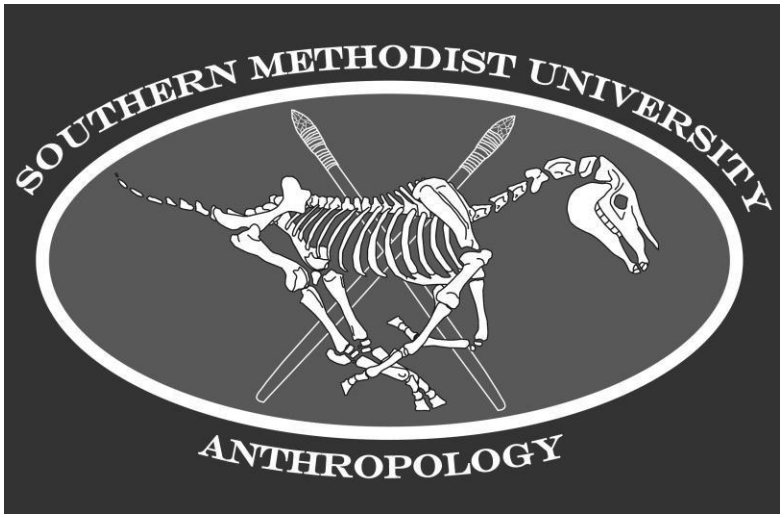
Graduate Study

Southern Methodist University



Anthropology Dedman College

2021-2022

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General Overview/Policies

A. Introduction

Welcome to our community of graduate students, faculty, and staff. Please read this guide carefully. It contains information vital to your success in the program. Refer back to it often. You are responsible for being aware of all relevant information in this ***Redbook***. It will answer many, if not all, of your questions about our procedures and programs. It is intended to provide a helpful summary of and supplement to the *SMU Graduate Student Catalog*. In the event of a discrepancy between these two documents, the *SMU Graduate Student Catalog* takes precedence. **Should the University make a change to the policies governing the Graduate Program after the publication of this *Redbook*, those policies will override any listed in this *Redbook*.**

This 2021-2022 edition of the ***Redbook*** provides guidelines for this academic year and – for entering graduate students – will continue to serve as your guide until you complete your degree requirements. Our curricula are reviewed periodically, with considerable attention given to student course evaluations. While you are with us, there may be some program changes, often in response to student suggestions. Changes in requirements are never retroactive. You should follow the guidelines in effect at the time you entered the graduate program or you may elect to adopt a subsequent set of guidelines published in a later ***Redbook***. However, you cannot "mix and match": you must follow all of the procedures in a given ***Redbook***.

Beyond the ***Redbook***, you should consult other information sources, including the *SMU Graduate Student Catalog* for the current year and the *Schedule of Classes* for the current semester. You also should consult the SMU Home Page and the Department Home Page at: **https://www.smu.edu/anthro**. The text of each year's ***Redbook***, with additional material and links, is incorporated into the Anthropology Department website.

B. Intellectual Goals

The Department of Anthropology offers two degree programs: the MA in Medical Anthropology and the PhD in Anthropology (with a MA awarded en route to the PhD). In the PhD program, you can concentrate in Archaeology or in Cultural Anthropology either in "Medical Anthropology" or "Globalization and International Development". The details of these programs are outlined toward the end of this document (starting on page 31). What follows is a description of the shared elements of our graduate program in anthropology.

Our program is designed to produce scholars – creative, energetic, articulate, and literate scholars. We endeavor to produce anthropologists whose research is sufficiently innovative to attract the notice of their peers, who will seek and receive research funding, and who will apply their training and scholarship to the constructive understanding of the human groups present or past, with whom they work. It is our aim to train students in specialized skills based upon the broad understanding of anthropology acquired before entering our programs. Beyond providing you the skills necessary to becoming a professional anthropologist, the faculty will also endeavor to impart a professional attitude and a desire to practice those skills with precision and with passion. Your reputation demands nothing less.

C. Admission

Students holding a Bachelor's degree or Master's degree in Anthropology can apply for admission directly to the Moody School of Graduate and Advanced Studies, SMU, Dallas TX. Applications are online at https://gradadmission.smu.edu/apply/. Admission requirements and other information are contained in the current SMU *Graduate Student Catalog* or can be found on the Dedman College application page (https://grad.smu.edu/smu-graduate-studies-in-anthropology?hsCtaTracking=22f407dc-f5f5-49fd-bd84-a103573aed8f%7C1d96d355-027a-4770-ad0e-c4acfc8a6699). Only a limited number of students are accepted. Three letters of recommendation are required of all applicants.

To be admitted to the Department, you should have:

1. A bachelor's degree (or its equivalent from a foreign university), with either a major in Anthropology or at least 12 semester hours of junior and/or senior level anthropology courses;

2. At least a 3.00 (on a 4.00 scale) overall grade point average (GPA);

3. Strong letters of recommendation from three Professors familiar with your work and able to comment on your potential for becoming a professional anthropologist;

4. A Graduate Record Examination (GRE) combined score (verbal and quantitative) of at least 1200 or 310 on the revised scale; and,

5. A well-written "Statement of Purpose" outlining your reasons for wanting to join our Department as a learning place along your journey toward becoming a professional anthropologist.

NOTE: To be considered for financial support, an application must be complete and submitted by January 15th of the calendar year in which the applicant is seeking Fall semester admission. Please note that this is earlier than the overall admission deadline.

After your application is complete, the Department Admissions Committee reviews your record, and a consensus on admittance is reached. Our recommendation is forwarded to the Dean of the Moody School of Graduate and Advanced Studies, who will write to you soon thereafter with the official letter of admittance – which you will need to sign electronically and return promptly.

D. Mentors and Advisors

Upon entering the program, you will select a Mentor or Faculty Advisor (if you already have an area of interest selected), or have one assigned, who will guide you in the first year of your graduate program (helping you, for example, in selecting your courses and identifying appropriate committee members). If you are unsure whom to select, feel free to talk to the Department Chair or Director of Graduate Studies for suggestions. In all faculty meetings dealing with student evaluations and financial support, your Mentor or Faculty Advisor will present your case and endeavor to look after your interests. **Selection of your Faculty Advisor must be**

completed no later than the end of your first year through a form initiated by the Department Administrator and filed in the Department Office. Please note that if your interests change, it is possible to change your Advisor, as may be appropriate. If you have any problems during your time in our program, you should first take them to your Mentor or Advisor, and if a solution cannot be found then to the Director of Graduate Studies, and finally to the Department Chair. They will know which channels of formal communication should be used to solve your problem. (Please see the Graduate Student SMU Box folder [accessed at https://www.smu.edu/OIT/services/Box] for a copy of the form.)

E. Student Office Space

Most office spaces are located in the upper floors of the Heroy Building. At times, graduate student spaces may be assigned to another building or the library if space is not available in the department. Graduate students are not guaranteed office or laboratory space. Space allocations are prioritized on the type of support received by the student (i.e., TA, GRA) and determined by the Department Chair. Laboratory space is allocated to specific students at the discretion of their Faculty Mentor or Advisor. Space may also be allocated to graduate students not holding one of these appointments based on availability and at the Department Chair's discretion.

