

DOCTORAL PROGRAM IN ANTHROPOLOGY AND HISTORY

The University of Michigan

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The Doctoral Program in Anthropology and History at the University of Michigan - Ann Arbor, founded in 1988 by members of the Anthropology and History Departments, is the first and only program in the United States to provide a formal institutional setting for doctoral training and professional certification in both disciplines. The program builds on the long tradition of dialogue that has crossed disciplinary fences and energized both fields at the University of Michigan. It includes faculty from both departments, as well as professors who share a variety of other department and program appointments at the University of Michigan.

This highly selective and moderately sized program brings together an international group of students and faculty and sponsors reading groups, seminars, colloquia and conferences throughout the academic year. Students follow a curriculum of core-courses in each discipline. They have significant flexibility to develop innovative trans-disciplinary projects in all areas of the world and time periods using a wide variety of research techniques and analytical approaches, including fieldwork, archival research and literary analysis.

Faculty and students frequently participate in other interdisciplinary institutions and projects at the University of Michigan, including the International Institute and its Advanced Study Center and area centers, the Institute for Studies on Women and Gender, The Institute for the Humanities, and the international journal *Comparative Study of Society and History*.

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WELCOME

Welcome to the “Red Book” of the Doctoral Program in Anthropology and History, an interdisciplinary Ph.D. program and collaborative effort of the Departments of Anthropology and History at the University of Michigan. This handbook should answer many questions for you through the course of your studies at the University of Michigan. A second, invaluable, source of information is the Rackham Graduate School website. An overview of Rackham academic policies is available on the web at: http://www.rackham.umich.edu/policies/academic_policies/

You should also feel free to contact the graduate student staff with any questions or problems you have as you progress through your studies. Suggestions for amendments to the program’s “Red Book” are welcome; it should be considered a “work-in-progress.” Most importantly, this is a small program, with its own history of lively experimentation in the organization of training and the support of research.

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INFORMATION FOR NEW STUDENTS

Basic Course Requirements

- * **HISTORY 615** (Introduction to the Comparative Study of History)
- * **ANTHRCUL 526** (Traditions of Ethnology I)
- * **ANTHRCUL 527** (Traditions of Ethnology II)
- * **One additional Anthropology core course as elective:**
For example, ANTHRARC 581 (Archaeology I), ANTHRARC 582 (Archaeology II), ANTHRCUL 576 (Introduction to Linguistic Anthropology), ANTHRBIO 570 (Biological Anthropology) or an approved 400 or 500-level Bio Anthropology course (See Appendix A).
- * **One additional History course/seminar:**
This should be a 700-level course in History requiring the preparation of a major research paper based on research in primary sources.
- * **The year-long Anthropology and History Core Seminar (ANTHRCUL 648/HISTORY 748):**
This meets in a winter/fall term sequence. The winter term is based on discussion of important scholarship, theory, and method in the humanities and social sciences, and involves the formulation of a proposal for an original research paper. The fall term is dedicated to the support of the writing of the original research. This fall term seminar, involving the writing of the paper, satisfies the History 700-level course/seminar requirement noted above. The program requires that students complete two research seminar papers.
- * **HISTORY 830** (Anthropology and History Reading Group and Workshop):
This carries one credit per term, for which students should enroll each term until achieving candidacy.

Graduate School Cognate Requirements

The Rackham School of Graduate Studies requires that Ph.D. students include two cognate classes in their study programs. Anthro-History students automatically satisfy the Rackham cognate requirement via fulfilling the basic course requirements listed above. Nevertheless, students in the program are strongly encouraged to explore course offerings in other departments.

Screening

In the fourth term of coursework in the program, students are screened by the program's Executive Committee, which then determines whether students will be permitted to continue with work towards the Ph.D. in the program. The screening dossier includes at least one of the two required research seminar papers, evidence of completing one of the foreign language

requirements, a minimum B+ in all required courses and as an overall grade average, as well as evidence that at least one faculty member in each discipline is willing to serve on the student's eventual dissertation committee and that one faculty member will serve as a chair of the prelim committee. Courses that will be presented as constituting the equivalent of a preliminary field should carry a minimum grade of A-.

Language Requirement

The program requires basic or better proficiency in two languages other than English. Methods of demonstrating proficiency are described in the body of The Red Book.

Preliminary Examinations

Students in the program prepare for and complete four fields:

- a general sociocultural field
- a “bi-disciplinary” (anthropology and history) field, defined by region
- a topical field (for example, religion, environment, human rights)
- a “bi-disciplinary” (anthropology and history) field, dedicated to theory

The designs of the fields must assure that work in both the Department of Anthropology and the Department of History is strongly represented. The fields—definition of field, readings lists, consultations and tutorials, and written work—are organized with individual faculty members who will comprise the “prelim committee”. One field is usually completed by course work. Two of the four fields are completed through a written exam, while the oral examination will cover three fields: the two written fields and a third field not “coursed-off.”

Candidacy Requirements

In addition to successfully completing prelims, students must do the following in order to be recommended to the graduate school for candidacy:

- Demonstrate basic proficiency in two non-English, scholarly languages
- Complete two research seminar papers
- Complete all required courses with minimum grades as described
- Complete any “Incompletes” (I or Y) in required courses
- Earn at least 18 graduate credits in residence

After Candidacy is Achieved

Additional program requirements include:

- Formation of a dissertation committee
- Development of a dissertation proposal and approval of the prospectus by the dissertation committee

- Completion of the dissertation
- Defense of the dissertation organized with the dissertation committee

Some Practical Advice

It is expected that program students will complete HISTORY 615, ANTHRCUL 526, and ANTHRCUL 527 within three terms. ANTHRCUL 526 and 527 may be taken out of sequence, although it may be best to go through them in sequence, with your Anthropology cohort mates.

The language requirement should be completed within the first two years, with students advised to complete at least one of the language requirements in the first year.

Prelims should be completed no later than the end of the third year of study.

Since GSI-ships are typically a significant part of a student's funding arrangements, students should assure themselves sufficient grounding in fields of history and anthropology to be strong candidates for GSI positions in the two departments.

Entering students, and continuing students, should seek advice from their advisors, teachers, program staff, and students in the program who are ahead of them.

The body of the Red Book contains more detailed information regarding the requirements listed in brief above.

TIME TO DEGREE

Rackham Graduate School funding is designed to encourage students to complete the doctoral degree as expeditiously as possible. Consequently, it can be difficult to obtain university funding after your seventh year at the university.¹ Although we recognize that it is a challenge for most students to finish the Anthro-History Program in seven years, we recommend that you plan your program of study carefully to ensure that you can complete the degree in a reasonable number of years. Unfortunately, the seven-year rule includes the time students spend in the “field” conducting dissertation research. Consequently it is rare for students in Anthropology or Anthropology and History to complete the Ph.D. in this time. We therefore urge you to actively pursue external sources of funding that do not carry this restriction.

The University of Michigan’s continuous enrollment policy requires that students be registered during every Fall and Winter academic term until graduation. Rackham registration and related policies are available on the on the graduate school’s website. Students who have achieved candidacy are eligible to receive tuition only fellowships (TOF) through the seventh year of study. Thus students who secure external funding that does not include tuition support may be provided with a TOF so that they may remain in compliance with the continuous enrollment policy without incurring tuition costs.

