



2020-2021

**GRADUATE STUDY IN
ANTHROPOLOGY**

Student Handbook

DEPARTMENT OF ANTHROPOLOGY

University of Michigan

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The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The University of Michigan is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, gender identity, gender expression, disability, or Vietnam-era veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Senior Director for Institutional Equity and Title IX/Section 504 Coordinator, Office of Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, 734-763-0235, TTY 734-647-1388. For other University of Michigan information call 734-764-1817.

Welcome to the Department of Anthropology! We are a dynamic intellectual community of faculty and students on a shared quest to understand the human condition in all its variety, past and present. The questions we explore are many. Some have persisted for over a century of anthropological inquiry, some have been refined or altered as a result of anthropological work, and some have emerged recently in response to changing world conditions and new intellectual debates. Your own research will be part of this tradition, and will challenge it.

As preparation for your research, the Department will introduce you to the vast array of ideas and approaches that constitute our discipline. You will concentrate primarily on one of the four anthropological subfields emphasized at Michigan, but you will learn something about the other three, and you will study their many intersections. **Anthropological archaeology** will provide you with tools for investigating cultural evolution through the study of its material remains. In courses ranging from the emergence of culture in the Paleolithic era to recent times, you will examine the development of symbolic behavior, human transformations of the environment, and the emergence of social complexity as human societies transitioned from foraging to agricultural economies, and from small-scale groupings to cities, complex states, and empires. **Biological anthropology** courses explore human biological evolution and the relationships between culture, biology, and behavior. You will learn about the fossil and genetic evidence of biological evolution, their implications for the evolution of the capacity for culture in humans, and our ability to use complex symbols. Models of social life will be explored through primate studies and research in behavioral evolution, along with studies of modern human growth and adaptation. **Linguistic anthropology** courses will introduce you to the analysis of communication in its many forms. Learning about the central place of language in cultural systems and the importance of language in the conduct of social life, you will explore what discourse analysis can reveal about human cognition and social action. Anthropological approaches to language change, multilingualism, and linguistic histories will illuminate important aspects of the social world across and within human populations. **Sociocultural anthropology**, in general terms, attempts to explain similarities and differences among the world's many societies and cultural systems. Essential to that inquiry is the ethnographic study of specific human communities, the role of history in their development, and the many forces that act upon and within each. Competing theories that address these issues require us to carry out deeper, more complex investigations than anthropologists did in the past. Our understanding of the human condition is shaped by attention to dimensions of social difference such as race, class, and gender, and by new approaches to global political and economic systems. Together these subfields lead to a unique anthropological perspective on human life. At Michigan you will find faculty whose work stretches across all four subfields, as well as faculty who focus their efforts in one.

Your coursework at Michigan will be intriguing and demanding. It will equip you to make original contributions to anthropology and to interact with fellow anthropologists, faculty and students alike, in ways that strengthen the discipline and increase your enjoyment of it. We want your graduate experience to be an adventure. It should be intellectually exciting and transformative. We will do our best to make it so.

Sincerely,

Andrew Shryock

Arthur F. Thurnau Professor and Chair

Department of Anthropology

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DEPARTMENT OF ANTHROPOLOGY

Department website: <http://www.lsa.umich.edu/anthro/>. Please visit "News and Events" regularly for our updated departmental calendar.

DEPARTMENTAL STAFF

Note: For faculty profiles and contact information, see the departmental website.

Graduate Program Coordinator

Kari Beall

anthro.grad.program@umich.edu or 764-7275

Manages all administrative aspects of the graduate program including GSI appointments, fellowship management and processing, graduate program financials and budget forecasting, organization of prelims and defenses, and coordination with Rackham and other relevant University offices as required.

Graduate Program Assistant

Kat East

anthro.grad.program@umich.edu or 936-7933

Manages all graduate application materials, the graduate student directory, and the graduate student handbook; responds to questions regarding the graduate application process, handles the admissions process, and supports graduate student events such as the annual new student reception and recruitment weekend; publishes instructional job postings and fellowships information weekly.

Student Administration Assistant

Darlinda Flanigan

darfdasc@umich.edu or 615-6572

Coordinates the course evaluation process, processes permissions, coordinates the GSI section and office hour list; arranges audio-visual equipment, and coordinates room requests. She also manages the departmental mail distribution and purchasing of departmental supplies.

Undergraduate Education Coordinator

Melinda Nelson

mmonro@umich.edu or 764-2321

Responsible for scheduling academic classes and providing staff support for the departmental curriculum committee; advises undergraduate students on concentration matters and communicates regularly with the Student Advisor; handles new and revised course submissions, course descriptions, the grades process and supplemental grade reports.

Chief Administrator

Amy Rundquist

amyjr@umich.edu or 734-647-4509

Responsible for the management of the non-instructional operations providing administrative and fiscal support to the department and college and supervising the staff. She coordinates the HR processes for faculty and non-instructional staff and manages the department's budget and facilities planning. She provides staff support for the department's Executive Committee. She also serves as liaison between the department and College; interprets University and College policies.

Executive Secretary

Julie Winningham

chimera@umich.edu or 764-2319

Responsible for providing administrative support for the Department Chair and Chief Administrator. She facilitates the faculty recruitment, promotion, review, and leave request processes for the department. She also coordinates the departmental colloquium and events, and maintains the department calendar. She provides staff support for the department's Faculty Meetings.

Additional useful information:

LSA UMMAA & Anthropology Business Office
274 West Hall; 1085 S. University
WHBOffice@umich.edu; 734-764-7917

Provides financial support to the faculty, staff, and students in the Department of Anthropology and UMMAA. They are available to answer questions about how to spend (or plan the spending) of funds or any general accounting questions about financial activity. They are available to help faculty and students who are applying for funds, from both external sponsors and from internal university sources.

For assistance with reimbursements through Concur, you can send your receipts directly to the Shared Services Center at expensereports@umich.edu. Don't forget to include the business purpose and shortcode for each receipt.

Public Safety and Security

Call 911 for life-threatening emergencies. Call 3-1131 if you encounter an important, but non-emergency, problem after hours (building access questions, water leak, etc.).

Plant Operations Call Center: 734-647-2059

Building services and zone maintenance should be contacted for building maintenance issues, such as emergency cleanups, overhead lights that are burned out, heat not working, etc. (Light bulbs are provided for University-supplied fixtures only.) Please call the Anthropology office, 734-764-7274, for facilities issues during regular business hours, and call 734-647-2059 after hours.

Computer support

LSA IT 936-3279 or lsait@umich.edu: This is LSA's in-house computer support group. All calls should go through the LSA IT help desk. They will set up new University-owned computers & peripherals, fix (or tell us it can't be fixed) older University-owned computers & peripherals, and load software. They do not furnish support on how to use the software. They do not work on personally owned computers, other than limited assistance with connectivity and security issues.

Anthropology IT Advocate: Peter Knoop (knoop@umich.edu)

UM IT 764-help: This is the University's computer help desk. They also help with connectivity and security issues.

LSA's home website: <http://www.lsa.umich.edu/>.

Visit the Library Reserves site for faculty resources: <https://www.lib.umich.edu/services>.

MAKING YOUR WAY THROUGH THE GRADUATE PROGRAM

CONTINUOUS ENROLLMENT

All Rackham graduate students must be enrolled full time every fall and winter term through completion of the Ph.D. program. This includes terms where students are off-campus completing their fieldwork. Pre-candidates (usually years one through three) are expected to take full course loads every term until their preliminary exams are taken. Advancing to candidacy by the beginning of *year four* is a Rackham Graduate School and Department of Anthropology requirement. The faculty of each subfield reviews all students annually. Determination of financial support based on student progress is decided at these meetings. Students will receive their annual “review” letter by early August detailing past-year successes, guidance and suggestions for the upcoming academic year, and awarded financial support (financial commitments).

All students are encouraged to review the Rackham policy at:
http://www.rackham.umich.edu/policies/continuous_enrollment/.

REQUIREMENTS FOR ALL SUBFIELDS IN ANTHROPOLOGY

Each subfield in the Department of Anthropology has its own set of requirements, as outlined in pages 14-44. However, *all* anthropology graduate students must meet a common set of requirements, including core courses, a cognate course, and a language requirement.

CORE COURSE REQUIREMENTS FOR ALL SUBFIELDS

During the three years of pre-candidacy coursework, all graduate students in anthropology are required to take *at least* one course from each subfield from the following list.

- *Archaeology 581, 582.* Students in archaeology must take both 581 and 582 as well as 593. Students in biological, linguistic or sociocultural anthropology must take *either* 581 or 582. Students in other subfields are also encouraged to take a course in the archaeology of their geographical area of specialization.
- *Biological Anthropology 570.* Students in archaeological, linguistic and sociocultural anthropology must take 570. Biological anthropology Ph.D. students take at least four other graduate-level courses (400-level or above) and are not required to take 570. For the master’s degree, biological anthropology students may elect Anthropology 570 to fulfill the bio-anthro core course requirement.
- *Linguistic Anthropology 576, 577, 578.* Students in archaeology, biological anthropology, and sociocultural anthropology must take 576.
- *Sociocultural Anthropology 526, 527.* Students in sociocultural and linguistic anthropology must take *both* 526 and 527. Students in biological or archaeological anthropology must take *either* 526 or 527.

Students must also meet the prerequisites, if any, for each course elected from this list before being admitted to the course.

For a given course to satisfy a degree requirement, it must be taken for a letter grade (A-E).

Some one-credit courses are not subject to the letter-grade requirement to satisfy a degree requirement.

Departmental credit for any of the required courses may be granted by the Department's Executive Committee if the student has taken course work of equivalent content and level elsewhere. Rackham Graduate School requirements for the master's degree must be met in any case.

Students wishing to waive or substitute a required course must obtain the appropriate petition format from the *Graduate Program Coordinator (GPC)* in the department. Both the student's advisor and the instructor of the core course must approve this petition. The petition is then reviewed by the relevant subfield. Once the subfield has approved the petition, it is returned to the GPC who will forward it to the Executive Committee for action. The petition should set forth the reasons for the waiver or substitution in a clear and concise manner. In the case of a waiver, a course outline and syllabus from the course taken elsewhere must accompany the petition.

Rackham Graduate School requires that students maintain at least a B grade average (3.00 on a 4.00 scale). In addition, the department requires a grade of at least a B+ in each of the core courses in the student's own subfield. *A student whose overall grade point average falls below a B at the end of any term will be allowed one probationary term in which to bring his/her record back to the required standard.* While a student may complete the MA program with a B average, a minimum average of B+ is necessary to be eligible for the Ph.D. program.

COGNATE REQUIREMENT FOR ALL SUBFIELDS

Rackham Graduate School requires all students to complete the cognate requirement before they can advance to candidacy, or complete their terminal degree (M.A. or Ph.D.). The requirement reads:

“Before advancing to candidacy, students must complete 3 credit hours of cognate coursework with a grade of B- or better”

For anthropology students, this means one three-credit course, or any combination of courses outside the department (not just outside their subfield within the department) which *total three or more credit hours* of graduate credit taken for a letter grade. Students should look upon this requirement not as just another hurdle, but as a valuable and enriching part of their graduate education, as well as an opportunity to meet faculty in other departments who might serve as the cognate member of the dissertation committee.

As of Fall 2020, Rackham has changed their cognate requirement from 4 credits to 3 credits. So all 1st, 2nd, and 3rd year students need only take 3 credits of other Rackham coursework in order to fulfill the cognate requirement. As most Rackham coursework is 3 credits instead of 4, this effectively means students can take only 1 course to fulfill the requirement rather than having to take 2.

LANGUAGE REQUIREMENTS FOR ALL SUBFIELDS

The Department of Anthropology affirms that the knowledge of another language, at least at a reading level, is essential for scholarship and for learning about other cultures. Students should be able to read the publications of international scholars in anthropology writing in another language in order to appreciate different cultural and intellectual traditions. On a larger scale, language is critical to the understanding of other cultures.

Before students can advance to candidacy for the Ph.D. program in anthropology (by the end of their third year), they must meet the departmental language requirement by attaining proficiency in a language that has a substantial written literature and published materials about anthropology and anthropologically related subjects.

While some students may need to learn an additional language to complete their field work, field languages do not necessarily qualify unless they also have a significant amount of anthropological literature. Languages with professional anthropological journals usually qualify. The following languages meet this requirement:

Arabic	Armenian	Chinese
Czech	Dutch	Filipino
French	German	Greek
Hindi	Hungarian	Indonesian/Malay
Italian	Japanese	Korean
Persian	Polish	Portuguese
Punjabi	Quechua	Russian
Serbo-Croatian	Spanish	Swahili
Swedish	Tagalog	Tamil
Thai	Tibetan	Turkish
Ukrainian	Urdu	Yiddish
Vietnamese		

Certification of field languages (after one of the above has been certified) requires a consenting signature of the student's advisor.

Completion of the Requirement: The basic language requirement can be completed through courses, examinations, or evidence of substantial experience with the language:

1. Four semesters of passing grade college-level language instruction or its equivalent.
2. Examinations administered by University of Michigan language departments or other examinations of language competency (e.g., ECCB) with a score above the basic level of competence.
3. Completion of a 400-level graduate course in which the language is spoken.
4. Living in a country in which the language in question is spoken in everyday contexts for at least one year.
5. Translation of an article, book chapter, or comparable piece of academic writing from one of the languages listed above into English without the use of electronic translation aids (e.g., Google Translate). This option is only available to students in the Archaeology or Biological subfields.

Certification:

1. A student can have completion of the language requirement certified at the time of admission by the Admissions Committee.
2. Graduate advisors may certify completion of the language requirement by their advisees.
3. Students may submit requests for certification to the Department's Executive Committee for persuasive reasons other than the above (1-4).

Additional Language Preparation: Students should obtain such certification as early in their graduate careers as possible. Some students may require additional language training beyond the Department's language requirement as part of their doctoral training as determined by the student's doctoral committee. Linguistic anthropology students may be required to achieve proficiency in two foreign languages (see linguistic anthropology language requirement section).

RESPONSIBLE CONDUCT OF RESEARCH AND SCHOLARSHIP

All students are required by Rackham to complete the Responsible Conduct of Research and Scholarship training before advancing to candidacy. This training consists of 4 sessions during the winter term of the first year of graduate study. In order to complete the requirement, students must complete all 4 sessions and their associated assignments.

ANALYTICAL METHODS

Archaeology students are required to take Anthrarc 494, a course focused on applying statistics and quantitative methods to analyses of archaeological data. Students lacking a background in statistics and quantitative methods are urged to acquire some background prior to taking Anthrarc 494.

Biological anthropology students are required to take at least one course in statistics or quantitative methods (e.g. Anthrbio 463) as part of their subfield requirements.

All students, especially those interested in nonacademic careers, are strongly encouraged to take a course in statistics or quantitative methods. Such courses are offered in a variety of departments including Anthropology, Psychology, Sociology, Biostatistics and Health Education, and the Institute for Social Research.

ANNUAL REVIEW OF STUDENTS

All graduate students are reviewed annually by the anthropology faculty of their subfield. The entire faculty in each subfield conducts these reviews at a subfield meeting towards the end of Winter semester. Each faculty member is expected to lead the discussion and review of each student for whom he/she is an advisor. After the review of each student is completed, the student's advisor, in conjunction with the subfield head and the Director of Graduate Studies, will prepare a letter to report to the student the faculty's discussion of their progress, performance, and needs.

ANTHROPOLOGY STUDENT INDEPENDENT STUDY

Anthropology students may enroll in independent study courses during their time in the Ph.D. program. With faculty permission, students may register for one to three credits of independent study through 959. The number of credits should be determined with the instructor, and Department permission/override is required.

Pre-candidates may register for one to eight credits of 990 through the section associated with their faculty advisor. Students should only register for 990 while they study for preliminary exams.

Candidates are required to register for eight credits of 995 through the section associated with their faculty advisor. In addition to these eight credits, candidates are permitted to add one course (of three to four credits) to their schedule. Please refer to Rackham's website for information about "banked courses."

Department permission/override is not required for 990 or 995, but students do need to reach an independent study agreement with their faculty advisors.