Most of the spaces allocated to graduate students are shared space. Here are some general guidelines for students' use of departmental shared spaces, whether office or lab:

1) Be respectful of other students who may be sharing the space. Many offices or labs have multiple student occupants. If you receive a phone call or have a guest come to visit, please be courteous to others who are in the office/lab either by leaving the room or lowering your speaking volume.
2) If you are the last person in the office/lab and are leaving for the day, please turn off the lights and be sure the door is closed and locked.
3) Be respectful of other students' space. Do not go through another student's desk or cabinets unless they specifically ask you to do so.
4) If you spill anything, or make any kind of a mess, please clean it up. If it is a major spill, please notify the department office so arrangements can be made to have it cleaned.
5) Do not borrow something from another student without first asking. If you borrow something from another student (or faculty member), always be sure to return it directly to that person. If you cannot get it back to them in person, you may leave it in the department office with a note identifying the owner of the item. Please be sure you inform them that you have placed it in the office.
6) No outside furniture is allowed in the graduate student offices/labs. You can bring in a small refrigerator, microwave, coffee pot, but please check with the others in the space in case there is already one located there.
7) Please do not take furniture that may be in the hallway or in another space.
8) Please do not move any university computers from where they are located.
9) Students are welcome to 'decorate' their spaces, but may not use pushpins or nails to hang anything. Pushpins and nails create holes that are ugly and expensive to repair. You are welcome to use command strips or the tacky stuff. Be careful with tape as it might remove the paint. Remember that we want to keep the spaces nice for everyone – including future graduate students.
10) The department asks that you keep your areas clean and free of mess. There are often visitors and undergraduates in the department throughout the year.
11) No alcohol.

F. Copy-Making / Printing policy

Because of the high cost of printing and copying, the following policies are in effect regarding the Anthropology Department printers/copy machine.

1. If you are required to print material for your job as TA or GRA on behalf of a faculty member, the department will provide these copies or print jobs. These items can be printed from a thumb drive on the copier.
2. TAs, please take special note: **It is the responsibility of the undergraduate students in your classes to submit their coursework either electronically or as hard copy as specified by you or the instructor.** If you or the instructor specifies that electronic copies are acceptable, they will not be printed by the department.
3. The copier is not to be used by graduate students for printing required readings from your courses; the printer is not to be used for your research papers or exams. If, however, your course instructor requires that you bring to class copies of an assignment for distribution to all members of the class, these items can be printed from a thumb drive on the copier.
4. Scanning and sending the scan to your email address is available at any time and for any purpose.

Students can pay for personal printing at any of the on-campus libraries using their SMU ID card.

G. Leaves of Absence for Medical, Familial, and Personal Reasons

We have procedures in place for ensuring that you can maintain your status in our graduate program even if you encounter a medical, familial, or personal situation that prevents you from attending classes or otherwise participating in the program for an extended period. Please consult with your Mentor or Advisor, and if needed with the Director of Graduate Studies, for the best path to follow for your particular case. It is important to have written documentation of your need for a medical, familial, or personal leave of absence from the program. To file a formal leave of absence, the student should first meet with the Moody School of Graduate and Advanced Studies to insure the proper paperwork is completed; complete the paperwork; and provide a copy to the Department for placement in your file. See later in the ***Redbook*** for additional resources available to you.

If you have taken a leave of absence for any reason and wish to reinstate yourself in the program, you must contact the Chair of the Department and the Moody School of Graduate and Advanced Studies before the end of the first month of the semester preceding the semester in which you plan to re-enroll.

H. Academic Appeals

You are entering a large and complicated organization. We try to be fair to all our members and to seek to uphold high standards of academic training. Your performance in all coursework, and as a Graduate Research Assistant or Teaching Assistant, is regularly monitored by the faculty. In addition, you are expected to maintain the highest standards of professional responsibility during your graduate student career. Your grades and any written evaluations by those involved in your training will be kept in your file.

Should you wish to appeal a decision concerning your progress, your faculty Mentor or Advisor will help you find the appropriate channels. Remember, appeals can be handled within the Department either through your Graduate Representative at the monthly faculty meetings or through the advising system. It has been our experience that most appeals taken first to the Dean of Dedman College or the Moody Graduate School are promptly sent back to the Department for consideration.

I. Representation

The graduate student body has a member to represent them at the department's monthly faculty meetings. Your Graduate Student Representative is there to communicate the interests of the students in departmental affairs and to present to the faculty any student-generated proposals. The graduate student representative(s) will be determined prior to the first faculty meeting and communicated to the graduate students. The Department Chair makes this appointment from interested students. The appointment is made in the previous spring semester.

J. Statement of Nondiscrimination

Southern Methodist University (SMU) will not discriminate in any employment practice, education program, education activity, or admissions on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or veteran status. SMU's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation and gender identity and expression. The Executive Director for Access and Equity/Title IX Coordinator is designated to handle inquiries regarding the nondiscrimination policies, including the prohibition of sex discrimination under Title IX. The Executive Director/Title IX Coordinator may be reached at the Perkins Administration Building, Room 204, 6425 Boaz Lane, Dallas, TX 75205, 214-768-3601, accessequity@smu.edu. Inquiries regarding the application of Title IX may also be directed to the Assistant Secretary for Civil Rights of the U.S. Department of Education. (https://www.smu.edu/IAE)

Financial

Nearly all private Universities are expensive; SMU is no exception. Everyone, student and faculty alike, is concerned about securing and distributing financial support. The Department of Anthropology has a limited amount of financial support available for new and continuing graduate students. Decisions to award financial aid are based on the faculty's collective evaluation of overall student performance, made at special faculty meetings at the end of the Fall and Spring semesters (generally in late December or late May). A notice of deadlines for student requests for support is posted well in advance of these meetings. If you are to receive support for the coming semester, the Departmental Chair will send you a letter following those meetings (generally in late December or late May) with details of your assignment and compensation. In addition to applying for financial support during coursework and preparing to go to the field, graduate students may also apply for semester-by-semester support once they have returned from dissertation fieldwork and are actively writing their dissertations, although funds are limited and competitive. Final decisions are at the discretion of the Department Chair.

Note: If you request any kind of financial aid (departmental or otherwise), you must fill out the free application for federal student aid. For current forms, consult the SMU Office of Financial Aid, at www.smu.edu/EnrollmentServices/financialaid/TypesOfAid/GraduateFinancialAid

A. University/Department-based Assistantships

1. **Ph.D. Fellowships** – SMU is proud to offer Ph.D. Fellowships to outstanding Ph.D. and Ph.D.-equivalent graduate student candidates. These fellowships provide funding above the amount typically available to students through their department, and are renewable for a total of five years of support, contingent upon acceptable progress towards the degree. All students who apply to SMU by the priority deadline are eligible for the Ph.D. Fellowships. Each department may nominate a limited number of candidates for the University, Moody, and Mustang Fellowships. The Mustang Fellowship requires an additional essay from the applicant completed in the online graduate application. The nominees are reviewed by the Moody School Graduate Council, a committee of faculty members drawn from disciplines across SMU.

