

Note: This text is intended to replace the following sections of the Graduate Handbook: “C. Rationale of the Core Course of Study,” and “D. Process of the Core Course of Study,” pp. 4–5.)

The Department of Anthropology streamlined the requirements for the Master’s Program at its end-of-year meeting on May 5, 2015. The MA is designed as a two-year program.

Departmental funding at the MA level will be limited to a maximum of 5 semesters. Department funding includes all TAships, stand-alone teaching such as courses taught through the Residential Academic Program (RAP), the Division of Continuing and Professional Education, RAships and Lab Coordinator positions.

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

Guidelines and Requirements for the MA Degree

- 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 coursework that best suits 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, 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 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 beginning with the 2015–16 Academic Year:

Anth 697LL Intro to Grad School (this course just got approved, so it should have a regular number).

Anth697TA Teaching in Anthropology*

Research Methods (preferably a graduate level seminar, 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.

5 Steps to the MA Degree (coursework option)

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. Participate in 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 will convene the meeting.

3. Take MA General Exam

At the end of Year 2, an ad-hoc committee will convene to hold the MA general exam. The Graduate Studies Committee will schedule days and times for the general exams.

4. Report MA General Exam Results (Form 7)

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 coursework taken during the period of study (minimum of 30 credits), which must be signed by the GPD and Department Chair.

10 Steps to the MA Degree (thesis option)

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. Participate in MA Assessment Meeting

At the end of Year 1, ideally in April, the Graduate Studies Committee will schedule days for MA Assessment Meetings. An ad-hoc 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. Select MA Thesis Committee and Submit Outline (Form 2)

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 UMass Graduate Faculty status. All 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. Schedule MA Thesis Defense (Form 4)

Once the thesis is written and all committee members have read and approved of a defensible draft, the student schedules the thesis defense by completing Form 4, submitting it to the Graduate Assistant, 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 Graduate Assistant announces the general examination in the Megamemo.

7: Defend MA Thesis and Take MA General Exam

The thesis defense is an exam involving the student and the MA committee members.

8: Report Results of MA Thesis Defense (Form 7)

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 coursework 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.