CANDIDACY FOR THE DOCTOR OF PHILOSOPHY DEGREE

The Rackham Graduate School requires students to reach candidacy by the end of their sixth term (normally, the end of the third year). Although exceptions may be granted in special circumstances, students who are late in reaching candidacy are considered "not in good standing" by Rackham and are often at a disadvantage for, or even disqualified from, such things as remaining Rackham Merit Fellowship terms, Rackham Pre-Doctoral and Humanities Fellowships competitions, and GSI-ships. The basic requirements for candidacy are (1) completion

of the core department and subfield courses, (2) fulfillment of the language requirement, (3) fulfillment of the cognate requirement, (4) fulfillment of the Responsible Conduct in Research and Scholarship requirement, and (5) passage of the qualifying preliminary examinations. Prior to undertaking the preliminary examinations, anthropology students undergo the Mid-Program or Second Year Review (depending on their subfield). Students with more than one incomplete will not be allowed to advance. Detailed Rackham candidacy requirements can be found at <http://www.rackham.umich.edu/students/navigate-degree/candidacy-requirements>

DEPARTMENT MASTER OF ARTS DEGREE

To obtain the Master of Arts degree in anthropology, a student in any of the subfields must meet the minimum requirements of both Rackham Graduate School and the Department of Anthropology.

For a given course to satisfy a degree requirement, it must be taken for a letter grade (A-E). Some one-credit courses are not subject to this grade requirement.

RACKHAM GRADUATE SCHOOL requires a minimum of 24 hours of graduate-level work beyond bachelor's degree.

Rackham Graduate School will accept some transfer credits of graduate-level courses completed as a graduate student at another university/college. Students may transfer credits for courses taken at their undergraduate institution only if Rackham receives confirmation that these courses were at the graduate level and required graduate-level work. Procedures and allowances for transferring credits are listed on the Rackham Graduate School website at <http://www.rackham.umich.edu/current-students/policies/academic-policies/section4#42>.

To meet the DEPARTMENTAL REQUIREMENTS for the master's degree, a student must have completed either a minimum of 36 hours or a minimum of 12 courses in anthropology taken for a letter grade. One-credit courses can be counted towards this requirement only with permission from the student's faculty advisor and the Director of Graduate Studies. Generally only one 1-credit course can be counted towards the M.A. Anthropology 956, 990, 993, and 995 do not count toward the 36 credits or the 12 courses. In addition, all of the core course requirements must be met.

While it is possible to complete the Master's Degree requirements sooner, most students take two years to fulfill the requirements. Students are expected to consult with their advisors as to the best course of action for them. In addition, students who lack some undergraduate preparation in anthropology take longer. The master's degree in anthropology is not a requirement, but a student's choice. The ultimate goal is to receive the Ph.D. degree. If a student wishes to apply for the M.A., he or she must contact the Graduate Program Coordinator in writing to request that their transcript be evaluated. This process can take several weeks and so Rackham deadlines for graduation applications must be considered when attempting to participate in graduation ceremonies for the M.A.

For further information about Rackham requirements, see their website:
<http://www.rackham.umich.edu/current-students/policies/academic-policies>.

DISSERTATION COMMITTEE REQUIREMENTS

After successfully completing the preliminary exam, fulfilling the foreign language requirement, and advancing to candidacy, a student chooses a dissertation committee. The committee is comprised of at least four members, one of whom must represent a department other than Anthropology (the cognate member). This cognate member must be a member of a Rackham Graduate School department. The applicant in consultation with his/her advisor may suggest nominees to the committee. Although students are encouraged to seek faculty advice about the composition of the committee, *ultimately the choice of committee members rests entirely with*

the student. The student also has the right to remove a committee member and is not required to justify this decision (but the student must still end up with a complete committee). Faculty members have the right to decline membership on a particular committee. Committee members outside the University of Michigan may be appointed under special circumstances, but never as the cognate member. The student's committee must be submitted to Rackham for approval at least 6 months prior to the oral defense. Students must submit the Certification of Dissertation Committee Form to the Graduate Program Coordinator who will then submit it to Rackham. Please see the Rackham website for specific information: <http://www.rackham.umich.edu/current-students/dissertation/committees>.

Usually students are required to prepare a thesis based on field or laboratory work although dissertation proposals based on library research may be approved. The doctoral committee will require that the student have adequate background preparation, including training for field or laboratory work, before granting final approval of the dissertation topic.

Dissertation Committee Duties: The Dissertation Committee oversees the student's dissertation activities. It is composed of at least four members: a Chair (or two Co-Chairs), a Cognate, and two others.

The Chair (or one Co-chair) and at least one other member must be permanent members of the student's Department. The Cognate member must hold a permanent appointment of at least .50 in a Rackham-approved doctoral program outside the student's department. It is ordinarily desirable that the Cognate member is in a relevant discipline. The Cognate member's primary responsibility is to represent the entire Graduate School and its faculty. As such, s/he monitors the quality of the dissertation for the Graduate School. The Cognate member may also be a Co-Chair. Additional member(s) must hold a regular appointment in a Rackham doctoral program or be appointed as a Special Member, and one must be a permanent member of the student's department.

Both committee members and students should be fully aware of appropriate ethical norms of research subscribed to by the University of Michigan and by the American Anthropology Association. They are required to abide by both. In addition, the University of Michigan subscribes to a Federal Workplace Agreement with the United States Government that requires that research be reviewed on a regular basis by an Institutional Review Board (IRB). It is the student's responsibility—as a matter of law—to apply for necessary research clearances from the IRB (and for international research, from appropriate agencies of the host country) before beginning research, and periodically during the course of the research write-up, and completion of the dissertation. Students must have their committee's approval of their research proposal before they begin their research. Research relevant to human or animal subjects may not begin before IRB approval is received.

COMPLETING DOCTORAL DEGREE REQUIREMENTS

At least 3 weeks prior to the oral defense, students must register online for a pre-defense meeting via the Rackham website. Defenses can take place anytime during the academic year (September to May); summer defenses can only take place with the permission of the Dissertation Committee Chair and other committee members. Students must be registered for 8 credits of 995 in the term in which they defend, including summer term, and may require additional funding. Additional information about Rackham requirements for the dissertation defense can be found at <https://www.rackham.umich.edu/students/navigate-degree/completing-doctoral-degree-requirements>. Similarly, details on requirements for formatting, timeline and submission of the dissertation can be found at <http://www.rackham.umich.edu/students/navigate-degree> .

On the Degree Deadlines page, (<https://www.rackham.umich.edu/students/navigate-degree/doctoral-degree-deadlines>) there are standard and grace period deadlines for each term. Failure to complete requirements by these deadlines will result in postponing the official graduation date until the following term and paying tuition for that term. For both periods, Rackham lists a date by which all requirements must be complete. This is a firm deadline and Rackham does not consider extensions. We recommend that students submit the final dissertation

at least three business days before the deadline in case there are any follow-up questions about formatting or other issues. Likewise, in deciding when to set a defense date, Rackham recommends that students allow for a minimum of two weeks after the defense to make revisions and complete requirements to meet the deadline.

ALL SUBFIELDS - OTHER REQUIREMENTS

For regulations governing residence, fees, submission of the dissertation, and other administrative procedures required for the granting of the Ph.D., please see Graduate School Academic Policies at this link:

<http://www.rackham.umich.edu/current-students/policies/academic-policies>.

CHANGING SUBFIELDS

To Sociocultural Anthropology

Students who desire to change from any subfield to sociocultural anthropology must submit an application to the sociocultural anthropology faculty. The application will include: a three-five page (1200-1500 word) statement of purpose describing their past progress and reasons for aspiring to the new area of study; a timeline indicating plans for progress to the Ph.D. degree; a letter of support from the sociocultural anthropology faculty member who agrees to serve as principle advisor; two other letters, at least one of which should be from a member of the sociocultural faculty; an up-to-date transcript; and GRE and/or TOEFL scores from the original application. These materials should be submitted to the GPC, who will prepare them for distribution to the faculty. This should take place prior to or, at latest, concurrent with the SC Second Year Review.

Applications for change of subfield will be discussed when applications for the Second Year Review are considered, during the March meeting of the sociocultural anthropology faculty. Students should check with the GPC and/or Graduate Chair for the exact meeting date and time, but should begin preparing their application soon after the first of the year.

The proposed future advisor or the Graduate Chair will notify the student of the faculty's decision and of relevant issues raised during the discussion. If admitted, the student should proceed accordingly, with the earliest possible date of application for Second Year Review in September of the following school year. If declined a change in subfield, the student may return to their former subfield *only* with the consent of that faculty. These students also have the option of completing the requirements for a terminal master's degree.

To Linguistic, Biological, or Archaeology Subfields

Students wishing to change into any of the above subfields should contact the appropriate subfield head for guidelines.

ACADEMIC PROBATION AND DISMISSAL POLICY

The Department of Anthropology works to support the academic success of all its students. However, academic probation and dismissal from the program are possible under the following circumstances.

Conditions for Academic Probation

1. Going without an academic advisor for more than one semester – Students are required to have a faculty advisor within the Department of Anthropology at all times during their program. While changes in advisor are allowed and often necessary, no student should go without an advisor for more than one term as this would seriously jeopardize a student's ability to progress towards their degree. This includes all

first year students, who should choose an advisor by April 1st, but no later than October 15th of their second year. A faculty advisor change is formalized via the Certification of Faculty Advisor Form, found on MBox. While it is best to submit this form as soon as a switch is made, it is understood that faculty travel and research commitments might make this impossible and accommodations can be made for additional time to submit the proper documentation. Students with advisors who have yet to complete the Certification of Faculty Advisor Form would not necessarily be in violation of this requirement.

2. Failure to maintain good academic standing – See below.
3. Failure to reach candidacy by the beginning of the fourth year

Students will remain on academic probation no less than two months. During this time, a student's funding will remain at the same level as if they had not been placed on academic probation. Students may appeal their academic probation decision by petitioning their subfield.

Conditions for Dismissal

1. Failure to pass the preliminary exam – Options for re-taking the preliminary exam are outlined in each of the below subfield sections. However, failure to pass the preliminary examination after all options for remediation have been exhausted can be grounds for immediate dismissal from the program.
2. Failure to pass the second year review.
3. Failure to return to good academic standing after being placed on academic probation – Students on academic probation will be notified in writing about their probationary status as well as what steps they need to take to return to good standing. Failure to satisfactorily complete the requirements set by the department or Rackham may result in dismissal from the program.
4. Failure to register for classes after the first month of the term – Rackham requires that all active students be enrolled in classes during each fall and winter term. A student not authorized for extramural study and not registered for a leave of absence will be considered to have withdrawn and will be discontinued from the program. The department will attempt to contact any unenrolled students via their official UM e-mail address before they are discontinued from the program.

In addition to Rackham rules and regulations, in order to be considered in good academic standing students must maintain an overall grade point average of a B or higher and a B+ grade average in each of the core courses in a student's own subfield. They must receive at least a B- in the required 3-credit cognate course or courses. Both pre-candidate and candidate students must be considered to be making satisfactory progress towards their degree each year. This is established through the annual review of students conducted by each subfield and vetted by the Director of Graduate Studies. Satisfactory progress for candidates includes satisfactorily conducting research, analyzing data, writing the dissertation, as well as being in regular contact with their primary advisor and other members of the dissertation committee.

If a student has been dismissed from the program, they are not entitled to any additional funding from the department. Students may appeal a decision for dismissal one time, to a committee made up of the Chair, DGS, and members of the departmental Executive Committee. If the DGS was involved in the decision, the Associate Chair may substitute.

ANTHROPOLOGICAL ARCHAEOLOGY: STUDENT ADVISING

First Year Advisor

All incoming students in the archaeology graduate program will be advised by two faculty mentors, constituting a *mentoring triad* with the student. Students will be assigned their first-year mentors the summer before their first semester at University of Michigan. They will advise you on coursework, the language requirement, fieldwork opportunities, and helping you with academic or other issues to ensure that your first year is a success.

Selecting an Advisor

At the end of the first year, each archaeology student will select an advisor (and secure the consent of your selected faculty member). The faculty advisor need not be the student's anticipated doctoral supervisor. The faculty member will continue in the role of advisor until the student changes his/her mind. Should circumstances arise (such as a change in geographic area or change in topic), either the student or the faculty member may request a change in advisor. While students have a specific faculty advisor, they are encouraged to consult with all the faculty concerning their anticipated research and career goals. The student should submit the Confirmation of Faculty Advisor Form to the Graduate Program Coordinator in the Department of Anthropology at the end of the first year preferably by April 1st though absolutely no later than October 15th of their second year. The form can be found in MBox. At any time, any grad student can change advisors and select a different advisor.

Prelim Exam

At the end of the 3rd semester (in December of Year 2), you will take your archaeology prelim exams. This one-day exam is intended to evaluate your mastery of archaeology core course materials (and beyond) with evidence of both theoretical and substantive competence. Your advisor (and all archaeology faculty members) can give you advice on how to prepare for the exam; this exam is assembled and graded by the archaeology faculty as a whole.

Pre-Doctoral Paper Committee

Students are required to write a pre-doctoral paper (see below for description), which must be completed by the end of the sixth term. Students should form a two-person reading committee either prior to or during AnthrArc 494, and this course can serve as the primary vehicle for completing the paper if the student so chooses. The pre-doctoral committee should be composed of the student's faculty advisor and one other curator. Once a committee has been chosen, the student and committee members should meet to discuss the proposed research paper. The pre-doctoral paper should be of publishable quality, but does not have to be published to fulfil the requirement.

Dissertation Chair and Committee

The dissertation committee is formally constituted when the student is ready to proceed to doctoral research. Dissertation committees must have at least four members, three of whom are Graduate Faculty, and a minimum of two who are from the Department of Anthropology. Rackham requires that there be one Cognate member who holds at least a 50% appointment in a Rackham doctoral program other than the student's home department (i.e., Dept. of Anthropology). The chair and all committee members must sign the *Certification of Dissertation Committee* form to affirm their willingness to serve on the student's

doctoral committee. The form should be submitted to the chair of the dissertation committee and the Archaeology Subfield head. Copies of the approved form will be forwarded to the Graduate Program Coordinator and submitted to Rackham for approval. Dissertation committees must be submitted to Rackham **at least 6 months before the student plans to defend their dissertation**. The Graduate Program Coordinator, Graduate Program Assistant, and the Archaeology Subfield head will all be notified and kept up-to-date.

ANTHROPOLOGICAL ARCHAEOLOGY: ANNUAL STUDENT EVALUATION GUIDELINES

Purpose: The archaeology faculty conducts an annual review (in Winter term) of all archaeology graduate students' progress. The purpose of the review is fourfold:

1. To allow the full archaeology faculty to consider the progress of each archaeology student and make specific recommendations concerning unfulfilled requirements, course opportunities, etc.
2. To allow student files to be updated.
3. To allow the faculty to estimate future funding and future space needs.
4. To allow the faculty to make recommendations to the Department Chair and Graduate Chair concerning future funding and the awarding of tuition fellowships under the continuous enrollment requirements.

Process: Students residing in Ann Arbor as well as those out-of-town are required to submit an annual progress report. If reports are not submitted in a timely fashion, the student risks being left out of funding and space requests for the following academic year. We need to know your progress and your plans.

In early January, all students will receive e-mail instructions about the Arch Annual Review Process along with an attachment of their current student checklist. To assist faculty in their evaluation and to ensure accuracy, each student is expected to update their student checklist as well as respond to three statements related to their academic progress. They are as follows:

1. Significant accomplishments and challenges you have faced over the past year
2. Funding and space needs for 20XX-20XX (including whether you will need lab space for collections analysis)
3. Your plans for 20XX-20XX (coursework, prelims, language requirement, pre-doctoral paper, proposal defense, doctoral fieldwork, defense, etc.)

(Students should also take this opportunity to bring to the faculty's attention any problems they are experiencing in completing the program. The faculty will use these statements to update the student file and as a starting point to evaluate progress and plans.)

Student responses are due mid-February as requested in the Annual Student Review email. The faculty conducts evaluations in March. All students will receive a letter summarizing these discussions prior to the end of the academic year. The archaeology faculty will report the results of the discussion and their recommendations for funding to the Department of Anthropology. These recommendations will be taken into consideration by the Department Chair and Director of Graduate Studies in their determinations about whether to award tuition fellowships to doctoral candidates as required under the Continuous Enrollment Policies. Candidates in anthropological archaeology will receive one evaluation letter, written by their primary advisor and the Department Chair, which discusses the student's progress in the program and expectations going forward.