2. **Teaching Assistantships** (TAs) – Typically TAs are paid an assistantship plus remission of tuition/fees. Assignments are made by the Department Chair after consultation with faculty members.

Note: Basic health insurance coverage will be offered for students who maintain full-time status; are in good standing with the university and their degree program; and are receiving a departmental assistantship. Exceptions may be granted for students who are on external funding but meet the full-time status and good standing requirements. This insurance is only available to students for the first five years of their enrollment.

3. **Department Assistantships** (DAs) – Typically DAs pay an assistantship plus remission of tuition/fees. Assignments are made by the Department Chair.

4. **Graduate Research Assistantships** (GRAs) – are provided to graduate students who work on sponsored research projects led by individual faculty members. The compensation paid to GRAs may vary, according to the guidelines of the funding agency, and may cover summers as well as the fall/spring semesters. Under most circumstances, GRAs will receive remission of tuition/fees. Assignments are made by the Principal Investigator of the research project and confirmed by the Department Chair.

5. **Campus Jobs** – Over the years, graduate students in anthropology have been creative in finding employment on campus beyond the Department of Anthropology. They have worked in the libraries, in other academic centers (e.g., Women's Studies Program Office), in the residence halls (as dorm directors), to name just a few. For more information about campus employment, contact: https://www.smu.edu/EnrollmentServices/FinancialAid/TypesOfAid/StudentEmployment/WherecanIfindajob.

6. **Federal Work Study Program** (FWSP) and **Texas College Work Study Program** (TCWSP) funds are available at SMU for those financially eligible. If you believe that you are eligible, please indicate this in your application for admission.

   NOTE: Students are limited to working a total of 20 hours/week across all campus jobs.

B. Tuition Awards

1. **Tuition Awards** (covering tuition/fees) are usually tied to Teaching Assistantships, Department Assistantships, and Graduate Research Assistantships. In exceptional circumstances, partial tuition awards may be made to students in other situations to expedite their movement through the program.

2. **Tuition Equalization Grants** (TEG), available from the state of Texas, (9 hours for one term). These are available only to Texas residents. If you believe that you qualify, please indicate this in your application for admission.

C. External Funding Sources

1. **Fellowships and Grants**. Students are strongly encouraged to submit proposals to the National Science Foundation Graduate Fellowship Program, the Ford Foundation, and other appropriate agencies. Successful applicants may receive as much as $30,000/year plus remission of tuition/fees, and health insurance coverage. Information is available through the Office of the Provost (https://www.smu.edu/Provost/NationalFellowships/Scholarships-and-Fellowships), Moody School of Graduate and Advanced Studies, the Department Chair, or your Advisor.

2. **Student Loans** are available through federally-supported and federally-non-supported programs, to those who qualify, from local or hometown banks.

D. Research and Travel Fellowships

Department funding for research and travel is available for approved reimbursable expenses up to varying set amounts. These monies only pertain to approved reimbursable expenses. Be sure to consult the department's SMU Box folder you will receive access to after orientation and the specific fellowships listed below for criteria and maximum available funds. Any travel paid for or reimbursed by the university must be **pre-approved** by the university. Please see the Department Administrator to complete the required paperwork. (Please see the Graduate Student SMU Box folder for copies of the necessary forms.)

1. **Open to all Graduate Students**
   a. **Graduate Student Travel Grants** – Graduate students are eligible to receive up to $750 in reimbursement for travel expenses to attend a conference to present an accepted paper or poster. The proposals must be sponsored by the Department Chair and the Graduate Advisor. Note that travel grants cannot be awarded retroactively: proposals must be submitted at least 10 business days before travel.
      1. **Due Date**: Applications are accepted year-round, but only one grant per student per academic year may be awarded. Application must be filed at least 10 business days before travel. **Before applying for this grant**, you need to notify your Department Administrator for any pre-travel arrangements.
      2. **Application**: Please visit www.smu.edu/graduate/Funding/StudentDevelopmentGrant for the application link.

   b. **Dedman Graduate Student Assembly Funding** – The Graduate Student Assembly provides funding for graduate students in each department in Dedman College. Funding may fall within one of five categories. Please visit the website for more details on the categories.
      1. **Due Date**: Applications may be submitted any time before the funding is necessary, or within 30 days of the activity for which funds are used (conferences, conventions, etc.).
      2. **Application**: Please visit www.smu.edu/graduate/CurrentStudents/GSA for the application link.
      3. The Department of Anthropology representative is Liz Thomas (lbingham@smu.edu).

   c. **Paul Steed Travel Fellowships –** (funded through The Paul Steed Endowment Fund) are designed to assist in defraying travel costs for graduate students delivering papers or posters at professional meetings. **Note**: Students must fill out all departmental travel forms and are required 1) to show that the paper/poster has been accepted at the conference; 2) to submit receipts for reimbursement; and 3) to submit a detailed projected budget if the conference has not yet been attended. See the Director of Graduate Studies for further information and the department's SMU Box folder for Guidelines.

1. **Due Date:** Twice a year: last Friday in October and the Monday before Spring Break.
2. **Application:** Please visit: www.smu.edu/Dedman/Academics/Departments/Anthropology/Programs/Graduate/Fellowships

2. **Cultural/Medical students**
   a. **The Dr. Mary Moore Free Ethnology Research Fellowship** (funded by The Dwight A. and Mary Moore Free Endowment Fund) help to support graduate students conducting pre-dissertation research in cultural anthropology, typically during the summer following their first or second year of graduate study in the department. Awards are made after an evaluation of proposals submitted each spring semester. See the Director of Graduate Studies for more information.
      1. **Due Date:** The Monday before Spring Break.
      2. **Application:** The application will be sent out at the beginning of the Spring semester as well as placed in the SMU Box folder. Proposals should include a description of the project and its relationship to the student's anticipated dissertation project; a brief discussion of methods and data analysis; a time frame for the research activities; and an estimated budget. These are submitted electronically to the Department Office.
      3. **Expectations:** Students who receive support will be expected to deliver a final written report (limited to 10 pages) and a public presentation (e.g., a Brown Bag Luncheon talk) no later than the end of the semester following their return from field research.

   b. **The Robert Van Kemper Endowment Fund for Research in Social and Cultural Anthropology** (funded through a bequest from the estate of George M. Foster, Professor *emeritus* at the University of California Berkeley). The fund will provide support for training and field research for graduate students in anthropology, primarily for preliminary field experience for doctoral candidates.
      1. **Due Date:** The Monday before Spring Break. Except in unusual circumstances, proposals will be received once a year for summer field research projects.
      2. **Application**: The application will be sent out at the beginning of the Spring semester as well as placed in the SMU Box folder. Proposals should include a description of the project and its relationship to the student's anticipated dissertation project; a brief discussion of methods and data analysis; a time frame for the research activities; and an estimated budget. These are submitted electronically to the Department Office.
      3. **Expectations:** Students who receive support will be expected to deliver a final written report (limited to 10 pages) and a public presentation (e.g., a Brown Bag Luncheon talk) no later than the end of the semester following their return from field research.

