present a short (e.g., 15 minute) presentation at a department colloquium; and (4) prepare a financial accounting of the money. A copy of the written report and financial accounting should be sent to Shelley Silva, Academic Program Assistant, Department of Anthropology. The report will be made available to the Graduate Studies Committee for review and eventual placement in the student's file. Courtesy suggests that the student also submit a copy of the report to their advisor. The report should include period of research (i.e., dates), place of research, and expenses for travel, per diem, and miscellaneous. Reports will also help the GSC assess whether the pre-dissertation funding is adequate.

Appendix 4: Dissertation Writing Fellowships

This is a call for applications for the Graduate School-SBS Fellowships. The department receives funds from the Graduate School and the College of Social and Behavioral Sciences. In consultation with graduate students, we decided to use the funds for **two dissertation writing fellowships**. The successful applicant will demonstrate a *significant* record of achievement that is broad, diverse, impressive, and interesting. Students who have been in the department for some time and are in good standing are much more likely to be successful because they will have built a record of publications, conference presentations, grants, teaching experience, and the like. We will award two one-semester fellowships (each equivalent to a 20-hour TAship in remuneration but not in benefits as this is a non-working fellowship).

Please submit the following by [first Friday in April], noon, to the Graduate Program Assistant:

1. **Personal statement** (not more than three pages, in font not smaller than 12-pt and with reasonable margins). Please be sure to include a timeline to finishing your dissertation.
2. **Curriculum Vitae** (not more than three pages, in font not smaller than 12 point and with reasonable margins).
3. **Letter of support from your advisor (sent separately to Graduate Program Assistant)**

The Graduate Studies Committee will review the applications, and awards will be announced in a timely manner.