Rackham requires that students achieve candidacy within three years and finish all degree requirements within seven years of entering the University of Michigan. Students who do not meet the timelines for these milestones must petition for an extension of time to candidacy or to degree in order to remain in good standing. The program’s director and executive committee and staff will work with you to assure whatever support is possible to assist you in completing your studies, your research, and your degree. The spirit of Rackham’s regulations in regard to time-to-degree is that you must be making continual and satisfactory progress. As a candidate you should maintain regular contact with the program and with your dissertation chair and committee to ensure that you will not have a problem completing the degree. You should be aware, however, that the seven-year rule and its implementation are both under Rackham’s jurisdiction and that students must have Rackham approval to continue on past the seventh year. Please consult the Rackham website for more detailed information concerning Rackham’s academic policies and approved leaves of absence.

Information concerning parental accommodation and extension of time for child bearing can be found on the web at: <http://www.rackham.umich.edu/current-students/policies/parental-accommodation-policy>

¹ This is measured from when you enter graduate studies at the University of Michigan, NOT from when you enter the Doctoral Program in Anthropology and History. Also, you have six years regardless of whether or not you enter with a master’s from another university.

PRE-CANDIDACY

Choosing an Advisor

During the summer before your first term in the program, the director of the program will identify a faculty member to serve as your temporary advisor. By the end of your second term, you should have chosen an advisor from among the faculty in either the Anthropology or History departments, though it is possible to petition the program to choose an especially appropriate advisor from another department. You should obtain a form from the graduate staff to name your advisor. When a professor has agreed to be your advisor, please have him or her sign this form before you return it to the staff. You may choose to have co-advisors—some students have had one advisor from each of the two departments. The same form is used to request co-advisors.

Course Load

There is no single definition of the number of credits required to be considered a full-time graduate student. Instead, this varies with your degree level and the purpose for which you need certification as a full-time student. You should consult the Rackham academic policies for detailed information regarding the number of credits required in your specific case. However, in all cases doctoral candidates must enroll for eight credits to be considered full-time and eight credits are required to retain full-time eligibility for financial aid. (For more information, see the section on candidacy). Students who are employed as graduate student instructors (GSI) must take at least six credits during the term they teach and pre-candidate students must be enrolled for at least one credit hour in the Fall and Winter terms to meet the minimum registration requirement of the continuous enrollment policy.

The above rules refer only to the administrative definitions of a full-time student's course load. Students in the program typically take nine credits (three, three-credit courses) a term, regardless of whether they are teaching or not. Students often enroll in additional classes, for example a language reading course or a relevant mini-course. Pre-Candidate students usually register for only one credit hour in the term of the preliminary exam unless they are GSIs, and candidates will register for eight credits of either Anthropology or History 995 in every Fall and Winter term. Although students who are not teaching often do take more than nine credits, you should try to avoid receiving incompletes (I) and complete those you do receive as quickly as possible. For detailed information about registration, tuition, grading and credits, you should consult the websites of Rackham Graduate School and the U-M Office of the Registrar.

COURSEWORK REQUIREMENTS

The university's continuous enrollment policy instituted in Fall 2010 requires that students be registered for at least one credit hour in every regular term (Fall & Winter). For more information see the Rackham website. See Appendix A for descriptions of required courses.

Required courses for students in the Anthropology and History Program include certain core courses in the two disciplines as well as the Anthropology and History Core Seminar, which runs from January through December each year. Students must also participate in the program's reading group meetings and the Anthropology and History Workshop. You must take History 615 during your first term and we recommend that you complete Traditions I and II in Anthropology within your first three terms. This is a good idea, both to ensure satisfactory progress towards the degree, and because this is the best way of getting to know colleagues in your cohort of students. It is usually wise to complete the required coursework as early in your graduate career as possible.

Anthropology Core Courses (three required courses)

Students take the two sociocultural theory core courses:

- **Traditions of Ethnology I** (ANTHRCUL 526)
- **Traditions of Ethnology II** (ANTHRCUL 527)

and elect one additional Anthropology course from among the following:

- **Archaeology I** (ANTHRARC 581)
- **Archaeology II** (ANTHRARC 582)
- **Introduction to Linguistic Anthropology** (ANTHRCUL 576)
- **Biological Anthropology** (ANTHRBIO 570 or an approved 400-500 level Biological Anthropology course)

Taking core anthropology classes beyond the requirements of the program may enhance opportunities for GSI assignments in Anthropology.

History Courses (two required courses)

Students must take two History courses:

- **Introduction to the Comparative Study of History** (HISTORY 615)
- **One 700-level History seminar with a writing component**

Seminars in History are 700-level courses and they serve as an introduction to advanced research. These classes require the preparation of a major paper based on primary-source materials. In most cases, you should take your first history seminar during your first year of graduate work. The History Department has deemed that the fall term seminar paper component of the year-long Anthropology and History Core Seminar may be counted as a 700-level History seminar.

Anthro-History students typically take other elective History courses and seminars. Some may be useful in developing control of literatures from the preliminary fields. And some may contribute significantly to the preparation of students for particular GSI assignments in the History Department.

600-level courses in History are termed “studies courses” and introduce students to historical scholarship on a topic or on an area. 700-level courses are labeled “seminars” and involve the development and completion of original research papers. 800 and 900-level courses in History are independent courses for reading of a topic not covered by regular courses; or for prelim preparation; or certain research seminars, dissertation colloquia, dissertation research and writing, and training for Graduate Student Instructor (GSI) assignments.

Anthropology and History Courses (three required courses)

- **Anthropology and History Core Seminar (ANTHRCUL 648 / HIST 748)** (a two term course offered every year in the Winter/Fall term sequence).

The Core Seminar of the Doctoral Program in Anthropology and History provides a context to examine theory, methods and the craft of social research and writing. Work during the winter term is organized around the intensive discussion of classic and path-breaking monographs and articles that address questions of theory and method in the humanities and social sciences, as well as the development of proposals for summer research toward the completion of a research seminar paper. The second term is primarily a writing seminar which counts as a 700-level History seminar. Ideally, the fall term offers Anthropology and History Program students the opportunity to write the extended paper conceived in the winter term and drawing on the preliminary research conducted during the intervening summer break.

- **Anthropology and History Workshop and Reading Group (HIST/ANTHRCUL 830)**

Students register for this one credit course each term through to candidacy. The workshop meets approximately twice a month. The reading groups are regularly scheduled events in which all students in the program, as well as interested faculty, are invited to participate.

Research Papers

The program requires each student to complete two research papers developed within University of Michigan graduate courses and seminars before proceeding to the dissertation.

Other Coursework

Rackham requires that all Ph.D. programs of study include two **cognate** courses. This requirement is automatically fulfilled by the structure of the joint Ph.D. program. Although you are not required to take cognates beyond the Anthropology and History courses just described, you are strongly encouraged to explore course offerings in other departments.

You should plan the remainder of your coursework around your areas and topics of research interest in consultation with your advisor.

LANGUAGE REQUIREMENT

You are required to demonstrate basic (or better) proficiency in the scholarly literature of two languages other than English. These languages should be pertinent to your intellectual interests and facilitate use of primary and secondary sources for your doctoral research. There are several ways to fulfill this requirement: examination, coursework, experience, and native expertise. You must petition the program executive committee to use language experience or a native language for this requirement. You may also petition the committee to use a language that has not traditionally been considered “scholarly” but in which there is a tradition of oral history.

