



2024-2025

GRADUATE STUDY IN ANTHROPOLOGY STUDENT HANDBOOK

DEPARTMENT OF ANTHROPOLOGY

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The faculty and staff of the Department of Anthropology are delighted to welcome you to our graduate program. Upon completion of your degree, you will have demonstrated a mastery of anthropological concepts through coursework and original research, and you will have written a dissertation that makes a substantive contribution to our understanding of the human condition. We look forward to the many opportunities we will have to engage with you intellectually and socially along the way. Here, we offer a resource designed to help you navigate the degree requirements.

While you are officially enrolled in Rackham Graduate School, the Department of Anthropology primarily supervises your degree progress. Rackham sets minimum, essential requirements for satisfactory completion of doctoral degrees, which can be found [here](#). The Department of Anthropology has additional requirements outlined in this handbook. Some of these requirements apply to all students in our program, and some are specific to your chosen subfield. We have organized this document accordingly. It is important that you acquaint yourself with the requirements that pertain to students in your subfield—including those that apply to all students in our department and Rackham Graduate School—and that you remain abreast of changes in requirements throughout your graduate career. We will also strive to alert you to any changes in program requirements.

Sections below outline course requirements, steps related to your degree progress, requirements for maintaining good academic standing, the annual review process, and other information related to your degree. Answers to many of your questions can come from carefully reviewing this handbook. Even so, you may be left with questions. As questions arise, please direct them to your advisor, the Graduate Program Coordinator, or the Director of Graduate Studies. Key contact information is below and on the Department of Anthropology's website.

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DEPARTMENT OF ANTHROPOLOGY STAFF

For faculty profiles and contact information, see the departmental [website](#). Please visit "*News and Events*" regularly for the updated departmental calendar.

Director of Graduate Studies (DGS) / The Graduate Chair

Erik Mueggler

anthro.dgs@umich.edu

The Director of Graduate Studies (DGS), also referred to as the Graduate Chair in Rackham resources, plays a crucial role as a faculty member. Their primary responsibility is to provide advice and mentorship to both students and faculty on degree and program procedures and requirements. The DGS also monitors students' progress and funding throughout the program in close partnership with the Graduate Program Committee, subfield leadership, faculty advisors and committees, and department staff. The DGS serves as the faculty liaison between the Anthropology doctoral program and the Rackham Graduate School.

Graduate Program Coordinator

Lisa Parisi

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

The Graduate Program Coordinator manages all administrative aspects of the graduate program. This includes GSI appointments, fellowship management and processing, graduate program financials, and budget forecasting, prelims and defenses organization, and coordination with Rackham and other relevant University offices as required.

Graduate Program Assistant

Carolyn Shrader

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

Manages all graduate application materials, the graduate student directory, and the applicant handbook; responds to questions regarding the graduate application process, handles the admissions process, and manages graduate student events such as the annual new student reception and recruitment weekend.

Anthropology Program Assistant

Lynette Winegarner

anthro.program.asst@umich.edu or 764-7274

Coordinates the course evaluation process, processes permissions, coordinates the GSI section and office hour list; arranges audio-visual equipment, and coordinates room requests; 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 the liaison between the department and College; interprets University and College policies.

Executive Secretary

Julie Winningham

anthro.exec.secretary@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

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 Technology Services](#): 936-3279 or lsait@umich.edu: This is LSA's in-house computer support group. They will set up new University-owned computers & peripherals, repair 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.

[University of Michigan Information and Technology Services](#): 764-HELP: This is the University's computer help desk. They also help with connectivity and security issues.

MAKING YOUR WAY THROUGH THE GRADUATE PROGRAM

CONTINUOUS ENROLLMENT

All Rackham graduate students must be enrolled full-time every fall and winter term through the 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. Any concerns related to student progress and eligibility for financial support are discussed at these meetings. Students will receive their annual “review” letter no later than August detailing successes over the past year, guidance and suggestions for the upcoming academic year, and awarded financial support (financial commitments).

All students are encouraged to review the Rackham policy located [here](#).

REQUIREMENTS FOR ALL SUBFIELDS IN ANTHROPOLOGY

Each subfield in the Department of Anthropology has its own set of requirements, as outlined in this handbook. 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.

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.

The Department's Executive Committee may grant departmental credit for any of the required courses if the student has taken coursework of equivalent content and level elsewhere. Rackham Graduate School requirements for the master's degree must be met in any case.

WAIVING OR SUBSTITUTING REQUIRED CORE COURSES IN ALL SUBFIELDS

Students who have already taken a graduate course with content equivalent to or substantially similar to a required core course may petition to waive the core course or substitute another course for it. The petition form is located on the Shared Google Drive.

The student's advisor and the instructor of the core course to be waived or substituted for must approve the petition. The petition should then be returned to the Graduate Program Coordinator, who will forward it to the Executive Committee for action.

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.