3. **Archaeology students**
    a. **Fred Wendorf Archaeology Pre-Dissertation Fellowship** is designed to assist archaeology graduate students in conducting preliminary reconnaissance, survey, or testing in their field area in advance of writing their Dissertation Improvement Grant proposals to the National Science Foundation. Funding will be competitive, and will normally be provided to students after their second year of graduate study (after successfully passing their MA exams), and in advance of enrolling in ANTH 7317 (Archaeological Research Strategies).
        1. **Due Date:** The Monday before Spring Break.
        2. **Application:** The application will be sent out at the beginning of the Spring semester as well as placed in the SMU Box folder. Proposals should include a description of the project and its relationship to the student's anticipated dissertation project; a brief discussion of methods and data analysis; a time frame for the research activities; and an estimated budget. These are submitted electronically to the Department Office.
        3. **Expectations:** Students who receive support must deliver a final written report regarding their activities under the award (limited to 10 pages) and give a public presentation (e.g., a Brown Bag Luncheon talk) no later than the end of the academic year following their return from field research.

    b. **The Garry A. Weber Graduate Fellowships:** Awarded to students in the research and writing phase of their dissertation research. Please see the Director of Graduate Studies for more information on this fellowship. A limited number are available each academic year.
        1. **Due Date:** The Monday before Spring Break.
        2. **Application:** The application will be sent out at the beginning of the Spring semester as well as placed in the SMU Box folder. Proposals should include a description of the project and its relationship to the student's anticipated dissertation project; a brief discussion of methods and data analysis; a time frame for the research activities; and an estimated budget. These are submitted electronically to the Department Office.
        3. **Expectations:** Students who receive support must deliver a final written report regarding their activities under the award (limited to 10 pages) and give a public presentation (e.g., a Brown Bag Luncheon talk) no later than the end of the academic year following their return from field research.

    c. **ISEM Research Grants**. The Institute for the Study of Earth and Man (ISEM) occasionally has funding for graduate student research.
        1. **Due Date**: Rotating basis.
        2. **Application**: You should prepare a short proposal and a budget. This should be approved with a letter of support from your Faculty Advisor, submitted to the Chair of the Department for signature, and then submitted to Dr. Louis Jacobs, Director of ISEM.

E. Dissertation Write-Up Awards

1. **Dissertation Fellowship Awards:** The Dean of the Moody School of Graduate and Advanced Studies offers a limited number of dissertation fellowship awards on a highly competitive basis. To receive an award, you must be recommended by your dissertation Advisor to the department faculty. You must complete and defend your dissertation by the end of the academic year in which you receive the award.

F. Research Awards/Prizes

1. **Graduate Research Day Awards:** Made to students who participate in the annual SMU Research Days. The college awards a cash prize for the best paper presentation and the best poster. Further information is available from the Moody School of Graduate & Advanced Studies, or visit their website https://www.smu.edu/Moody/Current-Students/Research-Days.

Positions and Training

A. Graduate Training in Teaching Requirement

The Department of Anthropology is committed to providing all graduate students with appropriate training in teaching college-level courses. To that end, the Department requires that each graduate student fulfill a set of requirements (listed below). It is the student's responsibility to inform the Director of Graduate Studies /Department Administrator when each of the following requirements is completed.

B. Requirements for teacher training:

1. **Attendance and participation in CTE Programs**: The SMU Center for Teaching Excellence offers a seminar that is required for all new TA's: **Annual Teaching Effectiveness Symposium** – usually scheduled in the third week of August (one morning plus lunch).

2. **Review of CTE On-Line Resources**: The CTE offers online resources for students. All students who will be TAs are responsible for reviewing the following selected material presented on the CTE website (http://www.smu.edu/Provost/CTE):
   a. Effective Teaching – https://www.smu.edu/Provost/CTE/Resources/EffectiveTeaching
   b. "Resources for Teaching Assistants" – includes topics such as "What Makes a Great TA," "The Active Classroom," "Planning to Create an Inclusive Classroom," "Leading a Class Discussion," and so on. https://www.smu.edu/Provost/CTE/Resources/TA-Resources

3. **Design and deliver a lecture**: Advanced graduate students who serve as teaching assistants may be allowed to design and deliver at least one lecture in the course that they TA. This lecture will be given in the presence of the instructor who will provide feedback to the graduate student.

C. Teaching Assistantships and Graduate Research Assistantships: Training, Responsibilities, and Obligations

Teaching Assistantships provide an opportunity for you to gain direct experience in the formal conduct, organization, and teaching of a course. The department faculty member supervising you in your role as a TA will ensure that the assistantship is at least in part an apprenticeship in teaching, and that opportunities exist for the faculty member to assess your teaching skills and to make recommendations for improvement if needed.

Professional behavior and adherence to all SMU policies concerning classroom behavior and personal relationships between students, TAs and GRAs, and Professors must be maintained at all times.

If at any time, the TA or GRA feels unsure or uncomfortable regarding behaviors or relationships in the classroom, lab, office, or department, he or she should bring this to the attention of the Chair of the Department or the Director of Graduate Studies.

1. **Teaching Assistants**
    a. Course Assignments: the department makes every effort to assign TAs to courses that do not interfere with the TA's own class schedule; if such an error occurs, an adjustment will be made if at all possible. We know that TAs appreciate assignments to different courses to broaden their teaching experience and every effort will be made to vary course assignments whenever this is possible. This will give you an opportunity to expand your educational background. TAs should be aware that satisfying course needs is an additional priority in making assignments. The department will be rotating all TAs through undergraduate courses regardless of sub-discipline or focus to provide graduate students with a broad understanding of the discipline.

    Departmental decisions regarding graduate student assignments as TAs and GRAs for a particular semester will be announced as soon as possible following student review at the end of each semester. These decisions are at the discretion of the Department Chair.

    b. Professors and their TAs should have a pre-semester meeting in which the course schedule and TA duties are clearly outlined and discussed. This includes: expectations for office hours (at least two hours/week), and responsibilities for study sessions, and assisting in writing and copying exams, as relevant. When appropriate and as part of the department's policy of providing training in teaching courses to senior graduate students, TAs may be responsible for giving a course lecture. At the end of the pre-semester meeting, TAs will have a clear and consistent understanding of their duties and responsibilities in their assigned course.

    c. Professors should make decisions regarding course texts well in advance of the start of the semester, inform TAs of the texts to be used, and arrange with the departmental assistant to acquire TA copies from the publishers.

    d. TAs are expected to work 20 hours a week. However, actual week-by-week workloads will vary; in some weeks the workload may call for more than 20 hours, and in others, fewer. TAs should anticipate higher workloads during finals week when course grades are due no later than 48 hours after the exam. TAs should keep in mind when planning their own semester-endig coursework assignments and deadlines.

    e. TAs will normally take on the following duties if asked to do so by the Professor: edit the syllabus, exams, and power points; assist in writing exam questions and proofing exams; grade papers, exams, and other assignments; be in charge of discussion sections or lab activities; assist in supervising field trips; supervise student projects; collect and keep attendance records; pick up movies or books from the library; make copies; tutor students during office hours; answer student emails; and assist students with special needs or disabilities.