You should begin progress on this requirement early in your graduate career. The program expects that you will pass at least one of the languages during your first year and both within the first three years.

Language Exam

The History Department administers language exams for program students. This exam requires that you translate, with the aid of a dictionary, two passages that have been selected as representative samples of scholarly, historical writing in that language. As needed, exams are given in the Fall and Winter semesters for French, German, Russian, and Spanish. Tests of other languages are arranged upon request. You should contact the History Department for more information regarding these exams and to ascertain when they will be offered.

Language Coursework

You may complete the language requirement through courses taken at the University of Michigan or in graduate school elsewhere. If you choose to do this, you have the following options:

- B or higher in courses following the model of French and Spanish 112 or 113
- B or higher in a U-M 400-level or higher course in which the language is spoken
- For Spanish, taking the LSA Spanish placement exam and placing into Spanish 232 or above
- By completing two language courses at second-year level with a grade of B or above and approval of your advisor
- Advanced instruction taken at another university specializing in language instruction (e.g. Middlebury, American University in Cairo)
- Intensive language training in the U-M Summer Language Institute at the second year level

Language Experience

If you have (a) lived for at least one year in a country in which the language in question is spoken and (b) your experience there required you to speak the language most of the time, for instance,

to interview research subjects or to interact with them every day, you may petition to have that language accepted as one of our two required languages. This applies exclusively to field languages for which no formal pedagogy or standardized testing exists.

Native Languages

If you are a native speaker and reader of a language other than English, you may petition the program's executive committee for permission to use that language to fulfill the requirement, if it is appropriate for your research interests.

Petitioning the Executive Committee

As indicated above, you may petition the A-H executive committee for exceptions to this rule or to use native languages towards the requirement. To do this, write a letter to the committee detailing your request, how the language(s) you propose to use for the requirement fit into your scholarly program, and documenting your proficiency in the language(s). Students who transfer into the program from other programs and universities with a similar language requirement may petition the executive committee to accept work done in the other program.

Posting the Requirement to Your Transcript

The graduate staff can arrange to have your completed language requirement posted to your U-M transcript. It is your responsibility to notify the staff that you wish to have this done and to make sure to provide proof that you have fulfilled the requirement.

PROGRAM SCREENING

Near the beginning of their *fourth* term of coursework in the program, students are screened by the executive committee to determine whether they will be permitted to continue with work towards the graduate degree in the program or be encouraged to move into another career or discipline. No student may continue working towards the Ph.D. in the program without a positive screening by the program's executive committee. In some cases, the committee may recommend that a student apply to transfer into either the Department of Anthropology or History. Prior to screening, the student must:

1. Submit the Screening Information Sheet to the graduate staff.
2. Place on file for faculty review at least one of the two required research seminar papers. (One 700 level History research seminar and/or the Anthropology and History Core Seminar research paper. These papers should demonstrate your competence in the relevant disciplines.)
3. Have completed at least one of the foreign language requirements
4. Have a B+ or higher in all required courses and as an overall grade average (GPA 3.4), though at least an A- is required in courses that will be presented as equivalent to a prelim field (the "coursed-off" field).
5. Have a faculty member in each discipline who is willing to be on your committee
6. Have a chair for your prelim committee

OBTAINING A MASTER'S DEGREE

Although the Program in Anthropology and History does not accept students working towards a terminal master's degree and expects all admitted students to complete the doctoral degree, you may obtain a Master's of Arts (MA) degree in Anthropology and History from the University of Michigan.

There are several reasons you might wish to consider doing this. First, it is a credential you can use in searching for employment prior to completing the PhD. Second, an advanced degree is often highly respected and it might help you obtain access to resources necessary to your research while in other countries. Third, if for any reason you eventually decide not to complete the doctorate, you will still have a degree for your years of study. If you have completed all of the requirements in the list below, and wish to apply for the MA, contact program staff.

Requirements for the MA in Anthropology and History

Two core courses in Anthropology

- ANTHRCUL 526 (4 cr.) and ANTHRCUL 527 (4 cr.) *Traditions of Ethnology I & II* or
- ANTHRCUL 526 (4 cr.) and one of the following Anthropology core courses ANTHRCUL 576 (3 cr.), ANTHRIBIO 570 (4 cr.), ANTHRARCH 581 (3 cr.) or 582 (3cr.)

Six additional hours of graduate level coursework in Anthropology

Twelve hours of the following graduate level coursework in History

- HISTORY 615 *Introduction to the Comparative Study of History*
- One 700-level History Seminar with a writing component
- Six additional hours of graduate level coursework in History

HISTORY 830 /ANTHRCUL 830 (*Anthro-History Workshop and Reading Group*) taken during precandidacy

Four additional hours of graduate level coursework in any department

i.e. Sociology, Psychology, Women's Studies, or additional coursework in Anthropology or History

Proficiency in one language other than English

Total credits = 30 or 31

ADVANCING TO CANDIDACY

Requirements for Candidacy

Preliminary Examinations are normally the last requirement a student completes before advancing to candidacy and proceeding to the dissertation. See the section below on requirement relating to the presentation of a dissertation research prospectus. The other requirements are:

- Basic competency in two non-English, scholarly languages
- Completion of two research papers
- Completion of all required courses, as outlined above
- Complete of any “Incompletes” (I or Y) in required courses
- At least 18 credits in graduate courses earned in residence

Preliminary Examinations

You should take prelims by the end of your third year in the Program and in no case later than the end of the summer preceding your fourth year. Students who enter with a master’s degree normally should take the exams at the end of their second year in the Program. Students who do not achieve candidacy the first term of their fourth year must petition Rackham for an extension of time to candidacy. Postponement of the exams beyond then will jeopardize your access to university funding when you are working on your dissertation. You are expected to have finished all other requirements for candidacy (other than courses in progress) before taking the exams. If you have a compelling reason to take prelims before completing the other candidacy requirements, you may petition the Executive Committee for permission to do so. Prior to taking the exams you must submit a dossier of two substantial papers demonstrating competence in both fields. These may be the same as those submitted for screening.

Forming a Committee

You may form your prelim committee at any time, however you will want to do so before you begin compiling your reading lists. Request the *Preliminary Examination Information* form from the Program Office to nominate your committee and return this form signed by your prelim committee chair to the Program staff who will submit it to the Program Director for approval. The Program Director must sign off on your prelim committee.

A prelim committee usually consists of at least three faculty members, although occasionally students form committees of four or five. One member must be from the Anthropology Department and one from History. You may substitute one of these with an appropriate professor from a third department with approval of the Program Director.

Structure of the Exams

- I. The Program requires the completion of four “fields”. [See Appendices B and C in this “red book”, providing some thoughts on the fields and one what constitutes a field, respectively.]
- II. The four fields will be distinguished as follows:
 1. General Sociocultural Theory field
 2. Bi-disciplinary (anthropology and history) field, defined by region
 3. Topical field (for example, religion, environment, human rights)
 4. Bi-disciplinary (anthropology and history) field, dedicated to theory
- III. Students whose dissertation research may be developing in a sub-field of anthropology other than ethnology, for example archaeology, or in a field of study supported by some other unit of the University—such as law, environmental studies, or social work—may petition for variations in the definitions of the fields. For example, a Program student whose work is developing in archaeology may petition for one or both “bi-disciplinary” fields to give especial focus to literatures in archaeology.
- IV. One of the fields (2, 3, or 4) may be “coursed-off” by receiving an A- or better in six credit hours of relevant course work.
- V. The preliminary examination will consist of a written and an oral portion.
 1. The written examination will cover **two** fields:
 - a. General Sociocultural Theory—alternatively archaeology or linguistics, or other, if the student’s studies or prospective dissertation research is developing in another sub-field of anthropology.
 - b. One of 2, 3, or 4 above, other than the “coursed-off” field. If this is the topical field, the essays should reflect a bi-disciplinary approach.
 2. In planning the written examination, students should work with their preliminary exam committee chairs to assure that both historical and anthropological literatures are addressed in preparation for the preliminary exams and in the written exams themselves.
 3. The oral examination will cover **three** fields: the two written fields and a third field not “coursed-off”.