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 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 fieldwork, 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 are some languages that meet this requirement:

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

—or any other language with substantial scholarly literature in anthropology.

Certification of field languages (after a scholarly language has been certified) requires the consenting signature of the student’s advisor. Forms are located on the shared Google Drive.

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. The form to do such is located on the Shared Google Drive.
3. Students may submit requests for certification to the Department's Executive Committee for persuasive reasons other than those listed above (1-5).

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 "responsible conduct in research" training before advancing to candidacy. The course that fulfills this requirement is Anthrcul/Anthrbio/Anthrarc 770 (cross-listed): First Year Graduate Proseminar in Anthropology. This is a mandatory, semester-long, two-credit course offered each Fall term, and students must fulfill this obligation in their first term in the program. Attendance at all sessions is required. If, for any reason, students miss any of the four meetings where RCRS materials are discussed, they will have to make up that session(s) the following year in order to fulfill the requirement.

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 Anthrac 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.

INDEPENDENT STUDY: 959, 990, 995

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 (up to four credits) to their schedule. Additional information can be found on Rackham's website.

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

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 Predoctoral 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 Second-Year Review. Students with more than one incomplete will not be allowed to advance. Detailed Rackham candidacy requirements can be found [here](#).

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](#).

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 one-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 generally 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., they must submit the appropriate forms to the Graduate Program Coordinator. This process can take several weeks, and so Rackham deadlines must be

considered. When applying for the M.A. the Graduate Program Coordinator will communicate relevant deadlines each term.

For further information about Rackham requirements, see their [website](#).

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. Policies regarding Special Membership can be found on Rackham's [website](#). The student's committee must be submitted to Rackham for approval at least six months prior to the oral defense. Students must submit the Certification of Dissertation Committee Form, located on the shared Google Drive, to the Graduate Program Coordinator who will then submit it to Rackham. Please see the Rackham [website](#) for specific information.

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, they monitor 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 three 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 are discouraged and can take place only with the permission of the Dissertation Committee Chair and all other committee members. Students must be registered for eight 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 [here](#). Details on requirements for formatting, timeline and submission of the dissertation can be found [here](#). Furthermore, Rackham offers this helpful [timeline](#) for completing degree requirements.

On the Degree Deadlines [page](#), there are standard deadlines 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](#).

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: (1) a three-five page (1200-1500 word) statement of purpose describing their past progress and reasons for aspiring to the new area of study; (2) a timeline indicating plans for progress to the Ph.D. degree; (3) a letter of support from the sociocultural anthropology faculty member who agrees to serve as principal advisor; (4) two additional letters of support, at least one of which should be from a member of the sociocultural faculty; (5) an up-to-date transcript; and (6) TOEFL scores from the original application (if applicable). These materials should be submitted to the Graduate Program Coordinator, who will distribute them to the faculty. This should take place prior to or, at latest, concurrent with the sociocultural subfield's Second-Year Review meeting.

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 Graduate Program Coordinator and/or the Director of Graduate Studies 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 Director of Graduate Studies 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 sometimes necessary, no student should go without an advisor for more than one term, as this can 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 of their second year and certainly no later than October 15th of their third year. A faculty advisor change is formalized via the Certification of Faculty Advisor Form, found on the Anth-Grad Program-Students Google Drive. While it is best to submit this form as soon as a switch is made, if faculty travel and research commitments make this impossible, 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 are not in violation of this requirement

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

Students will remain on academic probation for 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 the Director of Graduate Studies within two weeks of receiving notification of the probation.

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 and about what steps they must 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 dismissed from the program. The department will attempt to contact any unenrolled students via their official UM email address before they are discontinued from the program.

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 Department Chair, Director of Graduate Studies (DGS), and members of the departmental Executive Committee. If the DGS was involved in the decision to dismiss, the Associate Chair may substitute.

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. Students must receive at least a B- in the required 3-credit cognate course. 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, and writing the dissertation, as well as being in regular contact with their primary advisor and other members of the dissertation committee.

ANTHROPOLOGICAL ARCHAEOLOGY

FIRST-AND SECOND-YEAR ADVISING

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 to a mentoring triad the summer before their first semester at the University of Michigan. One of the mentors in the triad should be from a subfield other than archaeology. Mentors will offer advice on coursework, the language requirement, fieldwork opportunities, and any academic or other issues to ensure students' success in their first two years of the program. Each triad will complete a mentoring worksheet and meet on a regular basis (based on the mentoring [guidelines](#) established for the Department of Anthropology). The mentoring triad will remain in place for the first two years, at which point a student must choose a permanent advisor. If a student chooses an advisor early (e.g., in the first year), that individual can replace the assigned archaeology triad mentor.