Senior TAs may be asked to give at least one lecture during the semester. The date and subject matter of this lecture will be decided early in the semester by the Professor and TA. Professors should attend this lecture and provide feedback to the TA.

TAs are also expected to attend every class meeting and to show up on time. Missing classes or office hours, or showing up late, are not acceptable. If the TA has a valid excuse for missing class or office hours (e.g., illness, religious observance, etc.), the TA should notify the Professor in advance when possible.

TAs involved in instruction (in the lab or discussion sections) are evaluated by students in their class at the end of each semester (just as Professors are evaluated). An example of the TA evaluation form/questions is kept in the main office and TAs are encouraged to review the questions before class begins to gain an understanding of how they will be evaluated.

f. Professors should explain expectations for TA grading and provide a grading rubric. Professors should also clearly articulate:
   - The types and amounts of grading in the course with the TA in the pre-semester meeting. If appropriate, this discussion should include grading responsibilities for extra credit assignments and rewrites of papers and assignments.
   - The expectations concerning turn-around time for grading. TAs should aim for a timely turn-around on all graded materials. Professors should allow ample time for the TA to finish grading – taking holidays, etc. into consideration.
   - If TAs are to be given the responsibility of settling disputed grades or changing grades.
   - How grades are to be calculated, recorded, and stored and who will do these things.

g. Undergraduate Student Problems: Students often first communicate personal problems that affect their course success or attendance to the TA. Professors should be clear on the circumstances in which the TA should bring such problems directly to the Professor, or when the TA may deal with issues that arise. Professors should review with TAs the SMU guidelines and available campus resources (listed below) for effectively dealing with undergraduate students who may be experiencing academic issues, personal problems, health issues, disabilities, or who may be personally or academically at-risk for other reasons. TAs are responsible for knowing and acting upon all SMU guidelines in these cases, and bringing cases to the attention of the Professor.

Available SMU Resources:

- SMU's Caring Community Connections, Office of the Dean of Student Life: "A Guide for Faculty and Staff for Recognizing and Responding To Students in Distress" – Website: https://www.smu.edu/StudentAffairs/OfficeoftheDeanofStudents
  Form: https://publicdocs.maxient.com/reportingform.php?SouthernMethodistUniv&layout_id=1

- Disabilities Accommodations and success Strategies (DASS) – https://www.smu.edu/Provost/ProvostOffice/SAES/StudentSupport/SASP/Services/DASS/SuccessStrategies
- Academic Counseling – http://www.smu.edu/Provost/ProvostOffice/SAES/StudentSupport/SASP/Services/Counseling
- Sexual Harassment and Consensual Relationships: smu.edu/SexualMisconduct/Learn-More/SMU-Title-IX-Harassment-Policy

h. Professors:
   - Will not ask TAs to take on additional or last minute course responsibilities that were not specified in the pre-semester planning meeting. However, TAs must be aware that from time-to-time opportunities may arise during the semester (such as a visiting speaker or university event) that can enhance the course or add value to the learning experience and they may be asked to assist with integrating this into the course.
   - Will not ask TAs to perform personal tasks for the Professor (e.g., run personal errands, babysit, grade materials from the Professor's other courses or course sections (grading not assigned in the TA letter from the Department Chair)).
   - Will not expect TAs to be on call 24 hours a day – normal work hours (which in some classes will include weekday evenings) and holidays should be respected. There may be exceptions, however, during high volume work periods or special events. Examples might include the finals period when all grading must be completed in 48 hours, special review sessions scheduled in the evening, trips to the zoo (primates course) on Saturdays, lectures by out-of-town visitors, and other similar course requirements. Professors should be flexible regarding these types of contingencies and it is hoped and expected that teaching assistants will as well.

2. Graduate Research Assistants

The job of the Graduate Research Assistant (GRA) is to provide assistance to a Professor in his/her research. At the beginning of the semester, the GRA and Professor should meet to outline the specific project(s) the GRA will work on and the associated duties. Duties may include data collection, data processing or analysis, experimentation, and library research, as well as any other reasonable activity linked to the research process.

Graduate Research Assistants work up to 20 hours a week. However, actual work weeks may vary depending on the nature of the research. There may be weeks when fewer than 20 hours or more than 20 hours are required. Professors should respect normal working hours, the GRA's course/exam schedule, and holidays in organizing work schedules. The GRA is not expected to perform any duties related to the Professor's teaching responsibilities and courses (i.e., any activity normally assigned to a TA such as grading, holding office hours, etc.), unless this is specified in the GRA letter from the Department

Chair, nor to perform any personal tasks (e.g., run errands not related to the project, etc.) for the Professor.

Progress in Program

A. Coursework Guidelines

Normally all graduate level courses are numbered 6000 and above. Graduate students may take courses numbered below 6000 if it is part of the program of study (e.g. ANTH 5334 and ANTH 5335) or with the approval of their Mentor or Advisor. Enrollment for 9 hours of coursework (three 3-credit courses per semester) is recognized as a full load for graduate students. Persons who enroll for fewer than these hours are designated part-time students. After completion of the required credit-hour requirements, all PhD students should retain their student status until graduation, unless granted a leave of absence.

B. Course Waivers and Transfer Credits

Students with an extensive background in anthropology may be credited (course waived with or without credit) for certain courses taken elsewhere. However, applicants should be aware that previous graduate-level coursework (including field school experience) will be rigorously evaluated for transfer or waiver credit; in other words, **the granting of credits/waivers is not automatic**. A course submitted for waiver or transfer credit should closely resemble one offered in our graduate curriculum or be complementary to our curriculum. Performance in the course must meet the standards of the faculty in the appropriate subfield. The following policy guidelines will help you to select courses appropriate for a petition for waivers and/or credits. (This applies to entering students with undergraduate Anthropology majors, those with graduate work in anthropology, or those with prior SMU courses in anthropology). In all cases, you should provide complete documentation (e.g., syllabi, bibliographies, assignments, tests, written work) for each course to be considered for waiver/credit. ***Note: you must apply for course waivers no later than the end of your first year of coursework at SMU.***

Normally, the maximum number of credit hours that can be waived on the basis of prior work at another institution is twenty-four (24) for PhD students and six (6) for MA Medical students. In unusual cases, additional transfer credits may be granted with the approval of the Moody School Dean. However:

1) As stated above, strong preference will be given to graduate anthropology courses that closely match ones offered in our graduate curriculum;
2) It is preferable to meet graduate core requirements at SMU (see below for further discussion of options); and
3) Non-anthropology courses, whether taken at SMU or transferred, may count for no more than 6 credits towards required electives.