4. The student is encouraged to organize the preliminary exam committee so that at least three faculty members are included and prepared to participate in the oral, including members of both the Anthropology and History departments.
5. The student and the preliminary exam committee may also consider the oral as a venue for a collective discussion of the dissertation prospectus in progress, but only with the prior agreement of the student.
6. Emphasis in the exams should be on the student's critical understanding of the main theories, methodological issues, and orientations of research in the fields tested.

Reading Lists

Prepare your bibliographies in the four fields covered in the exams in consultation with your prelim committee. [Appendix C] Your committee must approve both your topics (fields) and your final bibliographies. Generally different members of the committee will take primary responsibility for approving the list for the field that most closely corresponds to their own areas of expertise. All members of the committee are responsible for testing you on the three fields within the oral exam. They will all read both written exams (although those whose work most closely connects with the material tested may read them more closely) and ask questions in the oral exam.

All Program students must submit their prelim lists to the Program office when they have completed the exams. These lists are available for other students to consult as they form their own lists. Ask the graduate staff in History for access to past prelim reading lists.

Registration for Prelims

You must register for at least one credit the semester you take prelims, which must be completed before the last day of classes of that term. You register for between one and eight credits in either History 900 ("Prelim Prep) or Anthropology 990 ("Diss-Precand"), depending on your advisor's home unit. You will need to contact the appropriate department for an override before registering.

Format and Scheduling of Prelims

You schedule the exams in consultation with your committee members and then submit the *Preliminary Exam Information Form*, signed by your committee chair (i.e. advisor), to the Program office. Please keep in mind that Preliminary Exams must be completed before you can be recommended for Candidacy and that Rackham has established deadlines that must be met. Deadlines to meet candidacy requirements for each term are available on the Rackham website at: <http://www.rackham.umich.edu/help/graduating/candidacy-deadlines> or from the Program office. At least three members of your prelim committee must be "present" for the

oral, though when necessary this “presence” can be accomplished via a speaker phone or video connection.

No more than four weeks may elapse between the written exam and the oral exam. Usually the oral exam is scheduled approximately two weeks after the written exam to allow time for the members of the preliminary committee to review the written essays; but, with the approval of your prelim committee, the oral exam may be scheduled less than two weeks after the completion of the second written exam.

Students in the Anthropology and History Program may choose how they wish to schedule the three exams (the writtens and the oral) over the course of one month within the above guidelines. Your prelim committee must approve your plan for taking the exams. The time between the first and second written exams as well as the “format” of the writtens should be specified in the examination plan. In any event, the structure or format of the writtens should be agreed well in advance of the exam.

Preliminary examinations are organized by the student with the examination committee. Because prelim committees for the AH program draw together faculty from departments that use different procedures, a bit more organization on the part of the student and committee is often necessary ahead of time. For this purpose, we offer these guidelines.

For the exam, students suggest questions based on reading lists which faculty can then rephrase and finalize.

The format of prelims, including format of essays and number of questions, **is decided by the examination committee together with the student**. Decisions on format should be written on a memo that is **signed by all committee members and the student, so that all parties are informed prior** to the beginning of the exam period.

List and Question Guidelines

Length of each list, each list’s specific kinds of subheadings and categories, etc. will be decided through discussion with committee members. These decisions can emerge over time and need not be negotiated with precision before beginning the process. This is because the responsibility for different fields may be assigned to different faculty in different departments. At this level, calibrating committee members is not necessary for the student to proceed.

The total number of questions should exceed the number of questions that the student needs to answer, so that there is some choice involved (e.g. 4 questions for 2 essays or 6 questions for 4 essays: see below). Students should plan ahead to circulate several drafts of questions and lists before finalizing them for the essay writing period.

The student may elect to adapt one of the lists or its subsections into an undergraduate course syllabus, and expect to be able to submit it to any committee members for

additional commentary and advice. This process may prove useful in generating questions, but it is not required.

Written Exam

The options below are offered as examples. Other formats may be worked out by the committee and the student in order to accommodate circumstances or conditions:

1. Two 32-hour exam periods, each of which includes 8 hours to rest (that is, for both periods, students are required to turn in the exam 32 hours after receiving the questions). For **each** 32-hour period, students can choose to answer:
 - a) One question in a 15-20 page essay
 - b) Two questions in two 8-10 essays
 - c) Some combination of a & b, e.g:
 - i. Two long essays, one for each field
 - ii. One long essay and two short essays
 - iii. Four short essays, two for each field
2. Three 10-15 page essays over a period of 7 days (a week). Combinations could be distributed across fields as above.

There should be little overlap among the cases and arguments presented in the responses. A bibliography with full citations is not necessary as long as the references would be clear from consulting the student's prelim lists.

Oral Exam

The oral exam lasts approximately two hours. The Program staff can help schedule a room for the oral and the student should arrange for Blue Jeans or a speaker phone if one of the committee members is participating remotely.

Exam Grading

Prior to the oral exam, the Student Services Assistant will give your chair a *Prelim Exam Report* form. All members of your committee must sign this form (if a member participates over the phone, the chair can sit *in absentia* for the absent member). Your chair will then return it to the Program office to report that you have successfully completed all portions of the preliminary exams.

Your committee may award you any of the following grades on your prelims: pass, low pass, or fail. If a student does exceptionally well, the committee may award a pass with distinction. A letter to that effect would be placed in the student's file and the student may choose to put it on his or her CV.

If the student fails one or more portions of prelims, he or she receives one additional opportunity to satisfy his or her committee. The student's prelim committee decides together what the appropriate course of action is if a student fails. The committee may require that the student retake a portion of the exam or, in lieu of that, write a paper. The committee may also require that the student defer research.

Registration

After you have been advanced to candidacy you register for either Anthropology 995 or History 995, depending upon your advisor's home unit. You will need an override from the appropriate department. When you register for 995, the university permits you to register for one free course—regardless of course level or credit hours. If you do not use the free class in a term, you may bank it and elect two free courses in a subsequent semester. However, you can never elect more than two free courses in a term. See the Rackham website for additional information concerning advancement to candidacy and this augmented registration.

CANDIDACY

Forming a Dissertation Committee

You must submit a *Dissertation Committee Form*, obtained from the [History Grad Office CTools Site](#), to formally create your dissertation committee. The Program Director must sign this form to approve your committee. The Program office will then submit your information to the graduate school. Although members of a student's prelim committee often do serve on his or her dissertation committee, it is not necessary that the two committees are the same and officially the two committees are separate entities.

A dissertation committee . . .