SELECTING AN ADVISOR

At the end of the second year (or first year; see above), each archaeology student will select an advisor and (and secure the consent of the selected faculty member). Each student must submit the Confirmation of Faculty Advisor Form to the Graduate Program Coordinator at the end of the second year, preferably by April 1st and absolutely no later than October 15th of their third year. The form can be found in the Anth-Grad Program-Students Google Drive. The faculty advisor need not be the student's anticipated doctoral supervisor. 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. Changes must be formalized in writing using the same form. Although students have a specific faculty advisor beyond the second (or first) year, they are encouraged to consult with all faculty concerning their anticipated research and career goals.

PRELIM EXAM

At the end of the 3rd semester (in December of Year 2), students enrolled in the archaeology program will take a preliminary exam. This one-day exam is intended to evaluate mastery of archaeology core course materials with evidence of both theoretical and substantive competence. Exam questions are generated and graded by the archaeology faculty as a whole.

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 faculty in a Rackham Graduate School department, 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 Graduate School department other than the student's home department. The student must complete the Rackham Dissertation Committee Worksheet, located on the shared Google Drive. The form should be submitted to the Graduate Program Coordinator, who will then submit it to Rackham. The Graduate Program Coordinator will then complete Rackham's online "Nomination for Dissertation Committee Form." Once Rackham approves the committee, the student, the 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. The student's committee must be submitted to Rackham for approval at least 6 months prior to the oral defense.

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 Director of Graduate Studies concerning future funding and the awarding of tuition fellowships under the continuous enrollment requirements.

Process: All students in the archaeology subfield 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. In early January, all students will receive instructions from the Graduate Program Office regarding the Annual Review process. To assist faculty in their evaluation and to ensure accuracy of student records, each student is expected to update their degree-progress checklist and respond to three statements related to their academic progress:

1. Significant accomplishments and challenges you have faced over the past year
2. Funding and space needs for the coming academic year, including lab-space needs for collections analysis.
3. Your plans for the coming academic year, such as coursework, prelims, language requirement, 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 IN 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 before a student can advance to candidacy. Prior to 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 three credit hours of cognate coursework with a grade of B- or above. For anthropology students, this means one three-credit

course, or any combination of courses outside the Department of Anthropology 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.

OTHER REQUIREMENTS

- **Responsible Conduct in Research requirement (Proseminar 770):** 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 770: First Year Graduate Proseminar in Anthropology. This is a mandatory, semester-long, two-credit course offered each Fall term, and students must fulfill this obligation in their first term in the program. See also Page 12.
- **Language requirement:** Students must demonstrate competence in one foreign language with a scholarly literature. See above for details of requirement. The language requirement must be satisfied before a student can advance to candidacy.
- **Preliminary exam:** This exam is taken at the end of your third semester in the program. 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 additional details.
- **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 before a quorum of the archaeology faculty. This must be completed before the end of the third year in the program and before advancing to candidacy. See below for details of the Dissertation Proposal Defense.
- **Dissertation and defense:** See above for instructions and guidelines related to the Dissertation Committee and preparation for the defense.

The table below charts an ideal course sequence for the first three years. Except for compelling reasons, Archaeology I (581), Archaeology II (582), and Systematics (593) should be taken in the semesters specified. Students are required to advance to candidacy no later than three calendar years (6 semesters) after enrollment in the doctoral program.

	Fall	Winter
Year 1	1. Anthrarc 581: <i>Archaeology I</i> 2. Anthrarc 593: <i>Systematics</i> 3. Anthrcul 526: <i>Traditions in Ethnology I</i> 4. Antharch 770: <i>Proseminar</i>	1. Anthrarc 582: <i>Archaeology II</i> 2. Anthrbio 570: <i>Biological Anthropology</i> 3. Cognate or other Anthropology Course

	Fall	Winter
Year 2	Preliminary Exam* 1. Anthrcul 576: <i>Linguistic Anthropology</i> 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	Anthrarc 494: <i>Analytical Methods</i> completed by 6th semester Dissertation Proposal defense Advance to Candidacy

*Although it is not required, students may register for Anthrarc 990: Preliminary Exam Preparation in the semester during which they will take the exam.

ANTHROPOLOGICAL ARCHAEOLOGY: CANDIDACY

Before qualifying for candidacy for the Ph.D. the student must pass the preliminary examination in general archaeology (at the end of the third semester) and fulfill all Rackham and Departmental requirements for candidacy. Failure to achieve candidacy on schedule may result in academic probation unless approved by Rackham via [a petition](#) for modification.

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 the program. In exceptional cases where this schedule is impossible, the student may, with the endorsement of their advisor, apply to the faculty in archaeology for permission to take the examination at a specified later date.

Format: The exam is created by a faculty member designated as Prelim Coordinator and read by a committee of the archaeology graduate faculty as a whole. Students do not need a prelim committee. The Prelim Coordinator will select a mid-December exam date. The morning session is scheduled from 9:00 a.m. to 12:00 p.m., and the afternoon session from 1:00 to 4 p.m. The Administrative Assistant facilitates the distribution of the exam in the morning and the 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 their advisor and with other members of the archaeology faculty.