If you were an undergraduate major in Anthropology at SMU, any 5000-level courses in anthropology or any 4000-level courses with a complementary 6000-level number can be considered for waivers. Consideration of credit for undergraduate courses taken elsewhere can be given only if you took them while you were a graduate student. Requirements may be waived (without hour credit) for such courses taken while you were an undergraduate. If we require that you take some undergraduate courses to make up deficiencies before entering our graduate program, these cannot be considered for hour credit.

You can petition the faculty to have special studies or independent study taken elsewhere considered for credit. You should submit the syllabus, bibliography, and written work as part of your petition. No waivers

or credits will be given for ANY course for which there is no supporting documentation.

In general, only courses for which you earned an A- or better (or its equivalent) can be waived or transferred. In cases where letter grades are not available (for example, for courses taken at some foreign universities), an explanation of the grade from the Professor of record will be required.

1. **Required Courses** – Some required courses can be waived and credit hours granted as meeting SMU requirements only if they are deemed equivalent to our courses. Even if a course taken elsewhere is not deemed to be equivalent to a required course, you subsequently can petition to have the course transferred within the limits imposed for elective hours. For example, you may have taken a course in the history of ethnological theory. Such a course would not be equivalent to our ANTH 5334, a required course that covers the history of all four sub-fields of anthropology, but the course you took still might be considered for waiver/credit as an elective course.

2. **Elective Hours** - If you enter our graduate program with graduate-level coursework in anthropology or a complementary field, you may petition to transfer up to 18 *elective* hours in Archaeology and up to 24 in Cultural Anthropology (the difference between the two programs is based on differences in the proportion of elective to required hours in these programs). For details, please see previous section on "Course Waivers and Transfer Credits".

3. **Petition Process** - At your earliest opportunity, you should notify your Mentor or Advisor if you intend to petition for course waivers and/or credits. For courses intended to meet SMU requirements, the material is submitted electronically to the Director of Graduate Studies and copy the Department Administrator. In addition, all faculty members are notified of the petition, and will have the materials available to them. In the case of petitions for waivers/credits of elective courses, your petition will be circulated to members of the appropriate sub-disciplinary faculty, either archaeology or cultural anthropology.

C. Standards and Evaluation

1. **Standards of Performance in All Programs**
   a. As per Moody School of Graduate and Advanced Studies rules, graduate students must maintain at a minimum a cumulative GPA of 3.0. If in any term the student falls below this GPA, the student will be placed on probation for one term. If at the end of the term of probation the cumulative GPA is not up to a 3.0, the student will be removed from the program. Grades consistently at the minimum level will keep you off probation, but may not be satisfactory for sustaining financial support through the Department.
   b. Any grade below a "**B-"** (2.7) in a ***required*** course must be raised to an acceptable level. This may be accomplished by retaking the course or adjusted subject to conditions imposed by the instructor. Any grade of "**C+"** (2.3) or below in a ***required*** course is considered a failure, and the course must be re-taken the next time it is offered.
   c. If the course in which the "**C+**" or lower is earned is an ***elective***, the course need not be repeated. A grade of "**C+"** or lower in an elective may be changed to a passing

grade during the following semester at the instructor's discretion, and subject to conditions imposed by the instructor.

d. Two grades of "**C+"** or below are cause for serious concern, and will be reviewed by the faculty for further action. A total of three grades of "**C+**" or below, whether replaced or balanced, will result in dismissal from the program.

e. A grade of "**I**" (Incomplete) can be given only if you have completed a majority of the course requirements with passing grades, but for some justifiable reason, acceptable to the instructor, are not able to complete the full requirement of the course. A maximum of two (2) concurrently held incompletes is allowed. **If this maximum is reached, a student will be allowed to take only three credit hours per semester until the incomplete total is reduced. If the maximum is surpassed, one or more incompletes must be removed *before* additional course registration is permitted.** Changes of grades of "**I**" should be processed within a calendar year of the original grade assignment. No grade will be changed after 12 months. If the incomplete is not cleared, the "**I**" is changed to the grade provided by the instructor at the time the incomplete was assigned, or to an "**F**" if no alternate grade was provided.

2. Evaluating Student Performance

Your grades are an important but not uniquely decisive factor in our evaluation of your performance. In addition, there are a number of more general evaluative criteria that guide the department faculty in their evaluation of student performance. These criteria are closely linked to issues of professional promise, professional commitment, intellectual growth, development as an anthropologist, and performance as an ethical and responsible citizen not only within our University community but also as a member of the profession broadly understood.

At the end of the fall and spring semesters, the faculty meet to discuss the performance of each student in several categories and measures:

a. Performance in Classroom/Coursework

i. Consistent attendance and engaged participation in discussion and class activities.
ii. Timely completion of all assignments and course requirements.
iii. Intellectual curiosity.
iv. Analytical rigor in approaching ideas/problem-solving, willingness to examine alternative viewpoints.
v. Intellectual industry (works hard; is not satisfied to do minimal or even "adequate" work).
vi. High ethical standards (in dealing with the scholarly ideas of others, etc.)

b. Performance in Teaching/Departmental Responsibilities (TA/GRA)

i. Timely and responsible completion of all assigned duties.
ii. Ability to organize materials and ideas in an effective way.
iii. Evidence of working effectively with others (students, colleagues) in cooperative settings.
iv. Willingness to invest extra time and effort (beyond minimal or "adequate" levels) and see that undergraduate students learn and understand course materials.
v. High ethical standards in relationships with students and Professors.

c. Performance in Research and Fieldwork

i. High ethical standards in relationship with research community and with Professors in the field or in the academic setting. Plagiarism, fabrication, cheating, and facilitating academic dishonesty are all unacceptable, and will be dealt with in accordance with the policies of the SMU Honor System (as detailed in the *SMU Graduate Student Catalog*, and at http://www.smu.edu/StudentAffairs/studentlife). Students should consult the SMU Policy & Procedures for dealing with scientific conduct in research. This policy is available on the SMU Research website: https://www.smu.edu/Research/ResearchServices/ResearchCompliance/ComplianceTraining.

ii. Ability to apply anthropological concepts in the field.

iii. Ability to engage in cooperative teamwork with other students and faculty in the field, whether in the United States or abroad.

iv. Evidence of flexibility and adaptability to field settings.

d. Written Statement of Evaluation

The faculty want to help insure you make satisfactory and timely progress through the graduate program. Toward that goal, at the end of each semester (in December and May) the faculty discuss your overall performance – as is appropriate/relevant to your stage in the program. Especially valued at both these meetings is input from your Mentor/Faculty Advisor; be sure to keep them apprised of your work. The discussion at the end of the academic year also takes into account your annual 'Graduate Student Self Evaluation' (see the department's SMU Box folder for an example). At the December meeting, those students who are seen as having difficulties, not meeting expectations, or may be in need of help, are sent letters outlining the issue(s) of concern, and clearly identifying expectations or possible solutions. Also, when necessary, students are given reminders of graduate school and department deadlines. Students who are meeting expectations and on track will not receive a letter in December. Following the May faculty's meeting, all students will receive a written letter concerning their annual progress towards their degree. Those students who had received a letter in December will be re-evaluated to determine if the issues identified at midyear persist. A copy of the statement will be placed in the student's departmental file.