ANTHROPOLOGICAL ARCHAEOLOGY: COURSE REQUIREMENTS

Below is a brief summary of the program requirements:

REQUIRED COURSES (ANTHROPOLOGY):

Core Courses: Departmental

- Anthropology 570: Biological Anthropology Overview
- **Either** Anthropology 526 (Traditions in Ethnology 1) **or** Anthropology 527 (Traditions in Ethnology 2) (you must take one of these; the second is optional).
- Anthropology 576: Introduction to Linguistic Anthropology

Core Courses: Archaeology

- Anthropology 581: Archaeology 1
- Anthropology 582: Archaeology 2
- Anthropology 593: Archaeological Systematics
- Anthropology 494: Analytical Methods in Archaeology*

OTHER REQUIRED COURSES

*Analytical Methods in Archaeology (Anthropology 494)

All students must successfully complete Anthrac 494, *Analytical Methods in Archaeology*. This requirement must be satisfied by the end of the sixth term before submission of the student's dissertation proposal. Before enrolling in the course, students lacking a background in statistics and quantitative methods are required to either a.) pass a statistics screening test, administered by the course instructor, or b.) take an approved course in statistics.

COGNATE COURSES

All archaeology students must complete the cognate requirement before they can advance to candidacy. Before advancing to candidacy, students must complete 3 credit hours of cognate coursework with a grade of B- or better;..." For anthropology students, this means one four-credit course, or any combination of courses outside the Department of Anthropology which total four or more credit hours of graduate credit taken for a letter grade. Students should look upon this requirement not as just another hurdle, but as a valuable and enriching part of their graduate education, as well as an opportunity to meet faculty in other departments who might serve as the **cognate member of the dissertation committee**.

Rackham requires that all students must complete at least four credit hours of graduate-level courses (i.e., one or two courses) in departments outside their home department (i.e., outside the Dept. of Anthropology). Course selection should be determined in consultation with your advisor. A grade of B- or better is required and cognate courses **cannot** be taken pass/fail.

Students are required to complete the cognate requirement before advancing to candidacy. Students entering with a Masters must complete the cognate requirement for candidacy as well.

OTHER REQUIREMENTS

- **Responsible Conduct in Research and Scholarship (RCRS) requirement:** All students are required by Rackham to complete "Responsible conduct in research training" before advancing to candidacy. The course that fulfills this requirement is Anthrac 956 (Responsible Conduct of Anthropological Research--RCAR). The course consists of 4 sessions during Winter term. Students must attend all 4 sessions and complete the associated assignments to fulfill this requirement. Students are strongly encouraged to fulfill this obligation in their first year of study. See also Page 8.

- **Language requirement:** Students must demonstrate competence in one foreign language with a scholarly literature. See page 7 for details of requirement; the foreign language requirement is needed for candidacy.
- **Prelim exams:** These exams are taken at the end of your third semester in residence. This one-day exam is intended to evaluate mastery of archaeology core course materials (and beyond) with evidence of both theoretical and substantive competence. See below for details of the Prelim Exam.
- **Pre-doctoral research paper:** Should be completed by the end of the 3rd year (6th semester in residence). This article-length paper provides students the opportunity to define research questions, select and analyze appropriate data and prepare a theoretically informed, well substantiated scholarly paper on a topic of interest. Requires a committee of three faculty members. See below for details on the Pre-doctoral Research Paper.
- **Dissertation proposal and proposal defense:** All students are required to prepare and defend a dissertation proposal before beginning the major stage of their dissertation research (it is expected that some preliminary exploratory work will have already occurred as students develop their dissertation topic). Proposal preparation is guided by the advisor and dissertation committee, and then must be defended in front of a quorum of at least six archaeology faculty. Ideally, this will be completed before the end of your fourth year in residence. See below for details of the Dissertation Proposal Defense.
- **Conduct field research and write a doctoral dissertation**
- **Defend dissertation**

The figure below charts an ideal course sequence for the first three (to four) years. The class schedule is most structured during the first year; later you have more choices and options. Except for compelling reasons, Archaeology I (581), Archaeology II (582), and Systematics (593) should be taken in the semesters specified. We also encourage you to take Traditions I in your first semester, as this is the only context in which you will interact with your entire first-year cohort. Core courses in Biological, Linguistic, and Sociocultural Anthropology can be taken either in the first or second year, but ideally should be completed by the end of year 2. All of your core courses do not need to be completed in the first two years but this is recommended. You should also complete your language requirement by the end of year 2. Students are required to advance to candidacy no later than three calendar years (6 semesters) after enrollment in the doctoral program.

Flowchart: listings in **bold** are expected to be completed in the specified term. Unbolded listings represent a recommended trajectory.

	Fall	Winter
Year 1	1. Anthrarc 581: Archaeology I 2. Anthrarc 593: Systematics 3. Anthrcul 526: Traditions in Ethnology I	1. Anthrarc 582: Archaeology II 2. Anthrarc 956: Responsible Conduct in Research 3. Anthrbio 570: Biological Anthropology 4. Cognate or other Anthropology Course

	Fall	Winter
Year 2	Prelim Exam* 1. Anthrcul 576: Linguistic Anthropology 2. Cognate or other Anthropology Course	1. Cognate or other Anthropology Course 2. Cognate or other Anthropology Course 3. Cognate or other Anthropology Course

Year 3	Advance to Candidacy Complete pre-doctoral research paper by end of 6th semester Anthrarc 494: Analytical Methods completed by 6th semester

*While not required, students may register for Anthrarc 990: Prelim Prep the semester they take their Prelims

ANTHROPOLOGICAL ARCHAEOLOGY: CANDIDACY

Before qualifying for candidacy for the Ph.D., the student must pass the preliminary examination in general archaeology (end of 3rd semester) and fulfill all Rackham and Departmental requirements for candidacy (summarized above). In order to remain in good standing with Rackham, candidacy must be reached by the beginning of the student's fourth year. Failure to reach candidacy on time may affect funding and time to degree.

ANTHROPOLOGICAL ARCHAEOLOGY: PRELIMINARY EXAMINATION

Purpose: The preliminary examination must demonstrate, in the judgment of the archaeology faculty, a firm understanding of basic methodological, substantive, and theoretical issues in general archaeology, based primarily (but not exclusively) on materials covered in the three archaeology core courses (581, 582, 593).

Timing: Students are expected to take the exam at the end of their third semester in residence. In exceptional cases where this schedule is impossible, the student may, with the endorsement of his/her advisor, apply to the faculty in archaeology for permission to take the examination at a specified later date.

Format: The second-year cohort usually selects a date in mid-December to take the exam. The morning session usually lasts from 9:00 a.m. to 12:00 p.m.; the afternoon session usually extends from 1:00 to 4 p.m. Each student can request a quiet area to take the one-day exam and the Administrative Assistant often facilitates distribution of the exam in the morning and collection of the finished exams at noon and again at 4:00 p.m.

Other Guidelines: When preparing for the examination, the student should consult with his/her advisor and with other members of the archaeology faculty. Archaeology students advance to candidacy after fulfillment of coursework (e.g., 526, 570, 576, cognate courses) and passing prelim exams.

ANTHROPOLOGICAL ARCHAEOLOGY: PRE-DOCTORAL RESEARCH PAPER

The pre-doctoral research paper should be completed during the student's sixth (no later than the seventh) term in residence. This requirement is intended to provide students with the opportunity to design and conduct a research project and prepare a publishable article-length manuscript. Students will establish a reading committee composed of three consenting members of the archaeology faculty. These faculty need not be the same as the student's anticipated doctoral dissertation committee. The student will work closely with the committee to develop his/her paper topic. Students are given broad leeway in their choice of topics and approach, and are not bound by any requirement that the subject necessarily be similar or different from their anticipated dissertation work, so long as the following three criteria are met: (1) the research must demonstrate the integration of theory with method and data; (2) it will result in an article-length final manuscript, of a quality commensurate with publication; and (3) the project can feasibly be completed in a timely manner. While the second and third criteria are aimed at keeping the project manageable in size and scope, the first criterion lays at the heart of the research paper requirement. The project, whatever it is, must provide an opportunity for the student to experience the full sequence of problem conceptualization, design, and execution of an original piece of research. No proposal that is wholly theoretical in nature, nor which is concerned solely with technique and data collection, will be approved.

Once the paper topic is approved, the student will begin the research and preparation of the manuscript; students are encouraged to consult with their committee members throughout the process. On completion, the student will submit the finished manuscript to the reading committee. The committee will provide comments and suggestions for revision. When the committee is satisfied that the paper meets appropriate standards of quality

and completeness, the student and the Graduate Program Coordinator of the Department of Anthropology will be notified that the requirement has been satisfied. The student must supply a copy of the approved paper.

ANTHROPOLOGICAL ARCHAEOLOGY: DISSERTATION PROPOSAL & PROPOSAL DEFENSE

Purpose: All archaeology students are required to produce and defend a dissertation proposal.

Timing: It is expected that this will occur subsequent to the completion and approval of the pre-doctoral research paper. This requirement must be completed no later than the student's ninth (beginning of 5th year) semester in residence.

Format:

The proposal should include:

- A clear statement of the problem you intend to investigate
- A review of previous efforts to solve it
- A review of the theoretical questions guiding your research
- A description of your field or research locality
- The methodologies you will employ in your fieldwork and analysis
- The means of funding your research
- The timetable for your fieldwork and write-up

The proposal should consist of no more than 10 pages (single-spaced, font should be no smaller than 11-point type) of text with an additional five pages of illustrations; the bibliography and other supporting materials are not counted toward this page limit. These requirements largely follow the current NSF grant proposal guidelines and NSF grant proposals provide a good model. Successful doctoral dissertation proposals are on file in the Museum office (see <http://www.nsf.gov/sbe/bcs/arch/suppdiss.jsp>).

The proposal process consists of two steps:

1. First, you should work with your committee to develop a clear and well-conceived proposal for your dissertation research. The outside committee member is not required to participate in this process, but should be invited in case s/he wishes to participate. Additional faculty beyond the committee should be consulted as appropriate.
2. Second, once your committee has approved a satisfactory draft of the proposal, the proposal must be defended. The proposal defense consists of a 20-25 minute public presentation to anthropological archaeology faculty and graduate students (external committee members may be invited to attend). No more than 20 minutes of public questioning by faculty and students will follow the presentation; after this, the audience will be dismissed and the defending student will meet in closed session with the archaeology subfield faculty for additional discussion. To schedule the proposal defense, the student should contact the Director and office staff. Drafts of the proposal must be distributed to all faculty at least one week prior to the defense; the student may choose to make the draft proposal available to other students at his/her own discretion. The two- page "Dissertation Proposal Cover Sheet" (available in MBox) must be attached to the proposal (and does not count in the total page length).

In your presentation, you will be expected to briefly summarize your proposed research and answer questions about the specifics of your work. Following the presentation, the faculty will vote on whether to approve the proposal as is, or to request further revisions to improve it. A quorum of at least six (6) archaeology faculty with Department of Anthropology appointments must attend this meeting and vote on the proposal. A majority vote of those attending the meeting is required for the proposal to be approved.

1. *Committee composition:* doctoral committees consist of at least two faculty members from within anthropology. Rackham requires that there be one Cognate member who holds at least a 50% appointment in a Rackham doctoral program other than the student's home department (i.e., Dept. of Anthropology). Faculty from outside UM may serve on dissertation committees as "special members," if especially relevant to the student's research (see the above web link for procedures).
2. *Committee selection:* the dissertation committee should be formed before the defense of the dissertation proposal. Cognate committee members will be selected in consultation with the departmental dissertation committee early in the dissertation process. You must submit the Certification of Dissertation Committee Form to the Graduate Program Coordinator at least 6 months prior to the defense. The Graduate Program Coordinator will complete Rackham's online "Nomination of Dissertation Committee Form". Once the committee is approved by Rackham, the student, Director of Graduate Studies, and the committee chair will receive an automated email prompt to review/approve the committee online. Once all approvals are entered, the committee will appear on the student's transcript.
3. *Dissertation proposal:* each doctoral student is required to prepare a written dissertation proposal and to make a formal oral defense of the dissertation proposal to the archaeology faculty (see "The Dissertation Proposal and Defense Guidelines," above).
4. *Annual meeting:* as you are conducting your dissertation research, it is *strongly recommended* that each doctoral student convene an annual meeting with her/his entire dissertation committee for a progress assessment. Committee members who are on formal leave from the university need not attend the meeting. Cognate and non-University of Michigan faculty members of committees are encouraged to attend the annual meeting. This meeting, although not required, is *strongly* encouraged, and it is expected that *all* students will make a good-faith effort to convene an annual committee meeting. This is for your benefit. It provides a valuable opportunity to apprise the committee of your progress in your dissertation research and to gain assistance with any unexpected problems that may have emerged. From the student perspective, bringing the entire committee together will ensure that you are receiving consistent feedback from committee members and will allow you to take maximum advantage of the diverse expertise of the faculty. From the faculty perspective, this meeting allows us to keep abreast of your progress, and to be aware of any potential pitfalls that you may face.

In general, the scheduling and convening of a committee meeting will occur at the initiative of the student. However, if the dissertation advisor deems that a committee meeting is appropriate and necessary then s/he can convene the meeting.

5. *Defense:* students wishing to schedule a dissertation defense must submit to the full dissertation committee a complete and defensible draft of the dissertation. The dissertation draft *should* be provided to the entire committee *at least 30 days* prior to the intended defense date. The defense will be scheduled no less than 14 days from the committee's receipt of the completed draft. Students should familiarize themselves with Rackham requirements for the defense at <http://www.rackham.umich.edu/students/navigate-degree/completing-doctoral-degree-requirements>.

BIOLOGICAL ANTHROPOLOGY: STUDENT ADVISING

First Year Advisor

All beginning graduate students will be assigned two faculty mentors, constituting a *mentoring triad* with the student. The primary objectives are to make sure that the student is adjusting to life at the University of Michigan and has begun fulfilling their course requirements.

Selecting an Advisor

At the end of the first year, students will then elect a “permanent” advisor. A student’s first-year advisor may become their permanent advisor. Advisors serve at the discretion of the student and with the consent of the advisor. This relationship must be formalized in writing using the Certification of Faculty Advisor form, which can be found on MBox. This form should be turned into the Graduate Program Coordinator preferably by April 1st of their first year though absolutely no later than October 15th of their second year. Any future changes must also be formalized in writing using the same form.

Preliminary Examination and Proposal Defense Committee

As part of the Second Year Review process (see below), students will form a Preliminary Exam Committee consisting of four members of the biological anthropology faculty, one of whom is normally the student’s advisor. This committee will be in charge of preparing and administering the preliminary exam. Faculty members comprising the preliminary exam committee may also later form the basis for the Proposal Defense Committee and ultimately the Dissertation Committee, but the committee composition may change as the student develops a research plan. Students are encouraged to consult with their advisors regarding the composition of their Preliminary Examination Committee. Typically students select faculty with whom they have taken courses or worked closely. Each faculty member on the Preliminary Examination Committee will be primarily responsible for one of the four areas covered on the exam (Evolution and Genetics, Ecology and Behavior, Paleoanthropology and Morphology, and Human Adaptation, see below). After the Preliminary Committee is formed, students should arrange to meet with each member to discuss coursework and other training leading up to their preliminary examination. Following successful completion of the Preliminary Exam students are expected to form a three-person Proposal Defense Committee comprising three members of the biological anthropology faculty, one of whom is normally the student’s advisor. In addition to mentoring the development of a research proposal, this committee should also review candidacy requirements with the student, to make sure that plans are in place for meeting them by the beginning of the fourth year.