ANTHROPOLOGICAL ARCHAEOLOGY: DISSERTATION PROPOSAL & PROPOSAL DEFENSE

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

Timing: The dissertation proposal and proposal defense must be completed by the end of the student's third year in the program.

Format:

The proposal should include:

- a clear statement of research question(s)
- a review of the relevant literature
- a review of the theoretical questions guiding the research
- a description of the field or research locality
- the methodologies to be employed in fieldwork and analysis
- the secured or anticipated research funding
- a research and write-up timeline

The proposal should consist of no more than ten pages (single-spaced, at least 11-point font) 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 subfield office.

The proposal process consists of two steps:

1. Working with their committee, students will develop a clear and well-conceived proposal for dissertation research. The outside committee member is not required to participate in

this process but should be invited in case they wish to participate. Additional faculty beyond the committee should be consulted as appropriate.

2. Once the 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 subfield head and archaeology 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 their own discretion. The two-page "Dissertation Proposal Cover Sheet" must be attached to the proposal (and does not count in the total page length).

Presentations should briefly summarize the proposed research and its rationale. 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 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.

Dissertating and the defense process:

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 Graduate School department other than the student's home department (i.e., Department of Anthropology). Faculty from departments or organizations outside Rackham Graduate School may serve on dissertation committees as "special members" if especially relevant to the student's research. Special members require Rackham approval. See the above 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. Students must submit the Certification of Dissertation Committee Form, located on the shared Google Drive, to the Graduate Program Coordinator at least six months prior to the defense. The Graduate Program Coordinator will complete Rackham's online "Nomination of Dissertation Committee Form." Once Rackham approves the committee, the student, the 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. *Annual meeting:* It is **strongly recommended** that each doctoral student convene an annual meeting with their entire dissertation committee for a progress assessment. Committee members who are on formal leave from the University need not attend the meeting. Cognate members and any special members are encouraged to attend the annual meeting. While this

meeting is not required, it is expected that *all* students will make a good-faith effort to convene an annual committee meeting. This provides a valuable opportunity to apprise the committee of progress and to gain assistance with any unexpected problems. Bringing the entire committee together each year helps ensure that students receive consistent feedback and helps students take maximum advantage of the diverse expertise of the faculty. The meeting also allows committee members to keep abreast of student progress and to be aware of any potential pitfalls.

In general, students take the initiative to schedule and convene committee meetings. However, if the dissertation advisor deems that a committee meeting is appropriate and necessary, they, too, can convene a meeting.

4. *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 thirty days* prior to the intended defense date. The defense will be scheduled no less than fourteen days from the committee's receipt of the completed draft. Students should familiarize themselves with Rackham's requirements for the defense located [here](#). Details on requirements for formatting and submission of the dissertation can be found [here](#).

BIOLOGICAL ANTHROPOLOGY

FIRST-YEAR ADVISOR

All beginning graduate students will be assigned a “first-year” advisor, whose primary responsibility is 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 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 in the Anth-Grad Program-Students Google Drive. 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 must be the student’s advisor. This committee will be in charge of preparing and administering the preliminary exam. Faculty members comprising the Preliminary Examination Committee may also later form the basis for the Proposal Defense Committee and, ultimately the Dissertation Committee. However, 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 the successful completion of the Preliminary Examination, students are expected to form a Proposal Defense Committee comprising three members of the biological anthropology faculty, one of whom must be 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 should assemble a 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 from outside of the University, which would require a Special Membership Request to Rackham OARD. Students must submit the Certification of Dissertation Committee Form, located on the Shared Google Drive, to the Graduate Program Coordinator at least six months prior to the defense. The Graduate Program Coordinator will complete Rackham's online "Nomination of Dissertation Committee Form." Once Rackham approves the committee, the student, the 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.

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 their 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 after a review by 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 email 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, unofficial transcript
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 Program Coordinator no later than mid February of their second year, using the forms provided by the Graduate Program Coordinator.

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 Examination Committee consisting of four members of the biological anthropology faculty (please see 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 below).
6. A current, unofficial transcript.

BIOLOGICAL ANTHROPOLOGY: COURSE REQUIREMENTS

REQUIRED COURSES IN 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. All students are required 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 hours of cognate credit with a grade of B- or better to advance to candidacy. Students are not required to take courses beyond these three hours, but they are encouraged to integrate other relevant social science and life science courses into their training where relevant. 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 (Proseminar 770). All students are required by Rackham to complete “responsible conduct in research” training before advancing to candidacy. The course that fulfills this requirement is Anthrbio 770: First Year Graduate Proseminar in Anthropology. This is a mandatory, semester-long, two-credit course offered each Fall term, and students must fulfill this obligation in their first term in the program. See also Page 12.