- Must have at least **four members**
- At least **three members** must be **regular members** of the University of Michigan Graduate Faculty – i.e. Professor, Associate Professor, or Assistant Professor with an earned Doctorate from an accredited institution
- At least one member must be from the **Anthropology Department** and one from the **History Department** (this simultaneously fulfills Rackham's requirement that you have an "outside", or cognate, member on the committee)
- Either the dissertation **chair or a co-chair** must be a **regular member** of the graduate faculty at the University of Michigan

You may use a *Nomination for Special Membership Form* to nominate a faculty member who does not fit the stated criteria. This form is also available on the [History Grad Office CTools Site](#). If you subsequently change your committee, you must submit a new *Dissertation Committee Form* to revise your committee. The Program Director must sign both of the above forms. You should complete them and to the Program Office for the Director's signature and upload of your committee information to Rackham's online system.

Dissertation Prospectus

All students in the Program are required to present a dissertation prospectus to their dissertation committee early in their dissertation research. It is recommended that you do this within three or four months of completing prelims. No student should begin the bulk of his or her dissertation research prior to having an approved dissertation prospectus on file in the Program office. The format of the dissertation prospectus is essentially the same as that of a grant proposal. [See Appendix D for more information] It should contain a statement of your research topic, review a relevant body of literature, and show the importance of your proposed research to the discipline. The prospectus should also describe the methodology of the study and propose a timetable for completion of the research.

You should arrange a date to meet with your entire committee, as a group, to discuss your prospectus. If a member of the committee cannot be present, you must make other arrangements to discuss the prospectus with that member. It is possible to arrange for a

speaker phone connection during the meeting, or you may meet individually with any committee member who is unavailable for the group meeting. The purpose of this meeting is to give the committee members a chance to comment on your research plans at an early stage and before you have invested a great deal of time in a dissertation project of which they disapprove. It is supposed to be a friendly and cooperative meeting and not an examination or “defense”. However, your committee does have to approve your prospectus and can require you to make changes until they deem the document acceptable.

You do not need to be registered the term you present your prospectus. You do need to complete the Dissertation Prospectus scheduling form and submit it with a copy of your prospectus to the Student Services Assistant. And after the Prospectus Presentation your committee will sign the *Dissertation Prospectus* form, certifying that you have submitted an acceptable prospectus, and submit this form to the Student Services Assistant.

Rackham specifies the basic parameters of how the dissertation is formatted. Detailed information about the formatting of the dissertation and planning for the dissertation defense, including the Dissertation Handbook, is available on the Rackham website at: http://www.rackham.umich.edu/dissertation_information/the_dissertation/. The Graduate School has simplified the format requirements and it is no longer particularly complicated to print your dissertation as required. However, it is easiest to use templates with the proper formatting from the beginning, rather than reformat the dissertation after you have written it.

Defending Your Dissertation

You must register for eight credits of either Anthropology 995 or History 995 in the term in which you defend your dissertation. Please note that Tuition Only Fellowships cannot be used for the term of your defense.

You must make an appointment with the OARD for your first format check at least ten days before the defense. Please review the steps listed on the Rackham website at: <http://www.rackham.umich.edu/current-students/policies/doctoral/phd-students/completing-doctoral-degree-requirements>

Dissertation defenses last approximately two hours. Arrange a defense date and time in consultation with your committee and notify both OARD and the Program office of the date, time, and place of the defense. The Student Services Assistant can arrange for a room in which to hold the defense once you have set a time. If one of your committee members will not be present, you must arrange for Blue Jeans or a speaker phone connection. After all of the evaluations have been received, Rackham will contact you, the Program office, and your committee to instruct you to print out the *Final Oral Report Form* for the defense.

You should discuss the format of the defense with your dissertation committee chair after you have set a defense date so that you know what to expect. Defenses are conducted differently in different departments and by different chairs, so yours may vary depending on your chair’s experiences and expectations. However, there is a basic pattern. You will all gather in the room

where the defense will be held. When everyone has arrived, you will be sent out of the room while the committee discusses mysterious things like what they think and who will ask the first question. Then you will be asked back into the room. At that time the candidate is typically asked to speak about the dissertation for five to fifteen minutes – this is one of the main points that might vary by chair but you should have sufficient notice to prepare your notes and comments in the days before the defense. After the introduction and your comments, the committee members will ask you questions before asking you to leave the room again while they come to a consensus on the results. Often, committee members see the defense as an opportunity to discuss with the student plans for moving the dissertation, or portions thereof, toward publication.

Revisions and Deadlines

Your committee may decide to pass your dissertation with no revisions, minor revisions, or major revisions. They can also choose not to pass a student; however it is highly implausible that your committee will schedule a defense if your dissertation is not acceptable and they do not intend to approve the dissertation.

You must be registered during the term you submit the fully revised and approved dissertation to Rackham. You should keep this fact in mind when you schedule your defense and leave yourself enough time to complete revisions within the grace period of the term in which you defend.

Each term there is a grace period extending into the next term for students to turn in the completed dissertation to OARD. The grace period extends approximately one month into the next term. Check with the Program office or OARD for the current deadlines. Your chair will be responsible for entering the final report to OARD when you have completed the dissertation to the committee's satisfaction. Generally the dissertation committee chair has sole responsibility for approving your final revisions and the rest of the committee typically signs the report at the end of your defense or grants the dissertation committee chair discretion to accept the final revisions.

When the final version of your dissertation has been approved by your dissertation committee you will schedule a post-defense meeting. This meeting must take place before the deadline listed for the term in which you registered for your defense. If you fail to complete all dissertation requirements by the deadline you will have to register (and pay tuition for an additional term in order to finalize your defense). At this time you will need to provide Rackham with an electronic copy of your dissertation and a number of other items (listed on the Rackham website at: http://www.rackham.umich.edu/policies/academic_policies/section5/).

ADMINISTRATIVE REQUIREMENTS AND INFORMATION

Rackham Graduate School Policies

The Rackham Graduate School oversees the requirements for all master's degrees and three doctoral degrees: Doctor of Philosophy (Ph.D.), Doctor of Education (Ed.D.) and Doctor of Musical Arts (AMus.D.). Rackham, therefore, has responsibility for ensuring the integrity of these degrees, and students must satisfy requirements specified by the Rackham Graduate School as well as their departmental requirements.

Rackham policies, procedures, and requirements are available on the Rackham Graduate School website at: http://www.rackham.umich.edu/current_students/doctoral_students/

Student Files

The Program office maintains a confidential file for each student. You should ensure that the following materials are in that file:

1. Current and permanent addresses, emails, and phone numbers. You should also provide an "emergency" contact – this is particularly important when you are in the field and the Program might need to contact you with regards to funding or other important matters.
2. A recent writing sample
3. A complete record of your funding situation including what funding sources you have applied for and what you receive
4. Prelim reading lists, questions, and answers
5. Letters of recommendation that can be used in emergency situations when your committee members are unavailable
6. Dissertation prospectus

Annual Review of Students

Each year, during the winter semester, the Executive Committee will meet to review student progress in the Program. Following a procedure similar to that of the History Department, students are asked to complete an "Annual Progress Report" which gathers information about academic progress and financial needs. Students will be advised if the committee foresees any problems in their academic performance.