Dissertation Chair and Committee

Following the Proposal Defense and advancement to candidacy, the student needs to assemble a formal Dissertation Committee. This committee may be developed from the Preliminary Examination and Proposal Defense Committees but also may differ to reflect the student’s dissertation focus. This committee takes responsibility for the student’s graduate training (although the student continues to be reviewed annually by the biological anthropology faculty). Dissertation committees must have at least four members, including at least three tenured or tenure-track members of instructional faculty affiliated with a Rackham doctoral program. Such faculty include those holding a regular or “unmodified” (i.e., not research, clinical, visiting, adjunct, etc.) appointment as Professor, Associate Professor, or Assistant Professor. At least two of the four committee members must be biological anthropology faculty members with primary appointments in Anthropology, one of whom should be the dissertation chair. In addition, there should be a cognate member of the committee who holds at least a 50% appointment in a Rackham doctoral program other than the student’s home department (i.e., the Department of Anthropology).

Additional committee members may be added from the other subfields of anthropology, from other areas of the University, and in some circumstances outside of the University, which would require a Special Membership Request to Rackham OARD. The chair and all committee members must sign the *Certification of Dissertation Committee form* to affirm their willingness to serve on the student's doctoral committee. This form can be found on MBox and should be returned to the Graduate Program Coordinator no later than 6 months before the student plans to defend their dissertation. The Graduate Program Coordinator will then submit the list of committee members to Rackham for approval and all members will appear on the student's transcript.

BIOLOGICAL ANTHROPOLOGY: ANNUAL STUDENT EVALUATION GUIDELINES

ANNUAL REVIEW AND ANNUAL COMMITTEE MEETING

Purpose: The biological anthropology faculty reviews the progress of all graduate students annually. Any faculty member may offer advice to a student through the graduate student's advisor. The faculty take every precaution to identify students who are not making appropriate progress through the program (for example, accumulating incompletes) or who are otherwise not on track to complete a Ph.D. in anthropology. Such students could be asked to withdraw from the program, but all such requests will be reviewed by a two-person committee consisting of the Department Chair and the Director of Graduate Studies.

Process: All students are required to submit an annual progress report. The faculty use these statements as a starting point to evaluate each student's progress and plans. If reports are not submitted in a timely fashion, the student risks being left out of funding decisions for the following academic year.

In early January, all students will receive e-mail instructions about the Annual Review Process along with an attachment of their current student checklist. To assist faculty in their evaluation and to ensure accuracy, each student is required to submit the following:

1. A statement outlining current progress and plans for completion of the degree program, including a proposed schedule for completion of required courses, significant accomplishments and challenges faced over the past year, and plans and funding needs for the following year
2. A copy of your current transcript (obtained from the Graduate Program Assistant)
3. An updated copy of the student checklist.

Students should also take this opportunity to bring to the faculty's attention any problems they may be experiencing related to their academic progress through the program.

Student responses are due in mid-February (see the Annual Student Review email for the specific due date). The faculty conducts evaluations towards the end of the academic year; students will receive a letter summarizing these discussions soon thereafter. The biological anthropology faculty will report the results of the discussion and their recommendations for funding to the Department of Anthropology. These recommendations will be taken into consideration by the Department Chair and Director of Graduate Studies in their determinations about whether to award tuition fellowships to doctoral candidates as required under the Continuous Enrollment Policies.

In addition to the all-faculty review of students, each student who has advanced to candidacy is responsible for setting up an annual meeting with their Dissertation Committee, usually in the winter term. Students are responsible for setting the time and place of the review. In the review, students are expected to present a summary of their progress on the dissertation in the past year to the committee members. Committee members will be required to sign off on these reviews and acknowledge that sufficient progress is being made to ensure that students remain in good standing in the program.

SECOND YEAR REVIEW

Purpose: The Second Year Review includes a self-assessment by the student of their progress, a plan of study, a proposed schedule for prelim exams, and a discussion of their proposed dissertation goals. The Second Year Review materials should be submitted to the Graduate Office no later than mid-February in the winter term of the second year (fourth semester) using the forms provided by the Graduate Office. The biological anthropology faculty will review these materials in a more extended Second Year Review of these students.

Based on review of the materials, the biological anthropology faculty may make a recommendation to move forward with the preliminary examination and provide comments and suggestions that will aid in the preparation of the exam. Alternatively, in some rare situations, the faculty may decide that a student requires additional coursework beyond the fourth semester in which case an extension to take the preliminary exam may be granted. Exceptions to this schedule require approval of the advisor.

Process: As part of the Second Year Review process, students will form a **Preliminary Exam Committee** consisting of four members of the biological anthropology faculty (see BIOLOGICAL ANTHROPOLOGY: STUDENT ADVISING above).

Second Year Review applications and statements consist of a three- to five-page (1200- to 1500-word) essay addressing the following points:

1. A self-assessment of your performance and progress.
2. A statement of research interests and professional goals, including plans for fieldwork and dissertation topic, if known.
3. The proposed course of preparation including but not limited to a list of your coursework to date including the term and grade, a list of the courses you propose to take in the future, your GSI experience, a list of the grants and fellowships you have applied for or plan to apply for and which ones were funded, independent research you have conducted, and language preparation.
4. The proposed date of the preliminary examination
5. The proposed preliminary examination committee (including specification of which of the four exam topics each member will be primarily responsible for, see PRELIMINARY EXAMINATION IN BIOLOGICAL ANTHROPOLOGY below).
6. Your current transcript.

BIOLOGICAL ANTHROPOLOGY: COURSE REQUIREMENTS

REQUIRED COURSES (ANTHROPOLOGY):

Core Courses: Departmental: Graduate students in biological anthropology must fulfill the departmental core requirement of **one core course in the other subfields** of anthropology:

- **Sociocultural anthropology** (Anthrcul 526 OR Anthrcul 527)
- **Linguistics** (Anthrcul 576)
- **Archaeology** (Anthrarc 581 OR Anthrarc 582)

Core Courses: Biological Anthropology: Graduate students must take **one or more graduate-level courses (400-level or above) in each of the four areas listed below**. Although some courses are listed under more than one heading, each class can be applied to only one of the four areas. The exceptions to this are the “Topics” courses (Anthro 469 and 661), which, if taken more than once, may possibly fall under different areas (depending on the topic). Students are encouraged to take more than one course in their

area(s) of specialty and should work with their advisors on a detailed course plan for their first two to three years. To help graduate students in their planning, faculty are advised to check the updated two-year teaching plan for the biological anthropology faculty.

1) Evolution and Genetics

Anthrbio 450, Molecular Anthropology

Anthrbio 452, Population Genetics and Anthropology (not currently taught)

Anthrbio 472, Human Nature

Anthrbio 479, Hominoid Evolution

Anthrbio 563, Human Evolutionary Genetics

2) Ecology and Behavior

Anthrbio 461, Primate Conservation Biology

Anthrbio 467, Human Behavioral Ecology

Anthrbio 468, Behavioral Biology of Women (not currently taught)

Anthrbio 472, Human Nature

Anthrbio 478, Primate Behavioral Ecology

Anthrbio 560, Human Reproductive Ecology

Anthrbio 668, Topics in Primatology

Anthrbio 469, Primate Social Evolution

3) Paleoanthropology and Morphology

Anthrbio 465, Primate Functional Anatomy

Anthrbio 474, Hominid Origins

Anthrbio 475, Evolution of the Genus *Homo*

Anthrbio 476, Methods in Paleodiet Reconstruction

Anthrbio 477, Human Osteology w/Laboratory (not currently taught)

Anthrbio 479, Hominoid Evolution

Anthrbio 665, Topics in Human Evolution

4) Human Adaptation

Anthrbio 462, Human Life Cycle

Anthrbio 472, Human Nature

Anthrbio 560, Human Reproductive Ecology

Anthrbio 563, Human Evolutionary Genetics

Anthrbio 664, Problems in Nutrition, Growth, and Aging

OTHER RECOMMENDED COURSES

The following biological anthropology courses are not listed under one of the above four areas, but biological anthropology grad students are encouraged to discuss these options with their advisors to consider fitting them into their course plans:

- Anthro 471, Research in Biological Anthropology: This course is offered by most biological anthropology faculty and is a specific training course for that particular laboratory. It is a training course in laboratory, museum, and field methods that should be taken by grad students most semesters. These courses are offered annually by most faculty.
- Anthro 569, Grant-Writing in the Life Sciences: This course is a grant-writing course that is offered every other year. This course does not count towards the categories above, but is recommended for students in their second or third year who plan to apply for external funding.

- Anthro 570, Introduction to Biological Anthropology: While biological anthropology graduate students are not required to take this course, we encourage everyone to take it. Even students coming from undergraduate programs in biological anthropology can benefit from this graduate level overview of key topics in the field. It is also excellent preparation for the Preliminary Exam.
- Gross Anatomy: students interested in taking gross anatomy should contact their advisor.

COGNATE COURSES

Rackham requires **three (3) hours of cognate credit** with a grade of B- or better to advance to candidacy. Students do not need to go beyond these four hours, but are encouraged to integrate other relevant social science and life science courses into their training where relevant. Note that a student's advisor or graduate committee may require additional courses in the student's specialty from within biological anthropology or from outside the department.

STATISTICS REQUIREMENT

Students must complete **one upper division or graduate course** in statistics. This requirement can be filled with a number of different courses. A few of the more common courses include:

- ANTHRBIO 463 (Statistical Modeling and Data Visualization in R)
- PSYCH 988 (Psychology Statistics, Instructor: Dr. Rich Gonzalez)
- NRE 538 (Natural Resources Statistics, Instructor: Dr. Shika Marwah)
- HUMGEN 544 (Basic Concepts in Population and Statistical Genetics)

OTHER REQUIREMENTS

Responsible Conduct in Research and Scholarship (RCRS) Course Requirement. Students must complete **one course** on responsible conduct in research and scholarship before advancing to candidacy. The course that fulfills this requirement is Anthrbio 956: Responsible Conduct of Anthropological Research. The course consists of 4 sessions during the winter term and is usually taken in the first year. Students must attend all 4 sessions and complete the associated assignments to fulfill this requirement. See also Page 8.

Language Requirement. Completion of the language requirement is needed for candidacy, see page 7 for more details.

Biological Anthropology Meeting (BAM). BAM is a **one-hour meeting held weekly** during the academic year where all faculty, postdocs, graduate students (and, on occasion, advanced undergraduate students) get together to present and discuss their current research. This is a forum for practice talks, discussing recent literature and news, getting feedback on proposals, and many other possibilities. The format can range from informal discussions to a formal presentation. Students, postdocs, and faculty members are responsible for leading meetings. Attendance is expected for all graduate students in the program, but required for pre-candidates unless attendance is prohibited by other course meetings or GSI responsibilities.

Sample Timelines

The goal is to complete all required courses in four semesters. Students can take additional courses if desired in subsequent years. Below are two sample biological anthropology grad student plans (with and without anatomy). Note these represent just two ways to structure the requirements, students should make their own plans in consultation with their advisors.

Sample BioAnth Grad Student plan WITHOUT anatomy

	Fall	Winter
Year 1	1. Anthrarc 581/582: Archaeology 2. Anthrcul 526/527: Trad. in Ethnology 3. BioAnth 1 4. Anthrbio 471	1. BioAnth 2 2. BioAnth 3 3. Rackham Cognate 4. Anthrbio 471 5. Anthrbio 956: RCRS

	Fall	Winter
Year 2	1. Anthrcul 576: Linguistic Anthropology 2. Anthrbio 463 3. Anthrbio 471 GSI Teaching	1. BioAnth 4 2. Language or Lab Course 3. Anthrbio 471 GSI Teaching

Prelim Exam at the end of the 4th summer/beginning of 5th semester *

	Fall	Winter
Year 3	1. Anthrbio 569: Grant Writing Course 2. Anthrbio 471 3. Anthrbio Elective GSI Teaching	1. Reading or Lab Course 2. Anthrbio 471 3. Anthrbio Elective GSI Teaching

Complete Proposal Defense and advance to Candidacy by end of 6th semester

Year 4	Submit NSF DDIG in July or January of 4th year
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Sample BioAnth Grad Student plan WITH anatomy

	Fall	Winter
Year 1	1. Anatomy 2. Anthrcul 576: Linguistic Anthropology 3. Anthrbio 471	1. Anthrarc 581/582: Archaeology 2. BioAnth 1 3. Rackham Cognate 4. Anthrbio 471 5. Anthrbio 956: RCRS

	Fall	Winter
Year 2	1. Anthrcul 526/527: Trad. in Ethnology 2. BioAnth 2 3. Anthrbio 463 GSI Teaching	1. BioAnth 3 2. BioAnth 4 3. Anthrbio 471 GSI Teaching

Prelim Exam at the end of the 4th summer/beginning of 5th semester *

	Fall	Winter
Year 3	1. Anthrbio 569: Grant Writing Course 2. Anthrbio 471 3. Language or Lab Course GSI Teaching	1. Reading or Lab Course 2. Anthrbio 471 3. Anthrbio Elective GSI Teaching

Complete Proposal Defense and advance to Candidacy by end of 6th semester

Year 4	Submit NSF DDIG in July or January of 4th year
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Notes: The goal is to complete all required courses in 4 semester. Students can take additional courses if desired in year 3 on. Students are expected to register for 9 credits per semester (Rackham requires a minimum of 8). Rackham requires 4 credits outside BioAnthro, which for most students would be satisfied by Statistics.
*While not required, students may register for Anthrbio 990: Prelim Prep the semester before or during their Prelims

BIOLOGICAL ANTHROPOLOGY: CANDIDACY

Advancing to Ph.D. Candidacy. To advance to candidacy, biological anthropology graduate students must fulfill all course requirements laid out above, pass their Preliminary Examination, and pass their Proposal Defense. To remain eligible for some types of funding from Rackham Graduate School, students need to advance to candidacy before the beginning of their 7th term.

BIOLOGICAL ANTHROPOLOGY: PRELIMINARY EXAMINATION

Purpose: The purpose of the preliminary examination in biological anthropology is to assess a student's breadth of understanding of the subfield. A demonstrable ability to integrate and synthesize knowledge is expected.

Timing: Students are expected to take their preliminary examination **before the beginning of their 5th semester (i.e., before their third year)**, based on coursework completed by the time of the exam. In some rare situations, a student may require additional coursework beyond the fourth semester, in which case an extension to take the exam may be granted. Such exceptions to the schedule require approval of the student's primary faculty advisor.

Preliminary Exam Committee: As described in the Second Year Review section above, students are expected to form a Preliminary Examination Committee comprising at least four biological anthropology faculty members. Students will be responsible for scheduling their examination date with their committee members.

Questions will be written by this committee, in some cases in consultation with other faculty who have taught or engaged with the student.

Students are encouraged to consult with their advisors and committee members during the semester before they take the exam (i.e., in the fall of their second year) to clarify expectations and material to be covered. Typically students select faculty with whom they have taken courses or worked closely as Preliminary Examination Committee members. Although any faculty member may contribute questions to any of the four topic areas on the written exam (see below), it is important that students and their advisors make clear when they set their Preliminary Examination Committee which faculty member will be primarily responsible for each of the four areas.

Format: The preliminary examination includes two components: a written examination and an oral examination.

Written examination. The exam will include questions in each of the following areas: (1) **Evolution and Genetics**, (2) **Ecology and Behavior**, (3) **Paleoanthropology and Morphology**, and (4) **Human Adaptation**. Exams will consist of 16 questions, four in each of the four areas listed above. Students must answer three of the four questions posed in each area. Students will be given five days to complete take-home examinations. Students will be given questions at 8:00 AM on Monday morning. They are responsible for submitting their answers by 5:00 PM on Friday of the same week.

Students for whom English is a second language and who feel that the usual timeline would be insufficient for them to accurately convey their knowledge in the field may petition for additional time to complete the written portion of the Preliminary Exam. After consultation with their advisor, students should make such petitions to the subfield head via e-mail. The amount of extra time (i.e., the modified due date) will be determined by the subfield head and the student's advisor based on the principle of fairness among students with differing levels of proficiency with written English. Following normal procedures (see below), the oral portion of the exam would be held ten to fourteen days after the written exam is submitted.