Language Requirement. Completion of the language requirement is needed for candidacy, see above 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	<ol style="list-style-type: none"> 1. Antharc 581/582: Archeology 2. Anthrcul 526/527: Trad in Ethnology 3. BioAnth 1 4. Anthrbio 471 5. Anthrbio 770: Proseminar 	<ol style="list-style-type: none"> 1. BioAnth 2 2. BioAnth 3 3. Rackham Cognate 4. Anthrbio 471 	
Year 2	<ol style="list-style-type: none"> 1. Anthrcul 576: Linguistic Anthropology 2. Anthrbio 463 3. Anthrbio 471 <p style="text-align: center;">GSI Teaching</p>	<ol style="list-style-type: none"> 1. BioAnth 4 2. Language or Lab Course 3. Anthrbio 471 <p style="text-align: center;">GSI Teaching</p>	
Prelim Exam at the end of the 4th summer/beginning of the 5th semester*			
Year 3	<ol style="list-style-type: none"> 1. Anthrbio 569: Grant Writing Course 2. Anthrbio 471 3. Anthrbio Elective <p style="text-align: center;">GSI Teaching</p>	<ol style="list-style-type: none"> 1. Reading or Lab Course 2. Anthrbio 471 3. Anthrbio Elective <p style="text-align: center;">GSI Teaching</p>	
Complete Proposal Defense and advance to Candidacy by the end of 6th semester			
Year 4	Submit NSF DDIG in July or January of 4th year		

Sample BioAnth Grad Student plan WITH anatomy

Fall	Winter
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Year 1	<ol style="list-style-type: none"> 1. Anatomy 2. Anthrcul 576: Linguistic Anthropology 3. Anthrbio 471 4. Anthrbio 770: Proseminar 	<ol style="list-style-type: none"> 1. Antharc 581/582: Archaeology 2. BioAnth 1 3. Rackham Cognate 4. Anthrbio 471
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Year 2	<ol style="list-style-type: none"> 1. Anthrcul 526/527: Trad in Ethnology 2. BioAnth 2 3. Anthrbio 463 <p style="text-align: center;">GSI Teaching</p>	<ol style="list-style-type: none"> 1. BioAnth 3 2. BioAnth 4 3. Anthrbio 471 <p style="text-align: center;">GSI Teaching</p>
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Prelim Exam at the end of the 4th summer/beginning of the 5th semester*

Year 3	<ol style="list-style-type: none"> 1. Anthrbio 569: Grant Writing Course 2. Anthrbio 471 3. Language or Lab Course <p style="text-align: center;">GSI Teaching</p>	<ol style="list-style-type: none"> 1. Reading or Lab Course 2. Anthrbio 471 3. Anthrbio Elective <p style="text-align: center;">GSI Teaching</p>
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Complete Proposal Defense and advance to Candidacy by the 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 semesters. Students can take additional courses if desired in year 3 and on. Students are expected to register for 9 credit hours per semester. (Rackham requires a minimum of 8). Rackham requires 3 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 Examination 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 Examination. After consultation with their advisor, students should make such petitions to the subfield head via email. 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. Further information on LSA standards for academic integrity can be found [here](#).

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): (a) High pass, (b) Pass (with or without remediation), (c) Low pass (with remediation) (d) Fail

Regardless of the evaluation given, remediation may be required for students who do not answer 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. Additional information for biological anthropology proposals can be found [here](#).

(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

First Year Advising Triads

All beginning graduate students will be assigned to two first-year advisors, to form an advising “triad.” The primary responsibility of this advising team is to make sure that the student is adjusting to life at the University of Michigan, has begun fulfilling their course requirements, and is taking steps toward formulating a research program as well as grant applications

The first-year advisors are *not* necessarily the faculty the student will want as their long-term advisors and may not even share topical or regional interests. This allows for the student to make contact with a range of department faculty members and decide whom they would like to work with longer term. 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 a Long-Term Advisor

In the beginning of the second year, the student may continue with an advising triad, choosing one or two new advisors if they wish, or they may select a long-term advisor (after securing that person’s consent). This advisor need not become the chair of the Dissertation Committee, but she or he will chair the student’s Preliminary Examination Committee. A long-term advisor must be in place before the end of the student’s second year.

In selecting a long-term 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.

Each student must submit the Confirmation of Faculty Advisor form, located on the Shared Google Drive, to the Graduate Program Coordinator at the end of the second year, preferably by April 1st, and no later than October 15th of their third 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 to four 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 faculty members must be linguistic anthropology faculty. The remaining member(s) may be from any of the four subfields in Anthropology or from other units at the University of Michigan. 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 the Anth-Grad Program-Students Google Drive 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 the Anth-Grad Program-Students Google Drive 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 email 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.