3. Removal from Program and Appeals

In accordance with Moody Graduate School rules, failure to meet established minimum acceptable standards of academic or disciplinary performance can result in suspension or dismissal. Suspension is for a set period of time. Dismissal is permanent. Should your performance be judged so unsatisfactory that suspension or dismissal is recommended, that decision will be made by majority vote of the departmental faculty and communicated to you by the Department Chair. Appeals of such decisions must be presented to the faculty as a whole. Subsequent appeals, if any, will be dealt with according to standard University procedures. Please refer to Page 8, Academic Appeals for additional information.

4. **Language Requirement**

Since it is essential for professional anthropologists to be familiar with foreign languages, both in fieldwork and in reading scholarly literature, you should strive to attain a high level of competence with at least one foreign language. This is a requirement for all doctoral students and is encouraged for students in the MA in Medical Anthropology program. For further information, please consult the program-specific language requirements described later in this handbook, as well as Tab 9, Appendix 1 (Language Examination). These requirements should be satisfied as soon as possible (usually by the end of the second year, but definitely prior to taking your Qualifying Exams), since by so doing you will be able to use the language as a tool in preparing for your PhD Qualifying Examination. The Department will support, with tuition dollars, language study taken at SMU. Students may also request summer research monies to support language study although such funds will only be allocated if they are available.

Important note: The language requirement must be satisfied before you take your PhD Qualifying exams.

Archaeology students must demonstrate an ability to read research literature published in a modern foreign language such as French, German, Spanish, or Russian. You may petition the faculty if you wish to substitute another language or languages. Students in Cultural Anthropology must demonstrate knowledge of the language most relevant to their field research.

D. PhD Program: Department and University Guidelines and Requirements

In this section, we address shared elements of the PhD program in Anthropology, a program designed to provide you with the theoretical and methodological knowledge to teach and undertake research in archaeology or cultural anthropology. If you do not already possess a Master of Arts in Anthropology, you will earn the MA en route to the PhD.

Applicants to the SMU graduate program generally have a bachelor's degree from an accredited undergraduate program, most commonly in anthropology or related behavioral and social sciences. We also accept students who have completed or are in the process of completing a Master of Arts in Anthropology from another university. Successful applicants are expected to continue through to the PhD, but must still complete the requirements for the MA in Anthropology en route.

The degree of Doctor of Philosophy is awarded in recognition of high attainment in a special field of knowledge, as evidenced by examination and by a dissertation presenting the results of significant and original research. General requirements are listed below.

1. **Residency and Coursework**

The PhD degree normally requires a minimum of 54 semester hours of coursework in both the archaeology program and in the cultural anthropology program, including research, reading, and dissertation courses.

If prior to completing the mandated 54 hours of coursework, you are taking hours toward the degree, but you are not going to be enrolled in courses during a specific fall or spring semester, you can maintain "full-time graduate student status" (including library and email privileges) by signing up for 6049 (Graduate Full-Time Status).

After you have completed the mandated 54 hours of coursework and passed your Qualifying Exams, you should sign up for 8049 (Graduate Full-Time Status) to maintain your full-time status in the program. Registration for full-time research status – through ANTH 6049 and ANTH 8049 – is permitted for a maximum of ten semesters. Additional enrollments beyond ten semesters must be requested in writing to the Department Chair.

Continuous registration is required of PhD students and is your responsibility. If you are undertaking full-time research off campus, you may petition the faculty for a research leave (up to a maximum of two years). The student will need to inform the Moody School of Graduate and Advanced Studies of all research leaves. If you do not register for two consecutive semesters without being granted a research leave, you will be dismissed from the program. If you do not register for one semester, and do not obtain a research leave, you may petition the Department Chair for re-instatement of your student status.

Note: **If you need to take a leave of absence for medical, familial, or personal reasons, please consult with your Mentor or Advisor, and the Department Chair. More information on this can be found on Page 8, Leaves of Absence for Medical, Familial, and Personal Reasons.**

The minimum residency requirement is a total of 30 semester hours completed within three years of residence at SMU. Foreign students may need to satisfy additional residence requirements to comply with federal immigration regulations.

2. **The Normal Sequence for Completing PhD Requirements:** (Please note that although this list is in roughly sequential order, some tasks can be tended to simultaneously; you can, for example, work on your language exam or select an Advisor and committee while you are in coursework.)

    - Coursework, including petitions for waivers of requirements and/or hours, and petitions for transfer credit.
    - Selection of advisor and graduate committee.
    - Removal of all grades of Incomplete.
    - Passing the MA general examination (see each program description for more details).
    - Completion of the required 54 hours of coursework.
    - Selection of PhD Qualifying Exam Committee (can include an outside member).
    - Passing the language exam (see Tab 9, Appendix 1 for details).
    - PhD Qualifying Exams (written and oral).
    - Selection of a Dissertation Committee (usually, but not necessarily, the same composition as the Qualifying Exam Committee – must include an outside member).
    - Field and/or laboratory research.
    - Dissertation writing.

- Defense of the dissertation.
- Granting of Degree (May, Aug., Dec.).

Note: **Assuming that you have filed the appropriate request in a timely manner, the MA degree will be awarded to you after you have satisfactorily completed 36 hours of coursework, and passed the MA general examination. You will advance to doctoral candidacy (ABD – "all but dissertation") after completing the PhD qualifying exams (both written exam and successful defense of proposal). The Language Exam must be passed BEFORE taking qualifying exams.**

3. Scheduling of Exams, Proposal, and Defense

These events must be scheduled during the academic year (between the first and last day of class in the fall semester or the first and last day of class in the spring semester). These dates coincide with dates outlined by the Moody School of Graduate and Advaned Studies, and are linked to the awarding of particular degrees. **Faculty members are under no obligation to sit for exams and proposals or PhD defenses on University holidays or during the summer months.** If, because of forces beyond anyone's control, you need to schedule an exam beyond the academic year as specified above, you must formally petition each of the members of your committee. Unless all members of a committee are able and willing to meet, the petition will be denied.

4. MA Degree en Route *see specific information behind tab for program you are entering.*

The Master of Arts Degree in Anthropology may be conferred *en route* to the PhD, after successful completion of 36 hours of coursework and a passing grade on the MA general examination. Except in extraordinary circumstances, students who previously completed a MA (or MS) degree in Anthropology at another university will complete a minimum of 12-18 hours of coursework at SMU before attempting the MA general examination.