WHILE DOING YOUR RESEARCH

Keeping in Touch

You should keep in touch with the Program office, your advisor, and dissertation committee while away. Please keep your address, email address, and phone number on record and up-to-date in Wolverine Access and in the Program office. If you will be outside of the United States you must register your contact information in Wolverine Access. Please consult the University's travel policy information on the web at: <http://global.umich.edu/>. If possible, you should also remain in touch via email. Maintaining such contact reduces your chances of being unfunded during your final semesters while completing your dissertation. You should also make sure that the Program office is aware of your funding status so that you can be notified if a fellowship becomes available.

Letters of Introduction

It is a good idea to take a letter of introduction from the Program Director with you when you do fieldwork. This letter certifies that you are a student in good standing working on an approved research project and is often useful (or sometimes required) in obtaining access to archival resources. Request this from the Program office. It is also possible for the Program to arrange to get a letter of introduction for you from the President of the University.

Mailing Address and University Business

Double check what address the University has on record as your local address in the Registrar's Office. Do this by logging on to Wolverine Access. When you are a candidate on detached study, the University will use that address for any mailings – including fellowship checks, if these are not direct deposited. You can change your address via Wolverine Access – there is a link on the Program web page.

FUNDING

LS&A Ten Term Rule

Students are limited to ten terms of support from LS&A resources. These include Regents' Fellowships and Graduate Student Instructorships. External sources of funding are not included in this count. Consult with the Program office if you are uncertain about your continued eligibility for university funding or whether a fellowship you have received is counted in the ten-term limit.

Note that this rule is separate from Rackham's rule that limits access to Rackham sources of funding after six years. Thus, for example, you could receive a GSI appointment funded by LSA after you were no longer eligible for most Rackham fellowships, provided that you had not previously received ten terms of LSA funding.

University Funding

You should bear in mind that Rackham funding opportunities generally require that you achieve candidacy within three years and complete the doctorate within six years of entering the University of Michigan. This timetable is from when you entered the University, not from when you entered this Program. It is possible to obtain funding after six years, but it becomes more difficult.

Please see the funding page of the Program web page for more information on sources of funding for all stages of your career – including post-doctoral employment. The Departments of Anthropology and History also maintain information on funding sources. The following is *not* a comprehensive list of available funding. It is instead a guide to some of the administrative expectations you might encounter with the more common sources of internal funding students in the Program rely on.

Rackham Merit Fellowship

This fellowship requires the Program turn in an annual review of your progress before you will be able to draw upon the following year of fellowship money. In addition, you need to turn in a utilization form informing the Fellowships Office in Rackham of when you wish to use your money. This form is available on the web at:

<http://www.rackham.umich.edu/downloads/fellowships/rmf/2184a.pdf>.

Graduate Student Instructorships

Most University fellowships for pre-candidates require that departments and programs match fellowship funds with terms of support teaching as a Graduate Student Instructor. You are normally expected to teach a .5 appointment. When you teach, you are governed by the provisions of the Graduate Employees Organization (GEO) union contract with the University.

If you have a University fellowship and the departments have committed to providing you with a GSI appointment, you must apply to both the Anthropology and the History departments and notify the Program of any offers and decisions.

You may apply for a GSI appointment in both the Departments of Anthropology and History as well as other departments in the University. Each department has its own procedures for applying for such funding and it is your responsibility to ascertain what these are and follow them. Program students are eligible to compete equally with students in the Departments of Anthropology and History for GSI positions, however you may receive GSI-ships from only one unit each term. Program students are free to seek GSI-ships in any unit of the University, but please notify the Program office and Director in a timely manner when you intend to apply for a GSI appointment and in which departments. Your chances of receiving an appointment in the Anthropology Department are increased if you have taken more of the core anthropology classes. These courses are considered important qualifications for teaching some of the larger undergraduate survey courses such as 101 and 161. You may enjoy more options for GSI-ships in History if you can demonstrate preparation in the relevant teaching fields or areas. Whatever department or unit you hold a GSI-ship for, that unit will specify what GSI training is required.

Rackham One-Term Dissertation Fellowship

Students should request a ROTD by writing a letter to the A-H Executive Committee. The letter should include a statement of progress to degree and timeline to defense. A supporting letter from the student's dissertation chair strongly supporting the request and stating that, barring unforeseeable problems, defense will take place as planned.

Awarding of a ROTD is considered to be the terminal funding opportunity of the Program and it is expected that successful completion and defense of the dissertation will occur within the term of fellowship. Therefore, the ROTD should be applied for in the term when an actual defense is feasible. A ROTD includes stipend, defense tuition and GradCare.

Summer Block Grant

The Summer Block Grant Application includes a statement of proposed research project (500 words or less), a budget, and a letter of support from the student's advisor. Students should apply for other funding possibilities (i.e., Rackham Discretionary, International Institute, area centers, FLAS, etc.), and include this information as part of their budget for the Program application.

Program summer funding may not be used for living expenses while studying for prelims or writing the dissertation, or for the purchase of equipment or cost of onsite labor. Awards should be used specifically for research expenses such as travel costs. The maximum award available per student is \$1,500, subject to available resources.

Other Funding (i.e. Travel expenses, etc.)

Requests for other funding (emergency, health costs, and travel to conferences will be considered on an *ad hoc* basis. However, students should always apply to Rackham first for conference travel funding. The Anthropology and History Program Executive Committee will review the majority of funding requests as described above, annually with a March 1st deadline for submission and consideration at their March meeting.

HEALTH INSURANCE

Fellowship Coverage

University fellowships normally include health insurance. The details of how this works vary by fellowship. You should contact the Program office and the office responsible for your fellowship for more information.

Graduate Student Instructor Coverage

The university pays for health insurance as a benefit of employment for Graduate Student Instructors during the terms that they are teaching. This coverage continues over the summer if the student has an appointment in the winter and following fall terms. Contact the secretary of the department in which you teach or GEO for details.

INFORMATION FOR STUDENT PARENTS

In 1997, the Rackham Executive Board passed a “childbearing and dependent care” policy modeled after the policy for tenure-track junior faculty. This policy permits students to request an additional year for advancement to candidacy or completion of degree. The policy affects students with ill or injured partners and aging parents in addition to those with children. You must submit a written request to the Program Director and the Dean of Rackham to take advantage of this policy. This is of particular importance for Rackham Fellowships, which generally restrict the number of years you work towards the Ph.D. Likewise, the Program supports students’ claims for such extensions for Program students who have themselves experienced illness or injury that have delayed progress to degree.

Childcare Subsidy

The University offers childcare subsidies funded in part through student fees approved in a student referendum in 1996. The funds are inadequate to meet the needs of all student parents and priority is consequently given to those students in the greatest financial need.

Subsidies vary with the estimated need and childcare expenses. To be considered for this subsidy, you must

1. Be enrolled in a University of Michigan degree program
2. Be the parent of a child no older than 12 or a child younger than 19 with special needs
3. Use a licensed childcare provider
4. Demonstrate financial need
5. Be making satisfactory academic progress
6. Utilize childcare either because you are a single parent or because the other parent is either a student or employed outside of the home at least thirty hours/week

To apply, you must submit the following to the Financial Aid Office:

1. The FAFSA (Free Application for Federal Student Aid). This may be completed online or downloaded from the web at <https://studentaid.ed.gov/sa/fafsa>. See the Financial Aid Office web page. This is due March 15th.
2. Childcare Subsidy Application, by April 15th. Applications can be picked up at Rackham, the Financial Aid Office, the Family Care Resources Program, and U-M day care centers.
3. Federal Income Tax returns for yourself and, if married, your spouse.
4. The International student Financial Data form, if you are an international student.