1. Applications consist of a three- to five-page (1200-1500 word) essay addressing the following points:
2. A review of the student's past performance and progress
3. A statement of research interests and professional goals, including plans for fieldwork and dissertation topic, if known
4. The proposed course of preparation (coursework, independent research, language preparation, etc.)
5. 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 committee of three members from a list of those who have agreed to work with the student (typically all 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 three 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 (Proseminar 770).** All students are required by Rackham to complete "responsible conduct in research" training before advancing to candidacy. The course that fulfills this requirement

is Anthrcul 770: First Year Graduate Proseminar in Anthropology. This is a mandatory, semester-long, two-credit course offered each Fall term, and students must fulfill this obligation in their first term in the program. See also Page 12.

- **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 the Anth-Grad Program-Students Google Drive) with their faculty advisor and email a signed copy to the Graduate Program coordinator. See above 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.
- **Preliminary 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.
- **PostFieldwork.** Soon after the student's return from fieldwork, they 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	<ol style="list-style-type: none"> 1. Anthrcul 526: Traditions in Ethnology I 2. Anthrcul 576: Intro to Linguistic Anthropology 3. Anthrcul 770: Proseminar 4. Anthrcul 777: Ling Lab 	<ol style="list-style-type: none"> 1. Anthrcul 527: Traditions in Ethnology II 2. Cognate or other Anthropology Course 3. Anthrcul 577: Language as Social Action 4. Anthrcul 777: Ling Lab

Year 2	<ol style="list-style-type: none"> 1. Anthrcul 581: Archaeology I 2. Linguistics Course 3. Cognate or other Anthropology Course 4. Anthrcul 777: Ling Lab 	<ol style="list-style-type: none"> 1. Anthrbio 570: Biological Anthropology 2. Linguistics Course 3. Cognate or other Anthropology course 4. Anthrcul 777: Ling Lab
Year 3	<ol style="list-style-type: none"> 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 	<p style="text-align: center;">Prelim Exam*</p> <ol style="list-style-type: none"> 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 preliminary exams will be based.

The lists are developed in consultation with all members of the committee. The exams consist of three parts, to address Linguistic Anthropological, SocioCultural, and Area scholarship. Students may subdivide and structure the lists and questions for each part to address their own theoretical, topical, and methodological interests. The balance between tailoring the lists and questions toward dissertation-specific interests and expanding them to speak to broader issues in the literature will be worked out between the student and their committee.

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 designed both to help students begin to envision teaching courses from their own scholarly perspective and to aid the process of structuring dissertation research. To this latter end, in addition to the exam, students will also write a dissertation proposal, often a version of a grant proposal submission. Formal details, such as length of lists, are also to be worked out in discussion with the student's 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 sixth term, but no later than *the end of May of that term*.

Rare exceptions to this timing 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.)

Linguistic anthropology students will schedule a meeting with their prelim committee *at least two weeks prior* to the written exam start date. During this meeting, the student and their committee will discuss the reading lists and questions, discuss whether the student should make any more changes to them, and also discuss the dissertation proposal.

Final questions submitted by the student are then edited or added by the prelim committee members and sent to the Graduate Program Coordinator the week before the exam.

Preliminary Examination Committee: The prelim committee should consist of three to four faculty members, two of whom must be linguistic anthropology faculty. The remaining member(s) may be from any of the four subfields in Anthropology or from other units at the University of Michigan. 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 Examination 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, in consultation with all the committee's members.

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 eight to fifteen pages (this can be discussed with committee members).

In parallel to the exam, students will also write a dissertation proposal (often a version of a grant proposal submission).

After the oral meeting, questions are edited by the student in response to faculty feedback. Questions may be further edited or added to by the prelim committee members who send the final version of the questions to the Graduate Program Coordinator a week before the exam. It is the students' responsibility to see that the questions are filed with the Graduate Program Coordinator.

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 twenty-four--hour break in between. Second language English speaking students are allowed to take extra time for writing, up to an additional twelve hours per

exam section. Students are responsible for notifying the Graduate Program Coordinator when this accommodation is requested.

An example schedule:

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 possible grades are as follows: (a) High pass, (b) Pass, (c) Low pass, (d) Conditional pass, and (e) Fail. 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.

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 their vita.

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 their 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

First Year Advising Triads

All beginning graduate students will be assigned to two first-year advisors, to form an advising “triad.” The primary responsibility of this advising team is to make sure that the student is adjusting to life at the University of Michigan, has begun fulfilling their course requirements, and is taking steps toward formulating a research program as well as grant applications

The first-year advisors are *not* necessarily the faculty the student will want as their long-term advisors and may not even share topical or regional interests. This allows for the student to make contact with a range of department faculty members and decide whom they would like to work with longer term. 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 a Long-Term Advisor

In the beginning of the second year, the student may continue with an advising triad, choosing one or two new advisors if they wish, or they may select a long-term advisor (after securing that person’s consent). This advisor need not become the chair of the Dissertation Committee, but she or he will chair the student’s Preliminary Examination Committee. A long-term advisor must be in place before the end of the student’s second year.