Academic integrity:

We take academic integrity seriously and will not tolerate plagiarism, cheating, or other violations of the LSA Community Standards of Academic Integrity. Students who have questions regarding what constitutes academic dishonesty should consult with their advisors. The following links provide useful information.

www.lsa.umich.edu/academicintegrity/index.html

www.lib.umich.edu/shapiro-undergraduate-library/academic-integrity-resources-students

Structure:

- Each written answer should be clearly written and well organized.
- In general, we expect answers to be approximately 3-5 single-spaced pages of text (or 6-10 double-spaced pages), excluding references.
- Each answer should include approximately 10-20 references, although this may vary widely among questions.
- Citations should be provided using any standard in-text citation format, followed by full references at the end. References must be listed at the end of each question

Guidelines:

- Read each question and be sure you understand it completely before answering.
- If you need clarification on a question, you may ask the chair of your committee who will seek clarification from the writer of the question. We suggest taking some time to outline your answer before starting to write.

- Many questions have multiple parts; be sure to answer each question in full. Students may be asked to re-write their exams if all of the parts of the question have not been answered.
- There is no standard expectation of answer format or what proportion of the answer should be dedicated to background, as this may vary substantially among questions.
- Be sure to support each of your general arguments with specific example(s) / citation(s).
- In your answers, make clear any conflicting points of view if there isn't a general consensus on the topic in the literature. This doesn't mean you must know every counterpoint, but if there are large "camps" across an issue, we expect this to come through in your answers.
- **Keep in mind that we are looking for a *synthesis*, not just a summary, of the literature.** This means you should do more than reiterate points from the literature – be sure to pull it all together and say what it means for your answer.

(2) *Oral examination.* Ten to fourteen days after submission of the written component of the preliminary examination, students will be required to complete an oral examination. The oral examination will be used as a means to evaluate a student's general knowledge of biological anthropology. Thus, while many faculty questions will relate to topics covered on the written portion of the exam, students should also be prepared to answer more general questions about biological anthropology. The student's Preliminary Examination Committee will administer the oral examination, although other faculty members in biological anthropology may be invited to attend.

Evaluation. The Preliminary Examination Committee may seek input from other faculty members in biological anthropology when evaluating a student's performance on the written exam and oral exam, but final decisions regarding a student's evaluation will rest solely with the members of the Preliminary Examination Committee. The Committee will award one of the following evaluations for the exam (based upon evaluation of both the written and oral portions of the exam):

High pass

Pass (with or without remediation)

Low-pass (with remediation)

Fail

Regardless of the evaluation given, remediation may be required for students who do not answer one or more questions to the satisfaction of the Preliminary Examination Committee. Remediation may include additional coursework, readings, meetings with faculty, rewriting some or all questions and /or other work deemed necessary by the Preliminary Examination Committee. A student who requires remediation does not pass the exam until they have completed the remediation to the satisfaction of the committee within six months of the original exam (if additional coursework is required, additional time may be granted if necessary based on course availability). Any materials associated with remediation should be submitted to the Preliminary Examination Committee chair by the mutually-agreed upon date. The chair will consult with the rest of the committee, and inform the student of the committee's decision in due course. In the event that the committee cannot agree on an evaluation, two assessments must be submitted to the Director of Graduate Studies, along with a written explanation of the disagreement. Under that circumstance, the Chair of the Department and the Director of Graduate Studies will adjudicate the evaluation. Should the Department Chair or Director of Graduate Studies be a member of the Preliminary Examination Committee, they will not participate in the adjudication. Instead, the Associate Chair will serve as the second adjudicator.

If students receive a High pass, Pass, or Low-pass on the Preliminary Examination, they are allowed to continue in the program and should begin to plan for the proposal defense.

A failed evaluation will result in dismissal from the program. Dismissal from the program may be appealed to a two-person Appeal Committee consisting of the Department Chair and the Director of Graduate Studies, unless one of them was involved in the first stage of the decision, in which case the Associate Chair will substitute. This committee will either uphold or overturn the dismissal. If the Appeal Committee decides to overturn the subfield's decision, they will work with the Biological Anthropology subfield head and other relevant faculty or staff to develop a plan for the student's continuation in the program. The Appeal Committee's decision is final and cannot be appealed.

BIOLOGICAL ANTHROPOLOGY: PROPOSAL DEFENSE

Purpose: The goal of the proposal defense in biological anthropology is to assess a student's readiness to conduct Ph.D. research.

Proposal Defense Committee: Students should form a three-person Proposal Defense Committee. In addition to mentoring the development of a research proposal, this committee should review candidacy requirements with the student, to make sure that plans are in place for meeting them by the beginning of the fourth year.

Timing: Students are expected to defend their research proposal **at the end of the sixth semester (end of the third year)**. In some rare situations, a student may require additional time to develop their prospectus beyond the sixth semester, in which case an extension to defend the proposal may be granted. However, students who have not completed both the preliminary exams and proposal defense by the beginning of their seventh semester (fourth year), cannot be advanced to candidacy and would be ineligible for certain types of funding from Rackham Graduate School, so extensions beyond the sixth semester are not encouraged. Students will be responsible for scheduling the proposal submission and defense dates with their committee members.

Format: The proposal defense includes two components: a research proposal and an oral defense of the research proposal.

(1) *Research proposal.* Students must submit a research proposal not to exceed 10 pages in length. Proposals should be modeled after project descriptions suitable for submission as NSF Doctoral Dissertation Improvement Grants (DDIG). Consult the NSF Grant Proposal Guide for more information about the content and format of such proposals: <http://www.nsf.gov/pubsys/ods/getpub.cfm?gpg>. Additional information for biological anthropology proposals can be found at: <http://www.nsf.gov/sbe/bcs/physical/physdiss.htm>.

(2) *Oral proposal defense.* Ten to fourteen days after submission of their research proposal, students are required to complete an oral defense of the proposal. The oral defense should consist of a 10-minute presentation (which may include up to 10 slides) to be interrupted by or followed by questions from the committee. The student's Proposal Defense Committee will administer the oral proposal defense, although other faculty members in biological anthropology may be invited to attend.

Evaluation. The Proposal Defense Committee can seek input from other faculty members in biological anthropology when evaluating a student's performance on the written research proposal and oral defense, but final decisions regarding a student's evaluation will rest solely with the members of the Proposal Defense Committee. The committee may award any of the following evaluations for the research proposal and oral defense: High pass, Pass, Low-pass, or Fail

Remediation may be required for students whose proposal is not deemed satisfactory to the Proposal Defense Committee. A student who receives a pass or a low-pass with remediation does not advance to candidacy until they have completed the remediation to the satisfaction of the committee within six months of the original exam. Under extenuating circumstances, the student's graduate committee may allow a failed research proposal to be redone once, no later than six months from the date of the original proposal defense. In the event that the committee cannot agree on an evaluation, two assessments must be submitted to the Director of Graduate

Studies, along with a written explanation of the disagreement. Under that circumstance, the Chair of the Department and the Director of Graduate Studies will adjudicate the evaluation. Should the Department Chair or Director of Graduate Studies be a member of the Proposal Defense Committee, they will not participate in the adjudication. Instead, the Associate Chair will serve as the second adjudicator. Ultimately, failure to complete the proposal defense to the satisfaction of the committee requires that the student withdraw from the program.

The evaluations of high pass, pass, and low-pass for the proposal defense allow the student to become a Ph.D. candidate (i.e., they have advanced to “candidacy”).

LINGUISTIC ANTHROPOLOGY: STUDENT ADVISING

First Year Advisor

All beginning graduate students will be assigned two faculty mentors, constituting a *mentoring triad* with the student. The primary objectives are to make sure that the student is adjusting to life at the University of Michigan and has begun fulfilling their course requirements. We expect that by the end of the first year, the student will be in a position to seek out advisors for the longer term.

Selecting an Advisor

At the end of the first year, students will select a “permanent” primary advisor. While a student’s first-year advisor can become their permanent advisor, students should take into consideration aspects they desire in an advisor/advisee relationship, such as well-suitedness of research interests, sharedness of expectations (frequency of contact/feedback/availability/timing/negotiation), compatibility of styles of interaction and commitment. Advisors serve at the discretion of the student and the consent of the advisor which means that students may change their advisor at any time. This relationship must be formalized in writing using the Certification of Faculty Advisor form which can be found on MBox. This form should be turned into the Graduate Program Coordinator preferably by April 1st of their first year though absolutely no later than October 15th of their second year. Any future changes must also be formalized in writing using the same form.

Preliminary Examination Committee

Following the Second Year Review (see below), students should have a fairly clear idea of their research questions and dissertation research project and of those faculty who are interested in working with them. This should guide their selection of three faculty members for their prelim committee. The student will invite these faculty to serve on the committee in the fall term of their third year, if not sooner. Two of the three faculty members must be linguistic anthropology faculty. The third member may be from any of the four subfields in Anthropology. The chair of the prelim committee is the student’s primary advisor. The chair and all committee members must sign the Certification of Prelim Committee Form to affirm their willingness to serve on the student’s prelim committee. This form can be found on MBox and should be returned to the Graduate Program Coordinator no later than 4 months before the student plans to take their preliminary exams.

Dissertation Chair and Committee

Following the prelim exams and advancement to candidacy, the student needs to assemble a formal Dissertation Committee. This committee may be developed from the Preliminary Examination Committee but also may differ to reflect the student’s dissertation focus. This committee takes responsibility for the student’s graduate training (although the student continues to be reviewed annually by the linguistic anthropology faculty). Dissertation committees must have at least four members, including at least three tenure or tenure-track members of instructional faculty affiliated with a Rackham doctoral program. Such faculty include those holding a regular or “unmodified” (i.e., not research, clinical, visiting, adjunct, etc.) appointment as Professor, Associate Professor, or Assistant Professor. The chair and at least one other committee member must be from linguistic anthropology. At least three of the four committee members must be faculty members with primary appointments in Anthropology. In addition, there should be a cognate member of the committee who holds at least a 50% appointment in a Rackham doctoral program other than the student’s home department (i.e., the Department of Anthropology). Additional committee members may be added from the other subfields of anthropology, from other areas of the University, and in some circumstances outside of the University, which would require a Special Membership Request to Rackham OARD. The chair and all committee members must sign the *Certification of Dissertation Committee form* to affirm their willingness to serve on the student’s doctoral committee. This form can be found on MBox and should be returned to the Graduate Program Coordinator no later than 6 months before the student plans to defend their dissertation. The Graduate Program

Coordinator will then submit the committee to Rackham for approval and all members will appear on the student's transcript.

LINGUISTIC ANTHROPOLOGY: ANNUAL STUDENT EVALUATION GUIDELINES

ANNUAL REVIEW

Purpose: The linguistic anthropology faculty reviews the progress of all graduate students annually. Any faculty member may offer advice to a student through the graduate student's advisor. The faculty should take every precaution to identify students who are not making appropriate progress through the program (for example, accumulating incompletes) or who are otherwise not on track to complete a Ph.D. in anthropology. Students who are experiencing significant difficulty completing requirements for the Ph.D. in anthropology will be notified of what they need to do to remain in good academic standing. Though unusual, such students may be asked to withdraw from the program, but all such requests will be reviewed by a two-person committee consisting of the Department Chair and the Director of Graduate Studies.

Process: All students, whether they are in residence or away, are required to submit a progress report each year. If reports are not submitted in a timely fashion, the student risks being left out of funding decisions for the following academic year.

In mid-March, all students will receive e-mail with a link to an Annual Student Review Google survey. The survey requests information from the student which includes a statement outlining current progress to degree along with plans for completing unmet requirements; the name of the faculty advisor and the constitution of prelim or dissertation committees, and funding plans for the coming year. Students should also take this opportunity to bring to the faculty's attention any problems they are experiencing in completing the program.

Student responses are due early-April as requested in the Annual Student Review email. The faculty conducts evaluations in May, and reports the results of the discussion to the Department of Anthropology. These recommendations will be taken into consideration by the Department Chair and Director of Graduate Studies in their determinations about whether to award tuition fellowships to doctoral candidates as required under the Continuous Enrollment Policies. All students will receive a summary of the discussion in a letter from the Director of Graduate Studies.

SECOND YEAR REVIEW

Purpose: The one exception to the annual review process comes near the end of the student's second year. By this point, students should have gained sufficient footing in the program (maintaining at least the required minimum B+ grade average), and a clear enough sense of their research focus, to be ready for a more sustained review by the faculty. This will be the most exhaustive evaluation to be carried out by the entire Linguistic Anthropology Faculty as a body during the student's graduate career. It is based on the student's record to date and their plans for completing the remaining requirements (using forms obtained from the Graduate Program Coordinator), along with a research proposal, all of which are submitted to the Graduate Program Coordinator in advance. The major purpose of the Second Year Review is to make sure students are on track, that funding issues are being addressed, that they are being well advised, and above all, that their research is gaining direction. As the entire linguistic anthropology subfield faculty reads the proposal, it is an important opportunity for a wide range of faculty members to offer advice on the proposed project, as well as to establish a list of those members willing to serve on the student's dissertation committee. (Note that this means that the proposal should be written in such a way as to address the full Linguistic Anthropology Faculty, not just one or two individuals). Students may also request faculty readers from outside of the linguistic anthropology subfield. In very rare cases, the faculty may determine that a student should not be continued in the program. The normal outcome, however, is advice and suggestions meant to help students move forward.

Process: Every student must submit a Second Year Review application no later than March 1st in the Winter term of their second year. Anthro/SSW students (with linguistic anthropology concentration) who do not enter with a MSW should submit their review in the Winter of their 3rd year.

Applications consist of a three- to five-page (1200-1500 word) essay addressing the following points:

- a) A review of the student's past performance and progress
- b) A statement of research interests and professional goals, including plans for fieldwork and dissertation topic, if known
- c) The proposed course of preparation (coursework, independent research, language preparation, etc.)
- d) Proposed date of preliminary examination and submission of grant proposals

The application should address theoretical problems and methodological strategies that underlie the proposed research, with appropriate citations to the principal bodies of literature to which the research will contribute. A selective, one- to two-page bibliography of sources cited in the proposal and a modest number of other relevant texts should be appended. Students are urged to seek advice from at least one faculty member on drafts of the proposal.

At the end of the discussion, a poll is taken of the faculty members. The majority of the subfield faculty members must approve of the application. Of these faculty members, three must also state they would be willing to serve on the dissertation committee.

Linguistic anthropology students select a prelim committee of three members from a list of those who have agreed to work with the student (typically all five faculty in the subfield). Students in joint-degree programs and students pursuing dual degrees select at least two anthropology faculty to be members of their committee. The student should obtain (from the Graduate Program Coordinator) the proper forms for constituting his or her committee.

The evaluation takes place at a meeting of the subfield faculty. There are three possible outcomes: (a) a positive evaluation, in which case the student is encouraged to continue in the program; (b) "probationary status;" (c) a negative evaluation, in which case the student is not permitted to continue in the program toward the Ph.D. Following the Second Year Review, the subfield chair or student's advisor will send a letter to the student highlighting the faculty's evaluation and suggestions (a copy of which is added to the student's file).

Probationary status results when a positive consensus about a student has not been reached. The letter to the student advising him/her of probationary status will indicate the faculty's suggestions as to what might lead to a positive outcome, but the letter will also make it clear that there can be only one re-submission of the Second Year Review. A student on "probationary status" who wishes to continue in the program will be re-evaluated in the following semester. Probationary status is only granted when the faculty consider the student likely to pass, but this judgment is no guarantee of a positive outcome. Students are only allowed to undergo the review twice. A second negative review results in termination.

A student who does not pass the Second Year Review can be given one term to complete the MA if he or she has not already fulfilled its requirements.

LINGUISTIC ANTHROPOLOGY: COURSE REQUIREMENTS

REQUIRED COURSES (ANTHROPOLOGY):

Core Courses: Departmental: Graduate students in linguistic anthropology must fulfill the departmental core requirements **in each of the four subfields** of anthropology:

- **Archaeological Anthropology:** AnthrArc 581(Archaeology I) OR AnthrArc 582 (Archaeology II)
- **Biological Anthropology:** AnthrBio 570 (Biological Anthropology: An Overview)
- **Sociocultural Anthropology:** AnthrCul 526 (Traditions of Ethnology I) AND AnthrCul 527 (Traditions of Ethnology II)

Core Courses: Linguistic Anthropology: Graduate Students must take AnthrCul 576 (Introduction to Linguistic Anthropology), AnthrCul 577 (Language as Social Action), AND AnthrCul 578 (Monographs in the Ethnography of Speaking)

Note: Because AnthrCul 578 is only offered every other year, a substitution may be requested upon consultation with your advisor and with approval from the subfield.