In recent years, graduate students—through their representative organizations—have sought improvements in the working and study conditions of University students, GSIs, and lecturers, and will presumably continue to do so.

APPENDIX A: DESCRIPTIONS OF REQUIRED COURSES

Anthropology Core Courses

Traditions I and II

ANTHRCUL 526. Traditions of Ethnology I

(Sociocultural Theory/Method)

Graduate standing and permission of instructor. (4 credits). May not be repeated for credit.

This course presents the major schools and traditions in sociocultural anthropology from its nineteenth-century precursors to about 1950. It is the first part of a year-long sequence.

ANTHRCUL 527. Traditions of Ethnology II

(Sociocultural Theory/Method)

Graduate standing and permission of instructor. (4 credits). May not be repeated for credit.

A continuation of Traditions in Ethnology I, roughly covering the period from 1950 to the present. The course focuses on major ideas and debates in anthropological theory, stressing questions and concepts, and the epistemological and ethical problems they have involved..

Archaeology I and II

ANTHRARC 581 (ANTHRCUL 581). Archaeology I

Graduate standing and permission of instructor. (3 credits). May not be repeated for credit.

This core graduate seminar provides a foundation in the anthropology and archaeology of small-scale societies, particularly hunter-gatherers. The seminar's temporal remit is broad, spanning ~2.5 million years of human evolution from the earliest tool-making hominins to living human societies. A selection of critical topics will therefore be covered. These include theoretical aspects of and evolutionary trends in forager subsistence; technologies; mobility and use of space; sociopolitical organization; cognition; symbolism, ritual and religion; and transitions to food production. Topics will be illustrated using diverse case studies drawn from throughout the Paleolithic, with an emphasis on the Old World.

ANTHRARC 582 (ANTHRCUL 582). Archaeology II

Graduate standing and permission of instructor. (3 credits). May not be repeated for credit.

This seminar course is designed to acquaint students with the concepts and methods used by archaeologists to understand the organization and development of complex societies. Concepts to be discussed include social evolution, status and rank, tribal societies and complex hunter-gatherers, chiefdoms, states, and urbanism.

Among our class objectives are

- to read and discuss the fundamental source materials on the topic, focusing on past and current methodological statements and applications;
- to evaluate the vocabulary, theories, and principles used for understanding complex societies generally; and

- to jointly explore major case studies from across the temporal and geographic sweep of the past 10,000 years of human history using these theories and principles.

Linguistic Anthropology

ANTHRCUL 576. Introduction to Linguistic Anthropology

Two courses in ANTHRCUL or LING. (3 credits). May not be repeated for credit.

This course is an intensive introduction to theoretical issues in linguistics of special relevance to anthropologists, most of whose primary interests are outside of language. Think of language as a special kind of semiotic or cultural system. Our subject matter, then, consists of ways of approaching its formal description and the general issues (for the most part, about the nature of culture) that are raised by those approaches. Several such issues will continually crop up:

1. The nature of cultural patterning, its representation, and the means we use to describe it;
2. The possibility of cross-cultural comparison and typology using culturally-meaningful (or "emic") patterns as a basis; can general "laws of structure" of cultural form be constructed from descriptions of particular cultural systems?
3. Are there true universals of culture? Are they biologically determined, determined by the nature of the cultural code, or some combination of the two? What evidence is required to make sense of the question?
4. What does it mean for individuals to share a culture? Does "sharing a culture" require collective representations? Are there any?
5. How do languages, and other aspects of cultural patterning, map onto populations of speakers? Is language best viewed as an especially complex cognitive system, or as socially-situated practices? Are these views mutually exclusive?

No background whatever in linguistics or linguistic anthropology is assumed, although familiarity with one of the other fields of anthropology is expected. The course is designed for graduate students.

Biological Anthropology

ANTHRBIO 570. Biological Anthropology: An Overview

Graduate standing in anthropology. (4 credits). May not be repeated for credit.

This course is an introduction to biological anthropology. Topics include evolutionary theory and comparative, anatomical, behavioral, and genetic approaches to studying human origins. These evolutionary perspectives are essential to a comprehensive understanding of modern humans.

ANTHRBIO 460. Quantitative Field Methods

One course in introductory statistics is helpful, but not required. (3 credits). May not be repeated for credit.

Sample selection, hypothesis testing, strong inference, research instruments, interview and measurement techniques, behavioral observation, statistical analysis, demographic censuses,

collection of biomedical specimens, map making, fieldwork ethics, and human subjects compliance.

ANTHRBIO 472. Human Nature

ANTHRBIO 467 and permission of instructor. (2 credits). May not be repeated for credit.

An advanced seminar in evolutionary psychology. Topics covered include: sexual selection, mating systems theory, parental investment, reciprocity, morality, and religion.

ANTHRBIO 473. Mechanisms of Human Adaptation

Senior standing. (4 credits). May not be repeated for credit.

Short-term and long-term bio-cultural responses of man to environmental stress; human genetics, growth, physiology, and culture. Individual and population variations in response to stress.

ANTHRBIO 474. Hominid Origins

ANTHRBIO 365 or 466. Primarily for biological anthropology concentrators. (4 credits). May not be repeated for credit.

Appearance of the earliest humans in Africa, evolution of Australopithecine species, and the issue of arboreal life in the hominids. Both theories and data are emphasized.

ANTHRBIO 563. Human Evolutionary Genetics

ANTHRBIO 351 or 365. (4 credits). May not be repeated for credit.

Evolution of the genus Homo from H. erectus to modern human populations. Topics include origin and dispersal of Homo erectus, appearance and evolution of early H. sapiens, Neanderthal, and modern humans. Some laboratory work is included.

ANTHRBIO 477. Laboratory in Human Osteology

Permission of instructor. (4 credits). May not be repeated for credit.

Identification and analysis of human osteological remains.

ANTHRBIO 478. Primate Behavioral Ecology and Sociobiology

ANTHRBIO 368. Permission of instructor required. (3 credits). May not be repeated for credit.

A survey of the biological, ecological, and social determinants of non-human primate social behavior. Topics covered include role behavior social organization, play, conflict resolution, reproductive behavior, kinship, ecology, communication, and socialization.

History

HISTORY 615. Introduction to the Comparative Study of History

Graduate standing. Permission of instructor required. (3 credits). May not be repeated for credit.

This course focuses on the historical craft, its methods, practices, and theories. We will read a selection of theoretical writings that have been influential in recent historiography. More crucially, we will read a diverse array of historical monographs from different times and world regions. In our meetings, we intend to discuss how historians shape their narratives, which

methodological and theoretical tools they employ, and how we can engage historical writings intellectually.

ANTHRCUL (648 / HISTORY 748) Seminar in Anthropology and History (a two-term course)

Graduate standing. Permission of instructor required. (3 credits)

This Core Course of the Doctoral Program in Anthropology and History provides a context to examine theory, methods and the craft of social research and writing, focusing on central questions of historiography, ethnography, and their mutual relations. It addresses anthropology's changing engagement with historical research and writing as well as history's involvement with anthropological methods and forms of analysis. This two-term course is mainly intended for students interested in developing projects that integrate historical and anthropological perspectives and methods. The Winter or Methods Seminar centers on the intensive discussion of classical and important articles and monographs that participate in key moments in the dialogue between these two disciplines or productively question their disciplinary boundaries. The Fall or Research Seminar focuses on the craft of writing, based on the careful discussion of papers produced by students taking the course or by invited guests. Papers written for this course may satisfy the Department of History's Research Seminar requirement.