In selecting a long-term 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.

Each student must submit the Confirmation of Faculty Advisor form, located on the shared Google Drive, to the Graduate Program Coordinator at the end of the second year, preferably by April 1st, and no later than October 15th of their third year. Any future changes must also be formalized in writing using the same form.

Preliminary Examination Committee

The Preliminary Examination Committee members should consist of the student’s advisor and two or three additional faculty members. Preliminary Examination Committees are usually made up of three faculty members, at least two of whom must have appointments in the Anthropology department. Students will receive a list of faculty members willing to work with them, based on the results of the Second- Year Review (see below). Each examination is fashioned by the

Preliminary Examination Committee in consultation with the student to reflect the student's 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 Preliminary Examination and dissolves on its conclusion.

Dissertation Chair and Committee

After passing the Preliminary Examination, the student should assemble a Dissertation Committee. 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 Preliminary Examination 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, but you must have a complete committee in order to file with Rackham. The committee must include 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 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. It is ordinarily desirable that the cognate member 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, from outside of the University. Adding an external member requires a Special Membership Request to Rackham OARD. The student must complete the *Certification of Dissertation Committee form*. This form can be found on the Anth-Grad Program-Students Google Drive and should be emailed to the Graduate Program Coordinator no later than six months before the student plans to defend their dissertation. The Graduate Program Coordinator will submit the Committee to Rackham for approval. Once Rackham approves the committee, 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. 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 email with a link to an Annual Student Review 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 purposes of the Second-Year Review are to make sure students are on track, that any funding issues are being addressed, that students 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 faculty willing to serve on the student's dissertation committee. In 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 in sociocultural anthropology *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, health issues, or disability status, may petition for special consideration. Students in the Anthro-Social-Work doctoral program and the IDP programs may complete their Second-Year Review in the first semester of their third year—their fifth semester in the program.

For the purpose of the review, work done at another university may, with the approval of the Departmental Executive Committee, be counted as equivalent to some of the departmental requirements (see section on core-course requirements above for details). Students admitted with relevant Master's or in student-initiated dual-degree programs may be approved, asked to write a revised statement, be given one term to complete the terminal M.A. or otherwise complete their program. Students who wish to combine subfields may petition the Departmental Executive Committee.

The preliminary research 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 research proposal should be written to address the full sociocultural faculty, not just one or two individuals.

The progress report 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 pre-dissertation fieldwork and/or archival work have you undertaken to date?
5. What pre-dissertation 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 pre-dissertation and dissertation research)?
7. What GSI employment 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. The faculty 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 the application and to address any other requests made by the faculty. Failure to adequately revise the application and address such requests will likely result in termination from the program; or (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 this letter 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 in 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 Preliminary Examination Committee, and later their Dissertation Committee, by 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 advising a student of probationary status will indicate the faculty’s suggestions as to what might lead to a positive outcome. 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. 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 M.A. 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 IN 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 hours of cognate credit** with a grade of B- or better to advance to candidacy. Students do not need to go beyond these three hours, but they 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 (Proseminar 770).** All students are required by Rackham to complete "responsible conduct in research" training before advancing to candidacy. The course that fulfills this requirement is Anthrcul 770: First Year Graduate Proseminar in Anthropology. This is a mandatory, semester-long, two-credit course offered each Fall term, and students must fulfill this obligation in their first term in the program. See also Page 12.
- **Language Requirement.** Students must demonstrate competence in one foreign language with a scholarly literature. See above for details; the foreign language requirement must be fulfilled to advance to candidacy.
- **Sociocultural Workshop and Lectures.** Every semester that students are on campus, they are *very strongly encouraged* to attend all sessions of the Sociocultural Workshop, the sociocultural anthropology lectures of the Michigan Anthropology Colloquia and, when appropriate to the subfield, the Rappaport Lectures. These events are crucial to the student's professional formation, general education, and skills as colleagues and interlocutors.
- **Preliminary Examination.** These exams are taken at the end of the third 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, they 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.
- **Writing up.** Students are not required to write their dissertation in the Ann Arbor/Ypsilanti area, but this is strongly recommended, in order to allow participation in the campus intellectual community on campus and closer working ties with advisors. Post-field 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, Michigan Anthropology Colloquia, and other scholarly talks in the regional centers and other departments relevant to the student’s research. GSI positions and most other sources of departmental and university funding are restricted to students who are in residence.
- **Defend Dissertation.** Dissertation defense requirements can be found on [Rackham’s website](#).