OTHER REQUIRED COURSES

Linguistics Requirement

The Linguistic Anthropology subfield requires students to acquire sufficient background in linguistics in addition to a comprehensive grounding in anthropology. Students are required to take two linguistics courses before being advanced to candidacy.

COGNATE COURSES

Rackham requires **three (3) hours of cognate credit** with a grade of B- or better to advance to candidacy. The above required linguistics coursework meets this requirement. Students do not need to go beyond these four hours, but are encouraged to integrate other relevant social science and life science courses into their training where relevant. Note that a student's advisor or graduate committee may require additional courses in the student's specialty from within anthropology or from outside the department.

OTHER REQUIREMENTS

- **Responsible Conduct in Research and Scholarship (RCRS) Course Requirement.** Students must complete **one course** on responsible conduct in research and scholarship before advancing to candidacy. The course that fulfills this requirement is AnthrCul 956: Responsible Conduct of Anthropological Research. The course consists of 4 sessions during the winter term and is usually taken in the first year. Students must complete all 4 sessions and associated assignments to complete this requirement. See also Page 8.
- **Language Requirement.** The Linguistic Anthropology subfield requires proficiency in one scholarly language and one non-Western Indo-European language. If a student's chosen language meets both criteria, then only one language will be required, otherwise a student must reach proficiency in two languages. At least basic proficiency in one language should be documented prior to the Second Year Review. Students should complete the Language Certification Form (found in MBox) with their faculty advisor and return a signed copy to the Graduate Program coordinator. See page 7 for details of requirement; the foreign language requirement is needed for candidacy.
- **Ling Lab.** Every semester students are on campus, they should attend sessions of AnthrCul 777 (Ling Lab). Registration is required up until a student reaches candidacy. Candidates are strongly encouraged to register for one credit each term until graduation.

- **Prelim Exam.** These exams are taken at the end of the 3rd year. More information can be found below in the Linguistic Anthropology: Preliminary Examination section.
- **Dissertation Proposal.** The proposal is presented in conjunction with the prelim exam materials and discussed at the prelim meeting. This must be completed before beginning fieldwork and advancing to candidacy. More information can be found below in the Linguistic Anthropology: Dissertation Proposal section.
- **Post-Fieldwork.** Soon after the student’s return from fieldwork, he or she should meet with the committee for a debriefing. This will provide the student with a valuable opportunity to begin thinking strategically about the content and narrative shape of the dissertation. Students are encouraged to index their field notes and recordings in preparation for this debrief and either create a tentative outline or a 20-page summary of their research.
- **Defend Dissertation.** Dissertation defense requirements can be found on [Rackham’s website](#).

Sample Timeline

The goal is to complete all required courses in four semesters. Students can take additional courses if desired in years three on. Below is a sample timeline for a Linguistic anthropology grad student. Note this represents just one way to structure the requirements. Bolded courses are expected to be completed in the specified term. Unbolded courses represent a recommended trajectory.

	Fall	Winter
Year 1	1. Anthrcul 526: Traditions in Ethnology I 2. Anthrcul 576: Intro to Linguistic Anthropology 3. Cognate or other Anthropology Course 4. Anthrcul 777: Ling Lab	1. Anthrcul 527: Traditions in Ethnology II 2. Anthrcul 956: Responsible Conduct in Research 3. Anthrcul 577: Language as Social Action 4. Anthrcul 777: Ling Lab

	Fall	Winter
Year 2	1. Anthrarc 581: Archaeology I 2. Linguistics Course 3. Cognate or other Anthropology Course 4. Anthrcul 777: Ling Lab	1. Anthrbio 570: Biological Anthropology 2. Linguistics Course 3. Cognate or other Anthropology Course 4. Anthrcul 777: Ling Lab

	Fall	Winter
Year 3	1. Anthrcul 578: Monographs in Ethn. Of Speaking 2. Cognate or other Anthropology Course 3. Cognate or other Anthropology Course 4. Anthrcul 777: Ling Lab	Prelim Exam* 1. Advance to Candidacy 2. Cognate or other Anthropology Course 3. Anthrcul 777: Ling Lab

*While not required, students may register for Anthrcul 990: Prelim Prep the semester they take their Prelims

LINGUISTIC ANTHROPOLOGY, CANDIDACY

In order to advance to Ph.D. candidacy, a student must: (1) complete the core courses, (2) fulfill the language requirement, (3) fulfill the cognate requirement, (4) pass the Second Year Review, and (5) pass the qualifying preliminary examinations.

LINGUISTIC ANTHROPOLOGY: PRELIMINARY EXAMINATION

Purpose: Once the Second Year Review is passed and the preliminary committee is set up, the student begins the process of developing the reading lists upon which the prelim exams will be based. The lists are developed in consultation with all members of the committee.

The Graduate School requires that students be enrolled for at least one hour in the term in which preliminary exams are taken (this can be 990). However, preliminary examinations may be taken during the month of May without a spring/summer enrollment.

Timing: The written prelim should be taken in April or early May of the student's 6th term, but no later than *the end of May of that term*. Rare exceptions may be granted in consultation with the Director of Graduate Studies, subfield head, and the student's advisor given that entering candidacy any later than their sixth term may jeopardize their eligibility for fellowships and other support from the Department and Rackham in subsequent years. (Students working as GSIs may wish to schedule their written exam during spring break to avoid conflicts with their teaching obligations.)

Prelim Exam Committee: The prelim committee should consist of three faculty members, two of the three must be linguistic anthropology faculty. The third member may be from any of the four subfields in Anthropology. The chair of the prelim committee is the student's primary advisor. The chair and all committee members must sign the Certification of Prelim Committee Form to affirm their willingness to serve on the student's prelim committee.

Format: Once the preliminary committee is set up, the student begins the process of developing the reading lists and possible questions upon which the prelim exams will be based. The lists and questions are developed in consultation with all of the members of the committee. In addition to the exam, students will also write a dissertation proposal (often a version of a grant proposal submission; see below). Linguistic anthropology students will schedule a meeting with their prelim committee at least two weeks prior to the intended start date of their exam to review final reading lists and questions and to discuss the dissertation proposal. Questions are created by the prelim committee members and sent to the Graduate Program Coordinator the week before the exam. It is the students' responsibility to see that the questions are filed with the Graduate Program Coordinator.

Although a demonstration of knowledge is expected, preliminary exams are meant also to engage the student's creativity and to discover the student's particular interpretation/perspective on the materials. The exams are take-home exams, the usual procedure is that each exam is given for 24 hours (plus eight hours to sleep), with a 24-hour break in between. Second language English speaking students are allowed to take extra time for writing, up to an additional 12 hours per exam section. Students are responsible for notifying the Graduate Program Coordinator when this accommodation is requested.

Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
9 am: Ling Sent	5 pm: Ling Due	BREAK	9 am: SC Sent	5 pm: SC Due	BREAK	9 am: Area Sent	5 pm: Area Due

The exam is divided into three sections: linguistic anthropology, sociocultural theory, and geographic area. Students typically begin with the linguistic anthropology section. Within each section, students are presented with five to six questions, three of which they are required to answer. The typical essay length per question ranges anywhere from 8-15 pages.

The possible grades are as follows: High Pass, Pass, Low Pass, Conditional Pass, and Fail. If a student does exceptionally well, the committee may vote to award an overall grade of High Pass with Distinction and a letter to this effect will be put in the student's file. The student may also list this distinction on his or her vita. If the student does not receive a passing grade on part of the or entire exam, they should discuss the reasons for this with members of their committee. The student may take the part or the whole exam one additional time. If the student fails a second time, then they are terminated from the program and have the option of leaving with a terminal master's degree, provided other requirements for an MA are met.

LINGUISTIC ANTHROPOLOGY: DISSERTATION PROPOSAL

Purpose and Timing: Each student will present a dissertation proposal at the prelim exam meeting attended by the student's full committee. The purpose of the presentation is to provide a student with an opportunity to refine her/his fieldwork project in a constructive and professional setting. This exercise, along with the prelim essays, will facilitate the drafting and polishing of grant proposals.

The student will begin to draft a dissertation proposal, in conjunction with preparing for prelims. Working on the proposal will significantly help the student in preparing for prelims (by developing breadth and depth in area and topic) and will provide the student with important suggestions to incorporate into grant proposals.

The proposal presentation has typically coincided with the prelim meeting, but students may opt to schedule a dissertation proposal meeting in early fall of the third year, when it will be most useful in preparing fieldwork proposals that are usually due in mid to late fall.

SOCIOCULTURAL ANTHROPOLOGY: STUDENT ADVISING

First Year Advisor

All beginning graduate students will be assigned two faculty mentors, constituting a *mentoring triad* with the student. The primary objectives are to make sure that the student is adjusting to life at the University of Michigan and has begun fulfilling their course requirements. We expect that by the end of the first year, the student will be in a position to seek out advisors for the longer term.

Selecting an Advisor

At the end of the first year, students will then elect a permanent advisor with whom they share research or regional interests. (Although we do not expect students to choose their first year advisors for this role, they are welcome to do so if they find them a good fit.) Advisors serve at the discretion of the student and the consent of the advisor. This relationship must be formalized in writing using the Certification of Faculty Advisor form which can be found on MBox. This form should be turned into the Graduate Program Coordinator preferably by April 1st of their first year though absolutely no later than October 15th of their second year. Any future changes must also be formalized in writing using the same form. Students alone have the right to select the members of their committee, at every stage of the process. It is also the student's right to drop a committee member at any point, and for any reason.

Preliminary Examination Committee

Prelim Exam committee members should consist of the student's advisor and 2-3 additional faculty members. Prelim committees are usually made up of 3 faculty members, at least two of which must be in the anthropology department. Students will receive a list of faculty members willing to work with them, based on the results of the 2nd Year Review (see more on 2nd Year Review below). Each exam is fashioned by the student in consultation with the committee to reflect their particular research interests. Therefore the choice of committee members should above all be guided by their relevance to the geographical area and topics covered by the exam. This committee is formed solely for the purpose of the exam and is disbanded on its conclusion.

Dissertation Chair and Committee

Following successful defense of the Prelim Exams and advancement to candidacy, the Prelim Exam Committee dissolves. At this point, the student needs to assemble a formal Dissertation Committee. Although this committee is usually developed from the Preliminary Examination Committee, that is not required. Since it is normal for students to discover that their research focus has shifted during the early period of graduate school, and that different faculty members have become more relevant, the dissertation committee may have a different composition than the Prelim Exam committee. The Dissertation Committee takes responsibility for the student's graduate training (although the student continues to be reviewed annually by the sociocultural anthropology faculty). Dissertation Committees must ultimately have at least four members although they need not all be appointed at once. It must include at least three tenure or tenure-track members of instructional faculty affiliated with a Rackham doctoral program. Such faculty include those holding a regular or "unmodified" (i.e., not research, clinical, visiting, adjunct, etc.) appointment as Professor, Associate Professor, or Assistant Professor. At least two of the four committee members must be Department of Anthropology faculty members with primary appointments in Anthropology, one of whom should be the dissertation chair. In addition, there should be a cognate member who holds at least a 50% appointment in a Rackham doctoral program other than the student's home department (i.e., the Department of Anthropology). It is ordinarily desirable that the cognate be trained in a discipline other than anthropology. Additional committee members may be added from the other subfields of anthropology, from other areas of the University, and in some circumstances, outside of the University. Adding an external member requires a Special Membership Request to Rackham OARD. The chair and all committee members must sign the *Certification of Dissertation Committee form* to affirm their

willingness to serve on the student's doctoral committee. This form can be found on MBox and should be returned to the Graduate Program Coordinator no later than 6 months before the student plans to defend their dissertation. The Graduate Program Coordinator will then submit the committee to Rackham for approval and all members will appear on the student's transcript. Although working styles vary, the best practice in sociocultural anthropology suggests that students should treat the dissertation committee as a collaborative effort rather than favoring one advisor as their sole guide.

SOCIOCULTURAL ANTHROPOLOGY: STUDENT EVALUATION GUIDELINES

ANNUAL REVIEW

Purpose: Toward the end of every academic year, the sociocultural anthropology faculty meets to review the progress of all SC graduate students. This review is based on the student's self-reporting (see below), the student's transcript, input from any faculty members who have interacted with the student, in class, as advisor, or in other ways. The purpose of this review is to allow the faculty to make sure that students are making appropriate progress through the program, to offer feedback, and to identify those students in need of an intervention (for example, due to accumulating incompletes or failing to fulfill requirements). Students who are experiencing significant difficulty completing requirements for the Ph.D. in anthropology will be notified of what they need to do to remain in good academic standing. In the unusual case a student is asked to withdraw from the program, the request will be reviewed by a two-person committee consisting of the Chair and the Director of Graduate Studies. More often, this review should result in suggestions meant to help the student move forward. Therefore it is crucial that the students provide accurate and detailed reports.

Process: All students, whether they are in residence or away, are required to submit a progress report each year. If reports are not submitted in a timely fashion, the student risks being left out of funding decisions for the following academic year.

In mid-March, all students will receive an e-mail with a link to an Annual Student Review Google survey. The survey requests information from the student which includes a statement outlining current progress to degree along with plans for completing unmet requirements; the name of the faculty advisor and the constitution of prelim or dissertation committees, and funding plans for the coming year. Students should also take this opportunity to bring to the faculty's attention any problems they are experiencing in completing the program.

Student responses are due early-April as requested in the Annual Student Review email. The faculty conducts these reviews in April, and reports the results of the discussion to the Department of Anthropology. These recommendations will be taken into consideration by the Department Chair and Director of Graduate Studies in their determinations about whether to award tuition fellowships to doctoral candidates as required under the Continuous Enrollment Policies. All students will then receive a summary of the discussion in a letter from the Director of Graduate Studies.

SECOND YEAR REVIEW

Purpose: The one exception to the annual review process comes near the end of the student's second year. By this point, students should have gained sufficient standing in the program (maintaining at least the required minimum B+ grade average), and a clear enough sense of their research focus, to be ready for a more sustained review by the faculty. This will be the most exhaustive evaluation to be carried out by the entire Sociocultural Faculty as a body during the student's graduate career. It is based on the student's record to date and their plans for completing the remaining requirements (using forms obtained from the Graduate Program Coordinator), along with a research proposal, all of which are submitted to the Graduate Program Coordinator in advance. The

major purpose of the Second Year Review is to make sure students are on track, that funding issues are being addressed, that they are being well advised, and above all, that their research is gaining direction. As the entire sociocultural subfield faculty reads the proposal, it is an important opportunity for a wide range of faculty members to offer advice on the proposed project, as well as to establish a list of those members willing to serve on the student's dissertation committee. (Note that this means that the proposal should be written in such a way as to address the full Sociocultural Faculty, not just one or two individuals). In very rare cases, the faculty may determine that a student should not be continued in the program. The normal outcome, however, should be advice and suggestions meant to help the student move forward.

Process: Every student must submit materials for the Second Year Review *no later than mid-February in the Winter Term of their second year* regardless of the number of courses taken to date. (The rare exceptional student with legitimate extenuating needs, such as part-time status for child care purposes or health issues, may petition for special consideration.) For the purpose of the review, work done at another university may, with the approval of the Executive Committee, be counted as equivalent to some of the departmental requirements. Students admitted with relevant master's or in joint-degree programs may be approved, asked to write a revised statement, or be given one term to complete the terminal M.A. (except in the case of a previously approved "relevant" M.A. from another institution) or otherwise complete their program. Students who wish to combine subfields may petition the Departmental Executive Committee.

The preliminary proposal should address theoretical problems and methodological strategies that underlie the proposed research, with appropriate citations to the principal bodies of literature to which the research will contribute. A selective, one- to two-page bibliography of sources cited in the proposal and a modest number of other relevant texts should be appended. Students are urged to seek advice from *at least* one faculty member, typically the student's advisor, on drafts of the proposal.