HISTORY 830/ANTHRCUL 830 Anthropology and History Workshop/Reading Group

Graduate standing. Permission of instructor required. (1 credit)

The Anthropology and History Workshop meets twice a month, Fridays 2-4 pm, to discuss papers, chapters, proposal, and other work circulated and read in advance of the meetings. Students, faculty, and visitors are encouraged to offer work for the A/H Workshop, which will be open to interested students and faculty from anywhere in the University. The Reading Group, open to students and faculty associated with the Program, meets approximately three times a term to discuss works-in-progress or key readings.

APPENDIX B: THOUGHTS ON THE NATURE OF PRELIM FIELDS

By Professor Emeritus David William Cohen (prepared in 2003, and revised in 2005 and 2016)

On the question of fields, students in Anthropology and History do four fields:

- a general sociocultural theory / ethnology field
- a “bi-disciplinary” (anthropology and history) field, defined by region
- a topical field (for example, religion, environment, human rights)
- a “bi-disciplinary” (anthropology and history) field, dedicated to theory

Sociocultural Theory (Ethnology) The general sociocultural field, which is required, is a fairly standard field for graduate students in the Department of Anthropology. It has a standard feel about it but the student, again working with an advisor, or professor, tailors the field in part to literatures and questions of especial interest to the student's developing scholarship (but sufficiently distinct from the literatures addressed in other fields so that it constitutes an independent or distinctive field). The field most often builds fairly directly from the readings taken up in the Traditions sequence in Anthropology, which each student in the Program takes during their first three terms.

“Bi-disciplinary” regional field This field, usually defined in terms of region or geography, for example “Africa” or “South Asia” that takes up relevant literatures and questions in both anthropology and history, and as appropriate other literatures. It is assumed that this definition of a regional field will have a chronological notation; that is, some reasonable limited span of time. Working with appropriate faculty, this field may also be developed as a comparative or transnational field. Sometimes this field is thought of as a “teaching field”, providing a foundation for offering courses defined geographically and chronologically.

A topical field Working with faculty in anthropology and in history, and possibly also in other departments, the student defines a topical or thematic frame for a field: for example, religion, environment, human rights, poverty, violence, health. This may also be thought of as a broad “teaching field”, providing a foundation for offering courses defined thematically. It may also represent a field of expertise that might be translated into public service or research. The particulars are worked out with faculty advisors in, and the only stipulation here, as with all the fields, is that each be substantially independent of or distinct from the others.

“Bi-Disciplinary” Theory This is a theory field that brings together anthropology and history as disciplines. This may be defined by the student (in conversations with an advising faculty member) as a field in “historical anthropology” or “anthropological history” or “anthropology and history” or “methods and theory in anthropology and history”--this field draws the student toward literatures in which anthropologists and historians are trying to speak to one another about significant issues that cross the disciplines or may lie between or adjacent to the disciplines. This field has over the past couple of years built on the work in the core seminar in Anthropology and History.

The Topical and Theory fields are most often used by students to develop substantial expertise in the thematic, interpretative, and theoretical literatures of relevance to their unfolding research interests, and therefore are most helpful in the design of research, the formulation of a research prospectus, and the actual work of research and writing.

APPENDIX C: WHAT IS A PRELIM FIELD?

By Prof. Dena Goodman, History/Women's Studies, U-M)

A field is both a body of knowledge and a terrain of inquiry. Fields vary greatly in breath and thus in depth. Avoid defining your fields so narrowly that they are little more than bibliographies for a research paper topic. Avoid defining them so broadly that you can do little more than scrape the surface of scholarship in them.

In identifying and preparing a field for your prelims, you should consider the following:

1. What are the parameters of the field?
2. What different methodologies or approaches have contributed to the development of the field?
3. What are the perennial questions that historians [or others] in this field have tried to answer? How have their answers differed?
4. What are the most important topics or themes in the field today?
5. What are the debates that animate the field today?
6. What are the major works that anyone who wants to make a contribution to this field ought to read?
7. What directions for future research are the most interesting or promising?

You should come away from this experience with a feeling of accomplishment and a confidence that you understand the fields that you have studied and could explain them to others, develop syllabi for courses about them, and pursue research in them.

APPENDIX D: SOME THOUGHTS ON THE NATURE OF A RESEARCH PROSPECTUS

By Professor Emeritus David William Cohen

The research prospectus bears some relationship to a research fellowship or grant proposal: including clear definition of core questions; critical engagement with existing literatures of relevance; description of the locational context of the proposed research; accounting the types of evidence and data to be sought; describing proposed methods; defining the ethical and political contingencies associated with the research, including the protection of human subjects and physical remains; drawing attention to the scholars, communities of interest, and institutions that one may be working with in the course of the research; laying out a proposed research timetable as well as a proposed budget; and possible policy implications of the research.

The difference is that the research prospectus is developed for an internal audience of colleagues and engaged faculty. There is the opportunity, indeed call, to develop more fully the theoretical edge and import of the proposed project, and to lay out more fully some of the anticipated problems. The literature review may be developed more formidably, establishing one's credentials to intervene more strongly in significant scholarly and public debates. Indeed, such extended excursions into theory and research may come to resemble more important sections of the dissertation than a research fellowship or grant proposal (which are usually restricted in word or page count). If considerable time has elapsed from the submission of fellowship and grant proposals, the research prospectus should reflect further development in focus, rationale, and control of the literatures.

APPENDIX E: BEST PRACTICES FOR TRAVELING WHILE ABROAD

(from U-M International Travel Oversight Committee, April 2016)

1. Keep in touch with local on-site contacts to learn which places are considered safer and to learn local emergency protocols. Program these emergency numbers into your phone or add them to the [U-M Emergency Contact card document](#).
2. Keep in touch with your U-M administrative contacts and / or advisors. If you feel uncomfortable or have questions, please let them know as they can assist you.
3. For emergencies, you can contact U-M via DPSS using UM [emergency protocols](#). Details are on Global Michigan at <http://global.umich.edu/travel-resources/health-safety/>. The 24/7/365 number for Ann Arbor is: 1 (734) 763-1131.
4. Travel with a heightened sense of awareness when in public spaces and follow advice of local authorities and the U.S. Department of State.
5. Update your contact information in the U-M Travel Registry and remember to use the Side Trip function when traveling away from your primary site: <http://global.umich.edu/travel-resources/register-your-travel/>.
6. Register for the US Department of State [Smart Traveler Enrollment Program](#) (STEP) to get embassy notifications. Citizens of other countries are also encouraged to register with their country's STEP equivalent, if possible.
7. Students should purchase U-M's [HTH Travel Abroad Health Insurance](#) for only \$1.10 per day (details for purchase are on the UHS site), which provides 24/7 health care and emergency medical assistance; it includes mental health consultation to help you process stressful or traumatic experiences. (Note that faculty and staff traveling on University business are automatically covered by the Travel Abroad Health Insurance, but they must purchase it for personal/leisure travel).
8. Know that you have additional [U-M resources](#) at your disposal.
9. Maintain contact with your friends, family, and loved ones back home. The more they learn about the positive aspects of your international experience, the less they will worry.