Sample Timeline

It is ideal to complete all required courses in the first four or five semesters. Students can take additional courses if desired in their third year and afterwards. Below is a sample timeline for a sociocultural anthropology student. 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	<ol style="list-style-type: none"> Anthrcul 526: Traditions in Ethnology I Anthrcul 576: Linguistic Anthropology Cognate or other Anthropology Course Anthrcul 770: Proseminar 	<ol style="list-style-type: none"> Anthrcul 527: Traditions in Ethnology II Cognate or other Anthropology Course Anthrbio 570 or other Anthro course
Year 2	<ol style="list-style-type: none"> Antharc 581: Archaeology I Cognate or other Anthropology Course Cognate or other Anthropology Course 	<ol style="list-style-type: none"> (IF not taken) Anthrbio 570: Biological Anthropology Cognate or other Anthropology Course Cognate or other Anthropology Course
Year 3	<ol style="list-style-type: none"> (IF not taken) Antharc 581: Archaeology I Cognate or other Anthropology Course Cognate or other Anthropology Course 	<p style="text-align: center;">Prelim Exam*</p> <ol style="list-style-type: none"> Advance to Candidacy Optional: cognate or other Anthropology Course

*While not required, students may register for Antharc 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

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 (no later than Fall of the third year or 5th semester). The lists are developed in consultation with all members of the committee.

Preliminary Examination Committee

In forming a Preliminary Examination Committee, students may choose from the interested sociocultural subfield faculty listed in their Second-Year Review letter. The committee should consist of three (maximum four) members. The chair of the committee must be a member of the sociocultural subfield of Anthropology, and at least two committee members must be Anthropology faculty. Beyond the requisite two Anthropology graduate faculty on the committee, students may also consider for their committee other relevant LS&A graduate faculty. (Rackham defines graduate faculty as "persons who are tenure or tenure-track instructional faculty holding an "unmodified" [i.e., not visiting, adjunct, etc.] appointment at the University of Michigan as professor, associate professor, or assistant professor with an earned doctorate from an accredited institution.")

Timing of Preliminary Examination

Focused preparation for the Preliminary Examination usually takes place in the Winter of the student's third year, or their sixth semester. The course 990, taken with the student's advisor, is designed to allow students the flexibility of signing up for one to nine credit-hours, depending on their scheduling needs, as they prepare for prelims. Rackham Graduate School requires that students be enrolled for at least one credit-hour in the term in which Preliminary Examinations are taken, and this can be 990.

The written Preliminary Examination should be taken in April or early May of the student's sixth term, but no later than *the end of May of that term*. (Students working as GSIs may wish to schedule their written exam during spring break to avoid conflicts with their teaching obligations.) Preliminary Examinations may be taken during the month of May without a spring/summer term enrollment. Rare exceptions to this timing may be granted in consultation with the Director of Graduate Studies, the subfield head, and the student's advisor. Entering

candidacy any later than the sixth term may jeopardize a student's eligibility for fellowships and other support from the Department and Rackham in subsequent years.

Format

Once the student's suggested Preliminary Examination questions are finalized with their committee, the student must file these with the Graduate Program Coordinator no later than one week before the written portion of the Examination is scheduled to begin.

Although the student and their Preliminary Examination Committee 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 twelve-point font, double spaced, with one-inch margins, one for each of the questions the student has chosen. The student will have **ten 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 list. 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 M.A. are met.

SOCIOCULTURAL ANTHROPOLOGY: DISSERTATION RESEARCH MEETING

Purpose and Timing

By the time a student has taken their Preliminary Examinations, they will have completed numerous versions of a dissertation research proposal, first as part of the Second-Year Review, then in the form of grant applications. 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 prelim is ideal, this is not always possible—sometimes the meeting follows the oral prelim on the same day. Although theoretical topics may be addressed in this meeting, it 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 transferring to Anthropology

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 Anthropology 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 a student's entry into the Anthropology 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 funding, courses, lecture series, conferences, workshops, and, in some cases, Graduate Certificates. Students may take part in the programs of the:

- African Studies Center
- Center for Japanese Studies
- Center for Latin American and Caribbean Studies
- Center for Middle Eastern and North African Studies
- Center for Russian, East European, and Eurasian Studies
- Center for South Asian Studies
- Center for Southeast Asian Studies
- Lieberthal-Rogel Center for Chinese Studies
- Nam Center for Korean Studies

Student-Initiated Doctoral Programs (SIDP)

With the assistance of Directors of Graduate Study from two doctoral programs, a student may propose to initiate a Ph.D. program that combines anthropology with some other field or specialization represented by a Ph.D. program in a different department or school, such as Human Genetics, Linguistics, Toxicology, Middle-East Studies, Asian Languages and Cultures, or the School for Environment and Sustainability. 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 Rackham 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 an advisor from each program, by the Graduate Chairs of both programs, and by the Rackham Graduate School. **Students are required to contact both the Graduate Coordinator and the Director of Graduate Studies prior to beginning the application process.**

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).

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 the 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 the 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, departments 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 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 cataloged 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.

Department of Anthropology Research Facilities, Student Lounge, Computing Sites.

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. Most 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 [here](#). 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](#).

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.

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 Employees 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.).