The progress report submitted by a student should be no longer than 2000 words and should be guided by the following questions:

1. What are your main research interests? Include a description of your proposed dissertation project.
2. List your coursework to date and include the term and the grade.
3. List the courses you propose to take in the future.
4. What predissertation fieldwork and/or archival work have you undertaken to date?
5. What predissertation fieldwork and/or archival work do you plan to undertake in the future?
6. What grants and fellowships have you applied for, plan to apply for, or have received (including both predissertation and dissertation research)?
7. What GSI and/or academic service have you undertaken?
8. Include with this report a paper that you have written for a graduate class at the University of Michigan. Include the name of the course, name of the professor, and date of submission. (You may choose to submit a freshly printed copy and not the graded and marked-up version).

The progress report is distributed to the entire subfield faculty (including those on leave). They are asked to read each submission in preparation for a meeting of the subfield faculty. At the end of the discussion, a poll is taken of the faculty members. There are three possible outcomes: (a) a positive evaluation, in which case the student is encouraged to continue in the program; (b) "probationary status", in which case the student is asked to revise and resubmit his/her application and/or to address any other requests made by the SC faculty. Failure to do so will likely result in termination from the program; (c) a negative evaluation, in which case the student is not permitted to continue in the program toward the Ph.D. Following the Second Year Review, the Director of Graduate Studies will summarize the faculty responses and send a letter to the student highlighting the faculty's evaluation and suggestions (a copy of which is added to the student's file).

For a positive evaluation, at least five members of the sociocultural faculty must approve the application and at least four (or, three, in the case of students on joint and dual degree programs) must indicate their willingness to serve on the student's dissertation committee if requested to do so by the student. These names are included in the letter from the Director of Graduate Studies. Usually the student forms their Prelim Exam Committee, and later their Dissertation Committee, drawing from the names on this list.

Should a positive consensus about a student not be reached, they may be put on Probationary Status. The letter to the student advising him/her of probationary status will indicate the faculty's suggestions as to what might lead to a positive outcome, but the letter will also make it clear that there can be only one re-submission to the Second Year Review. A student on Probationary Status who wishes to continue in the program will be re-evaluated in the following semester. Probationary status is only granted when faculty consider the student likely to pass, but this judgment is no guarantee of a positive outcome. Students are only allowed to undergo the Second Year Review twice. A second negative review results in termination.

A student who does not pass the Second Year Review will be given one term to complete the MA if they have not already fulfilled its requirements. The Graduate School cognate requirement must be fulfilled (see above) before a terminal master's degree is conferred upon the student.

SOCIOCULTURAL ANTHROPOLOGY: COURSE REQUIREMENTS

REQUIRED COURSES (ANTHROPOLOGY):

Core Courses: Departmental: Graduate students in Sociocultural Anthropology must fulfill the departmental core requirement of **one core course in the other subfields** of anthropology:

- **Biological Anthropology** (Anthro 570)
- **Linguistic Anthropology** (Anthro 576)
- **Archaeological Anthropology** (Anthro 581 OR Anthro 582)

Core Courses: Sociocultural Anthropology: Graduate Students must take Anthrcul 526 (*Traditions of Ethnology I*) AND Anthrcul 527 (*Traditions of Ethnology II*)

COGNATE COURSES

Rackham requires **three (3) hours of cognate credit** with a grade of B- or better to advance to candidacy. Students do not need to go beyond these four hours, but are encouraged to integrate other relevant courses beyond the Anthropology Department into their training where relevant. Note that a student's advisor or graduate committee may require additional courses in the student's specialty from within Sociocultural anthropology or from outside the department.

OTHER REQUIREMENTS

- **Responsible Conduct in Research and Scholarship (RCRS) Course Requirement.** Rackham requires that students complete **one course** on responsible conduct in research and scholarship before advancing to candidacy. The course that fulfills this requirement in the Anthropology Department is Anthrcul 956: Responsible Conduct of Anthropological Research. This one-credit course consists of 4 sessions during the winter term. Students are strongly encouraged to complete this requirement during their first year. Students must attend all 4 sessions and complete the associated assignments to fulfill this requirement. See also Page 8.

- **Language Requirement.** Students must demonstrate competence in one foreign language with a scholarly literature. See page 7 for details of requirement; the foreign language requirement must be fulfilled to advance to candidacy.
- **Sociocultural Workshop and Lectures.** Every semester that students are on campus, they are strongly encouraged to attend sessions of the Sociocultural Workshop, The Michigan Anthropology Colloquia (sociocultural lectures), and when appropriate to the subfield, the Rappaport Lectures. These play a crucial role in the student’s professional formation, general education, and skills as colleagues and interlocutors.
- **Prelim Exam.** These exams are taken at the end of the 3rd year. More information can be found above.
- **Dissertation Research Meeting.** This advisory meeting occurs soon after the prelim, but before beginning fieldwork. More information can be found below.
- **Post-Fieldwork.** Soon after the student’s return from fieldwork, s/he should meet with members of the Dissertation Committee, either individually or as a group. This will provide the student with a valuable opportunity to begin thinking strategically about the content and narrative shape of the dissertation as well as other professional issues surrounding the return from fieldwork.
- **Write-Up.** Students are not required to write-up their dissertation in the Ann Arbor/Ypsilanti area, but this is recommended, in order to allow participation in the campus intellectual community on campus and closer working ties with advisors. Postfield students are also strongly encouraged to take Ethnolab (797), a seminar for postfield students to workshop dissertation chapters/conference presentations and for professionalization. Most students have found it stimulating to take advantage of the many other opportunities residence makes available, such as attending the Sociocultural Workshops, Rappaport Lectures, and so forth. Note that the department can only provide GSI positions and most other sources of funding to students who are in residence.
- **Defend Dissertation.** Dissertation defense requirements can be found on [Rackham’s website](#).

Sample Timeline

The ideal is to complete all required courses in the first four semesters. Students can take additional courses if desired in years three on. Below is a sample timeline for a Sociocultural student. Note this represents just one way to structure the requirements. Bolded courses are expected to be completed in the specified term. Unbolded courses represent a recommended trajectory.

	Fall	Winter
Year 1	1. Anthrcul 526: Traditions in Ethnology I 2. Anthrcul 576: Linguistic Anthropology 3. Cognate or other Anthropology Course	1. Anthrcul 527: Traditions in Ethnology II 2. Cognate or other Anthropology Course 3. Anthrbio 570 or other Anthro course 4. Anthrcul 956: Responsible Conduct in Research
Year 2	1. Anthrarc 581: Archaeology I 2. Cognate or other Anthropology Course 3. Cognate or other Anthropology Course	1. (IF not taken) Anthrbio 570: Biological Anthropology 2. Cognate or other Anthropology Course 3. Cognate or other Anthropology Course 4. (IF not taken) Anthrcul 956
Year 3	1. (IF not taken) Anthrarc 581: Archaeology I 2. Cognate or other Anthropology Course 3. Cognate or other Anthropology Course	Prelim Exam* 1. Advance to Candidacy 2. Optional: cognate or other Anthropology Course

*While not required, students may register for Anthrarc 990: Prelim Prep the semester they take their Prelims

SOCIOCULTURAL ANTHROPOLOGY: CANDIDACY

In order to advance to Ph.D. candidacy, a student must: (1) complete the core courses, (2) fulfill the language requirement, (3) fulfill the cognate requirement, (4) pass the Second Year Review, and (5) pass the qualifying Preliminary Examinations.

SOCIOCULTURAL ANTHROPOLOGY: PRELIMINARY EXAMINATION

Purpose: Once the Second Year Review is passed and the preliminary committee is set up, the student begins the process of developing the reading lists upon which the prelim exams will be based. The lists are developed in consultation with all members of the committee.

The Graduate School requires that students be enrolled for at least one hour in the term in which preliminary exams are taken (this can be 990). However, preliminary examinations may be taken during the month of May without a spring/summer enrollment.

Timing: The written prelim should be taken in April or early May of the student's 6th term, but no later than *the end of May of that term*. Rare exceptions may be granted in consultation with the Director of Graduate Studies, subfield head, and the student's advisor given that entering candidacy any later than their sixth term may jeopardize their eligibility for fellowships and other support from the Department and Rackham in subsequent years. (Students working as GSIs may wish to schedule their written exam during spring break to avoid conflicts with their teaching obligations.)

Prelim Exam Committee: Students should form a Prelim Committee from the interested faculty listed in their Second Year Review letter. The committee should consist of three to four members, at least two of which must be Anthropology faculty. The prelim committee chair must be a member of the sociocultural subfield.

Format: Once the student's preliminary examination questions are finalized, the student must make sure that the questions are filed with the Graduate Program Coordinator.

Although the student and the prelim committee will work closely on the content and coverage of the exam, the committee has final responsibility for composing the exam questions. From the questions composed by those committee members, the student chooses one to respond to from each category. After the written essays have been submitted, the student and committee meet for a comprehensive oral examination.

The written exam will consist of three ten-page (3000-4000 word) essays in 12-point font, double spaced, with one-inch margins, one for each of the questions the student has chosen. The student will have 10 days to complete the essays, which must be polished (based on several drafts), succinct, coherent, and well-grounded. Students in the Joint Anthro-SW Program, or IDP students, will have seven days to complete two ten-page essays covering ethnology and the combined (if necessary) topic/area.

The oral exam will take place within two-three weeks of the written exam and will cover both the written essays and other materials in the readings lists. Students will also be expected to discuss the design and content of their bibliographies in a general way. At the end of the oral exam, the committee will decide whether or not the student has passed. Possible grades include: No Pass, Pass with Conditions, Pass, and Pass with Distinction. The chair of the committee and/or the members collectively will provide the student with either or both a written and an oral evaluation of the prelim exam.

If the student does not receive a passing grade on part of or the entire exam, they should discuss the reasons for this with members of their committee. The student may retake part of or the whole exam one additional time. If the student fails a second time, then they are terminated from the program. They will have the option of leaving with a terminal master's degree, provided other requirements for an MA are met.

SOCIOCULTURAL ANTHROPOLOGY: DISSERTATION RESEARCH MEETING

Purpose and Timing: By the time a student has taken their prelim exams, they will have completed numerous versions of a dissertation research proposal in the form of grant applications and as part of the Second Year Review. This ongoing work on the proposal is of significance in guiding the student in studying for prelims.

Before heading off to the field, the student meets with their committee to discuss their research proposal and fieldwork plans. There are no formal requirements for how to do this, but the discussion is most effectively carried out with the entire committee as a group. Although scheduling a separate meeting from the oral defense is ideal, this is not always possible--sometimes the meeting follows the oral defense on the same day. The meeting is designed for the student to ask questions and the dissertation committee offer suggestions. Although some of this discussion can be theoretical, this is above all a good time to talk about practical details and concrete strategies for carrying out fieldwork. The purpose of this discussion is purely advisory, with the goal of helping the researcher make a successful transition from the campus to the field.

JOINT-DEGREE PROGRAMS

ANTHROPOLOGY AND HISTORY

Doctoral Program in Anthropology and History
University of Michigan 1029 Tisch Hall
Ann Arbor, Michigan 48109-1003
(734) 764-2559

PROGRAM IN ANTHROPOLOGY AND SOCIAL WORK

Doctoral Program in Social Work
School of Social Work, - 1080 SSWB
Ann Arbor, MI 48109-1794
(734) 764-3309
ssw.phd.info@umich.edu

Joint-Degree Students: Graduate students in one of the joint-degree programs who, at some point, opt to pursue a degree only in anthropology (i.e., in one of the four subfields), must apply to the Department (i.e., a subfield) as if they were a new, prospective student. Simply abandoning the non-anthropology component of the joint degree does not guarantee such student's entry into the Department. Acceptance into one of the Department's subfields is quite separate from acceptance into a joint program.

Area Programs

The University of Michigan has nine area programs in which the Department of Anthropology plays a prominent role. These Centers offer courses and (in some cases) Graduate Certificates, and sponsor lectures, conferences, and other events. Many also have funding sources for research in the respective areas. Students may take part in the programs of the:

- Center for African Studies
- Center for Chinese Studies
- Center for Japanese Studies
- Center for Korean Studies
- Center for Latin American and Caribbean Studies
- Center for Middle East and North African Studies
- Center for Russian and East European Studies
- Center for South Asian Studies
- Center for Southeast Asian Studies

Student-Initiated Doctoral Programs (SIDP)

With the assistance of Graduate Chairs from two doctoral programs, a student may propose to initiate a Ph.D. program that combines anthropology with some other field or specialization such as human genetics, linguistics, toxicology, Near Eastern studies, etc. Students on a SIDP receive a single Ph.D. degree that names two specializations (for example, “anthropology and psychology”). Because of the breadth and depth of study required for these programs, only those students of exceptional preparation and focus should consider this option. An application must be submitted to the Graduate School that includes a statement of purpose and describes the proposed courses, other requirements, and the qualifying and preliminary exams. The application must be approved and signed by both advisors, by the Graduate Chairs of both programs, and by the Graduate School (<http://www.rackham.umich.edu/downloads/oard-sidp-iidp-application.pdf>).

Only students admitted to a regular Rackham doctoral program who have completed at least one term of coursework may request a Student-Initiated Doctoral Program. An application for a Student-Initiated Doctoral Program should be submitted no later than the term before the student becomes a candidate. A student who is a candidate will be returned to pre-candidacy if the Student-Initiated Doctoral Program is approved; both programs must recommend re-establishing candidacy status.

A student in a Student-Initiated Doctoral Program should have advisors from both doctoral programs who will supervise pre-candidacy work, determine and conduct preliminary exams, and recommend the student for candidacy. A minimum of two faculty members from each program are required for the dissertation committee. A cognate member is not required for the dissertation committee.

Since the subfields within the Anthropology Department differ in some details of their requirements and procedures, each subfield will be treated separately in the following sections.

DEPARTMENT OF ANTHROPOLOGY POLICY ON STUDENT-INITIATED DUAL DEGREES AND STUDENT-INITIATED Ph.D. PROGRAMS

The Department of Anthropology values interdisciplinary training by graduate students and participates in combined degree programs with the Department of History and the School of Social Work. In addition to these established combined degree programs, described in the previous section, two other options for interdisciplinary training are available. The Rackham Graduate School permits students to initiate MA/Certificate/or Professional School-level Dual Degrees, especially when the research area in which the student plans to work falls outside an area of study in which a regular graduate program has been established.

There are two distinct student initiated programs: (1) The Student-Initiated Dual Degree Program (SIDD, but also referred to as IIDP or IDP), and (2) The Student-Initiated Ph.D. Program (SIPP). The SIDD and SIPP are quite different from each other and follow different regulations and application procedures. A student on the SIDD receives a MA, Certificate, or Professional Degree award from an outside program or department, in addition to the Anthropology MA degree (and ultimately, the Anthropology Ph.D. degree). A student on the SIPP receives a single Ph.D. degree in Anthropology and their other program of choice (i.e., Ph.D. in Anthropology and Psychology).

The SIDP Policy is currently under review and will be updated in Fall 2019

Because Student-Initiated Degree Programs usually place more—and different—demands on graduate students than do the standard single-degree programs, they make sense only for those who have a cogent intellectual need for a combined degree and who have excelled in the program prior to beginning the Student-Initiated Program. All Student-Initiated Programs are subject to departmental Executive Committee review and approval.

All Rackham initiated degree (SIPP or SIDD) students must designate a subfield in anthropology as their anthropological field. They will be considered full members of the subfield. A student's progress will be reviewed following normal procedures for the subfield that he/she has designated.

The purpose of this document is to provide guidance to students who are considering Student-Initiated Dual Degrees and Student-Initiated Ph.D. Degrees and to their advisors. These guidelines do not apply to any institutionalized Rackham-approved interdisciplinary degree programs, such as the Anthropology-Social Work or Anthropology-History Programs, in which degree requirements have been established in advance and which are supervised by joint faculty committees.

Student-Initiated Dual Degrees (SIDD)

A student currently enrolled in a Rackham Doctoral program other than anthropology can initiate a Dual Degree program by applying to the anthropology department for admission, using the Rackham "Change of Degree" application form. Such a student would ordinarily be admitted without any expectation of support from the anthropology department. The application follows standard admission procedures for the relevant subfield, although an application for a Student-Initiated Dual Degree Program may be considered out of season. The applicant must meet all current Departmental standards for admission. Dual degree students must meet all departmental degree requirements. Doctoral students in other programs who apply for a Student-Initiated Dual Degree Program can work only up to the master's degree in anthropology.

Students whose home department is anthropology can apply for a Student-Initiated Dual Degree Program by applying to the relevant other field. Acceptance into a Student-Initiated Dual Degree Program does not affect anthropology degree requirements or support.

Student-Initiated Doctoral Program (SIDP)

A Student-Initiated Doctoral Program is a single, combined program drawing on the intellectual resources of two doctoral degree-granting units (two Rackham Graduate School departments). A Student-Initiated Doctoral Program is appropriate when the student is planning to do research in an area that is genuinely interdisciplinary and is not represented among graduate programs at the University. For example, a student may want to combine anthropology and psychology, or anthropology and musicology (ethnomusicology). On the positive side, a Student-Initiated Doctoral Program allows additional training in another field to an extent that is unusual for anthropologists. On the negative side, the additional training required for such programs and the problem of working across—and coordinating—two different sets of intellectual expectations make Student-Initiated Doctoral Programs more demanding on the student.

Admission: Because Student-Initiated Degree Programs usually place more—and different—demands on graduate students than do the standard single-degree programs, they make sense only for those who have an intellectual need for a program. Admission to a SIDD or SIDP requires acceptance into both degree programs that are being combined. For a student, being accepted to the Student-Initiated Dual Degree (a combination of a doctorate in one field with a master's degree or a certificate in another) does not guarantee that the student will be admitted for a Student-Initiated Doctoral Program involving the same two departments. That requires a separate application.

Students applying for a Student-Initiated Doctoral Program must be accepted for admission by the relevant subfield of anthropology and have their SIDP approved by the Chair of the Anthropology Department in consultation with Department's Executive Committee. For students who are already enrolled at the University of Michigan in a program other than Anthropology, there are two possible venues for such an application:

- (1) The application can be submitted for special consideration out of season. Students admitted on a SIDP out of season are treated as full members of the anthropology department with one exception. The exception is that they are treated the same as non-department students for purposes of deciding departmental support, such as GSI positions, fellowships, and so forth. Usually this means they are not eligible for such support.
- (2) The application can be submitted during the regular admissions process and considered competitively along with all other candidates for graduate admission by the normal departmental admissions procedures. Under such circumstances, the student is eligible for departmental support under the same rules as any other student who has been regularly admitted (including all restrictions imposed by the College or by the Graduate School, especially the 10-term rule). These two cases are distinguished because regular admissions decisions are made with regard to the availability of support; SIDP candidates admitted during the regular admissions process count fully against the admissions quota of a subfield or program. Students who apply for admission to a Student-Initiated Doctoral Program as part of the regular admissions process must submit the same materials to the department as any student applying for admission, except that they use the Rackham Change of Program form instead of the regular admission form. (This is designed to provide a way for SIDP students to gain access to departmental support.)

In either case, the applicant must meet all current Departmental standards for admission.

Students who initiate their SIDP from anthropology must apply to the other program and have their proposal approved by the Chair of the Anthropology Department in consultation with Department's Executive Committee.

GPA: Rackham Graduate School guidelines stipulate that because combined degree programs require “a breadth and depth of study” that goes beyond normal graduate programs, department should encourage only “those students who are felt to be excellent” to apply for such programs. In order to implement this guideline, the department will normally consider applications only from those students with GPAs in the upper third of graduate students in the anthropology department. In addition, the student must be making timely progress towards his/her degree and should have neither current Incompletes nor a record of past Incompletes. The operative principle here is that only the most motivated and best-organized students can handle the additional demands of a Student-Initiated Doctoral Program.

Procedure: The application procedure is initiated at Rackham, which has specific application forms for that purpose. The application should present a cogent intellectual reason for the Student-Initiated Doctoral Program, one that will be persuasive to the Rackham Graduate School, to the Department of Anthropology, and to the other participating unit. The request should follow Rackham guidelines for the program, including a prose statement explaining the purposes of the program, its intellectual coherence, and the reasons for which they cannot be better satisfied by a Dual Degree Program. In addition, the statement should include a sober assessment of the prospects for employment with a combined degree. The department has the responsibility of discouraging SIDP's that are too narrow in scope or are otherwise “niche” programs, as students who pursue such programs might handicap their careers by doing so.

Proposed program of study: The applicant must propose a program of study for the combined program, including courses relevant to the purposes of the combined degree and other courses that ensure the breadth and depth of their graduate training in anthropology. Students in SIDP's should make certain that they are exposed to broad range of faculty and should take care to avoid premature narrowing of their intellectual vision. (For cultural anthropology, the student should expect to take courses with at least five members of the regular faculty.) The Graduate School requires that “the proposed program of study should reflect the majority of the requirements of each participating department”. The Anthropology Department will not approve any application for a combined degree that does not ensure substantial breadth and depth of coursework or that is like a standard program of study in one of the subfields of anthropology with some of the standard degree requirements eliminated. Similarly, our experience is that the Anthropology Department's Executive Committee will not

approve a plan of study that does not have the four traditional subfields represented in the coursework, usually by the core courses in each subfield.

In formulating the proposal, candidates for a SIDP should first consult appropriate faculty from the two units; they should proceed only with the enthusiastic support of the faculty with whom they plan to work. Likewise, their proposed plan of study should be written in close consultation with appropriate faculty. The proposal for a SIDP must be submitted to the department through the formal mechanism designated by the graduate school. No commitment to a SIDD or a SIDP may be made except in the context of the formal application.

Financial support: Any student with a SIDP or SIDD is understood to fall under the support guidelines under which they were first admitted to the department, whether through normal admissions procedures or through an out-of-season Change of Program or Dual Degree application. Rackham Graduate School guidelines provide an overall structure for Student-Initiated Dual Degree and Student-Initiated Doctoral Programs. The Department of Anthropology reserves the right to add additional guidelines and enabling rules within the spirit and letter of the Rackham guidelines.

Students who elect independent programs must follow the department of anthropology's implementation of Graduate School Guidelines for Independent Degree Programs. It is particularly important to note that (a) the student's program of study must include all required courses in anthropology; and (b) that students are reviewed along with other students annually and at the time of their Mid-Program or Second Year Review. Students in Independent Programs typically have combined committees and combined candidacy exams, however.

RESOURCES AVAILABLE TO ANTHROPOLOGY STUDENTS

Libraries

The library system of the University of Michigan includes the University Library, the Undergraduate Library (Shapiro), several special libraries, and a number of divisional libraries. The various collections include over 4,000,000 catalogued volumes and 29,000 periodicals.

The following collections are of special interest to anthropologists:

Mischa Titiev Library (211 West Hall): The Mischa Titiev Library was established in 1976 and is housed in the Department of Anthropology. The library has a basic collection of anthropology books, in all the subfields, for both reference and circulation. Many professional periodicals are available there as well. The library has equipment for viewing slides and videotapes and for listening to cassette tapes.

University Library: The University Library is the main depository for anthropological books and serial publications.

Undergraduate Library: The Shapiro has a sizable collection of books and periodicals.

Natural Science Library: The Natural Science Library contains books and serial publications in zoology, botany, and geology, and is located at the Research Museums Center (3600 Varsity Dr.).

Museums Library: The Museums library contains anthropological publications related especially to natural history and systematic. Other sections of interest to anthropology students include a Mammalogy Library on living primates and a Paleontology Library containing works on fossil primates. These are housed at the Research Museums Center (3600 Varsity Dr.).

CIC (Committee on Institutional Cooperation) and MIGS (Michigan Intercollegiate Graduate Study) TRAVELING SCHOLAR PROGRAM

The University of Michigan participates in these two reciprocal agreements whereby students at one participating institution may take advantage of courses or facilities uniquely available at another. Students may take courses at any of the Big 10 schools plus the University of Chicago (CIC) or other Michigan universities (MIGS). Contact Marion Beals at Rackham (747-4115) for further information.

Counseling Services

The University of Michigan offers a variety of personal counseling, workshops, and consultation services to Michigan students and other members of the University community. Services to students include crisis intervention; brief personal counseling and short-term psychotherapy for individuals, couples, and groups; and consultation and workshops on various informational and skill-building topics. Services include individual counseling, group counseling, couples/marital counseling, crisis counseling, and substance abuse counseling, as well as providing information on self-help groups.

Research Facilities in the Department of Anthropology

The Laboratory of Linguistic Anthropology (232-C WH): The Department of Anthropology is in the process of establishing a laboratory of linguistic anthropology, including state-of-the-art computer and

sound equipment for transcribing and analyzing field data. In addition to supporting student and faculty research in linguistic anthropology, lab meetings provide a supportive forum for discussing current research.

The Laboratory of Physical Anthropology (231 WH): The lab includes a very large collection of fossil hominid and primate casts and human osteological material from a variety of different collections. The Department is currently enlarging the materials available to cover equipment needed for analysis in studies of human growth, stress, genetics, etc. There is also a personal computer for student use.

Student Lounge (236 West Hall): This lounge area for graduate students includes a refrigerator, microwave oven, coffee maker, sink, comfortable chairs and couches, lockers, and desks with computer access. The area outside the Mischa Titiev Library also has tables and serves as an informal lounge.

Computing Center Sites

In West Hall, computers are available for student use in the Mischa Titiev Library and the Student Lounge (236 West Hall). A computer for the use of GSIs is also available in the main Department office, 101 West Hall.

Beyond West Hall, there are fifteen Campus Computing Sites available for use. Eleven sites are on Central Campus and three are on North Campus. All Campus Computing Sites are open to University of Michigan students, faculty, and staff.

In order to use a Campus Computing Site, you will need to have a valid Uniqname and UMICH (Kerberos) password. Your Uniqname is the computing ID, which provides proof of identity to log in to many computing systems and services on campus, including the computers at Campus Computing Sites.

Museum of Anthropological Archaeology

The Museum of Anthropological Archaeology is a research and collections unit separate from the Department and is administered by the Director of the Museum. The Museum is a member of the University's Public Goods Council, which seeks to provide students and faculty access to the extraordinary cultural collections of the university through teaching, exhibitions, research, and public programming. There is close collaboration between the Museum of Anthropological Archaeology and the Department of Anthropology. All members of the curatorial staff of the Museum offer instruction through, and hold academic appointments in, the Department of Anthropology. The museum is the physical home of most of the archaeology faculty and of the archaeology graduate students in the department, who have offices and mailboxes there. Archaeological fieldwork and research programs carried out by the Museum are administered by the Director, the curators, and the Museum's administrative staff. The collections and laboratory facilities of the Museum of Anthropological Archaeology are made available to qualified students in the Department for purposes of instruction and research.

The Museum has extensive archaeological and ethnographic collections, comprising more than four million objects and 60,000 photographic images. Major archaeological collections include materials from the North American Great Lakes Region, Eastern and Southwestern United States, Southeast and East Asia, the Near East, Africa, and Latin America. The ethnobotanical and archaeozoological laboratories also curate large collections of archaeological and comparative specimens. The ethnographic material culture collections include more than 20,000 objects from around the globe.

The Museum has digitized more than 30,000 photographic images which are available via the world wide web (<http://quod.lib.umich.edu/cgi/i/image/image-idx?c=anthro1ic>). In addition, GSIs are encouraged to use objects from the Museum's collections in their teaching. Contact the Collections Managers (ummaa-collection-mgr@umich.edu), for information.

The Museum also has sources of graduate student funding through University-funded GSRA positions, grants, and other funded activities. Students should contact the Museum director to learn more about funding opportunities.

FINANCIAL AID

Only students with high scholastic records can be considered for awards and appointments. All applications for fellowships and teaching assistantships in the Department of Anthropology, and for research assistantships in the Museum of Anthropological Archaeology, must be made on application forms available from the appropriate office. Completed applications and all supporting credentials must be submitted ON OR BEFORE FEBRUARY 1 for a Museum Research Assistantship and March 1 for a Departmental Graduate Student Instructor appointment. Other departments may have earlier or later deadlines.

In addition to Departmental and Rackham resources, applicants should investigate the Ford Foundation and National Science Foundation fellowships for graduate school funding. The NSF fellowship is awarded for three years.

As noted above, most of the area centers offer FLAS (Foreign Language and Area Studies) fellowships and the Museum of Anthropological Archaeology offer research assistantships.

LSA limits students to 10 terms of support in total. Among the major sources of LSA support covered by this rule are First Year Fellowships, GSI positions, and GSRA support in the museums. Spring or Summer GSI positions awarded to candidates that are teaching their self-designed courses are LSA GSI positions, but DO NOT count toward the 10-term rule. Questions about the 10 term rule and overall graduate students funding should be directed to the Graduate Program Coordinator.

Fellowships

University Fellowship and Scholarship awards range from tuition scholarships to full fellowships with stipends.

Because of the scarcity of departmental fellowship funds, students should seek alternative methods of financing their studies. The Department maintains a document of graduate funding sources and this can be found on the department website. A schedule of major graduate fellowship programs can be found on the Rackham Graduate School funding website at <http://www.rackham.umich.edu/prospective-students/funding>.

Graduate Student Instructors

A Graduate Student Instructor (GSI) is a salaried appointment for specified teaching or research duties, requiring 10 to 24 hours of work per week. International students are limited to a maximum appointment of .50, or 20 hours per week.

A GSI normally conducts two to four discussion sections weekly in one of the introductory courses. GSIs for the 400-level courses do not conduct any discussion sections. Their primary responsibilities are reading and grading papers and consulting with students.

The Museum of Anthropological Archaeology normally has a number of research GSRA positions. The stipend is equivalent to that of a teaching GSI though additional student fees may be applicable. The Director of the Museum of Anthropological Archaeology makes appointments with the advice of the curators. For more information on position duties and applications, contact the Museum Administration at ummaa-admin@umich.edu.

Eligibility for Graduate Student Instructor Employment: <http://www.lsa.umich.edu/>.

To qualify for appointment as a GSI, a student generally must have completed one year of graduate study in the department (although exceptions may be granted), have a GPA of 3.00 (B), and not have exceeded the College's Ten Term Rule.

In addition, the student must be *in good standing* with the Department of Anthropology. In addition to the general Rackham rules, this means they must have **no more than one outstanding Incomplete on record** and, in the case of students who have taken the Mid Program or Second Year Review, have passed or received probationary status. Students who have not passed or received probation in the review may not hold GSI positions in subsequent semesters, even if they have been permitted to continue on in the program in order to complete the M.A. requirements. Students unable to GSI due to

unsatisfactory academic performance are not entitled to fellowship funding regardless of department funding commitment.

GSI's with at least a quarter-time (.25) appointment (10 hours per week) receive a full tuition waiver. A reduction in tuition is prorated for smaller appointments. A minimum of six hours of coursework per term is required of pre-candidates and eight hours for candidates over the course of their GSI appointment.

The employment relationship of a GSI is governed by, and subject to, the provisions of a collective bargaining agreement negotiated by the Graduate Employee's Organization (GEO) and the University.

Other Fellowships Sources

Because of the shortage of departmental fellowships, many graduate students are not internally supported throughout the duration of their training. Students with an interest in the cultures or languages of one of the areas included in the Area Studies Program (listed above) should seriously consider applying for fellowships to the Director of the appropriate center. Fellowship resources of the centers include:

Foreign Language and Area Studies Fellowship (FLAS)

Funding options may also be available from the Department for Afroamerican and African Studies (DAAS), the Center for Western European Studies, as well as the International Institute, Room 2660, School of Social Work, 1080 South University Avenue.

The Graduate School also offers some partial fellowships including the Non-Traditional Fellowship. This fellowship is awarded to returning students who have been out of school for at least five years.

General Financial Aid, Loan Funds, and Employment Services

The Office of Financial Aid maintains a concerned and skilled staff to administer supplemental financial assistance programs. Please contact that office (2500 Student Activities Building, 515 East Jefferson) for more information.

In addition to area and center resources listed above, several topical programs in social science research on campus include possibilities for fellowship support. Students with appropriate interests are encouraged to contact graduate directors or anthropology faculty contacts at such programs. Examples include the Population Studies Center (426 Thompson St.), the School for Natural Resources and Environment (Dana Building, 440 Church St.), and the Institute for Social Research (426 Thompson St.).