- If you fail the general examination, you will not be awarded the MA degree.
- If you receive a low pass on the general examination, and are not admitted to doctoral candidacy, you will be awarded the MA degree as a terminal degree, and will not advance further into the PhD program.
- If you pass the MA general examination you will be awarded the MA degree and continue in the PhD program. You will then prepare and defend your Dissertation Proposal as described below.

5. Admission to Candidacy for the Doctoral Degree

To be admitted to candidacy, you must:

- satisfy the language requirement,
- remove all Incomplete grades,
- complete the required minimum of 54 hours of coursework (including any credits/waivers for courses taken elsewhere), and
- pass the PhD qualifying examination (written and oral).

Upon completion of these requirements, the department will recommend to the Moody School Dean that you be admitted to candidacy. Supporting documents will include a copy of the PhD Qualifying Examination Report and the Dean's Approval for Admission to Candidacy. Please see the Department Administrator to complete the required paperwork. (Please see the Graduate Student SMU Box folder for copies of the necessary forms.) *If you do not meet the University's deadline of reaching ABD by the end of your third year, you must petition the dean of the Moody School for a one-year extension as soon as possible. You should consult with your Faculty Advisor about this process. University policy states that only* ***ONE*** *one-year extension will be granted.*

6. Your Dissertation *See also the specific information for the program you are entering.*

As a candidate for the doctoral degree, you are required to present the proposal for the dissertation to a faculty committee.

After completing your field/laboratory research and data analysis, you will prepare and present an acceptable dissertation within the major field of study. It must demonstrate that you have technical competence in the field and have done research of an independent character. It must add to and modify what was previously known, or present a significant interpretation of the subject based on original investigation.

The guidelines for preparing your dissertation are outlined in the *Thesis/Dissertation Guide*, copies of which are available in the Moody School of Graduate and Advanced Studies. You can also consult this information at https://www.smu.edu/graduate/CurrentStudents/Graduation/DissThesisGuide.

Your dissertation must be completed to the satisfaction of your dissertation Advisor and Dissertation Committee, and must meet the guidelines established by the Moody School. Deadlines for the submission of dissertations are outlined at the beginning of each semester. Upon successful completion of the dissertation defense, an original half-title page must be signed by the Dissertation Committee. Please see the Department Administrator to complete the required paperwork. (Please see the Graduate Student SMU Box folder for copies of the necessary forms.) All dissertations must be prepared for electronic submission. You are responsible to follow these guidelines and to do so in a timely manner.

In submitting a dissertation, you grant permission to the Director of Libraries at SMU to make copies at the Director's discretion, upon the request of individuals or institutions.

7. Dissertation Defense

The defense is an examination administered by your Dissertation Committee. The examination focuses on your dissertation and related material. The Dissertation Committee shall consist of:

a. the Advisor; who must be a full-time, tenure-track or tenured member of the Department of Anthropology;
b. at least two other full-time members of the Department of Anthropology; and
c. at least one external reviewer who is either a faculty member outside the

anthropology department or, with the approval of the Department Chair and the Moody School Dean, a scholar not associated with the University.

Notes: If an external reviewer is not a SMU faculty member, a copy of that reviewer's *curriculum vitae* must be submitted to the department. Anthropology faculty members with joint appointments (excluding courtesy appointments) are considered internal members of the anthropology department only, and may not serve as outside members of your committee. Retired, emeritus faculty members can serve on a dissertation committee, but are not permitted to serve as its Advisor. Well before the proposed date of the dissertation defense, the membership of your Dissertation Committee must be submitted to the Moody School. Please see the Department Administrator to complete the required paperwork. (Please see the Graduate Student SMU Box folder for copies of the necessary forms.)

In accordance with University guidelines, the dissertation defense is open to the public. It will be conducted by your committee, with the participation of other departmental faculty members who may be present (as non-voting members). The chair of the examining committee will set a date, hour, and place for the examination agreeable to the committee members and to the candidate, with public notification at least three days in advance. Notice of the dissertation defense should be distributed to the department community, to the Dean of Dedman College, and to the Moody School Dean. A *unanimous* vote of the committee is necessary for approval of the examination. The PhD Examination Report will be forwarded to the Dean for certification of the candidate for graduation. Please see the Department Administrator to complete the required paperwork. (Please see the Graduate Student SMU Box folder for copies of the necessary forms.) For specific procedures to your program, please refer to pages 38 and 47.

8. Graduation Ceremonies and Doctoral Hooding

SMU grants doctoral degrees three times a year: in May, August, and December. Depending on when you submit the final, corrected version of your dissertation to the office of the Dean of the Moody School of Graduate and Advanced Studies, you should plan on participating in the University's graduation ceremonies (including doctoral hooding) either in May or December. In either case, we invite you to participate in our departmental graduation ceremonies in May of the academic year in which you receive your doctoral degree. If you do not participate in the University's ceremony, you will not receive your hood. You will be responsible for purchasing it at your own expense.

9. Failing the Doctoral Defense

Students who fail the doctoral defense may be given a second examination, at a time to be determined by the committee, but not later than one year after the initial examination. Students who fail the defense on the second opportunity are thereby disqualified to receive the PhD degree.

10. Time Limits

If you are registered for full-time study, you should plan on taking the PhD qualifying examination at the time specified in each degree program. Ordinarily, credit is not allowed for

graduate courses (including transfers) taken more than ***six*** years before you take the doctoral qualifying examination. Should this time limit be exceeded, the credits must be revalidated and approved by the Moody School Dean. Approval is granted only in exceptional cases.

The doctoral dissertation must be submitted and accepted no later than *five* years after you were admitted to PhD candidacy. An extension of one year may be granted by the Moody School Dean, upon recommendation of the departmental faculty. Except under special circumstances, if you still have not submitted your dissertation after the additional twelve-month grace period, you will be dropped from the graduate program, and can be re-admitted only by passing a new qualifying examination. Note: No petition for re-admission and re-examination has been submitted and approved in the history of our department!

If you must take a leave of absence for medical, familial, or personal reasons, the time spent on leave will not be counted toward your time limits as long as you follow the appropriate procedures. The decision to grant your petition for a leave of absence will be made by the department, and then approved by the Moody School Dean.

If you are a part-time student, time limit requirements will be interpreted appropriately to allow for your part-time status.

You should consult the *SMU Graduate School Catalog* for further information on time limits.

PhD Degree in Cultural Anthropology

A. Introduction/Overview

In the PhD program in Cultural Anthropology, you will be trained broadly in contemporary theory and method in anthropology, while you specialize in one of two specializations: **Medical Anthropology** or **Globalization and International Development**. We encourage you to take all courses, not just those offered in your area of specialization. In special circumstances, you can petition to combine these specializations.

Upon arriving, you should select a Mentor/Faculty Advisor who will help guide you through initial course selection and other matters (see page 6 of this document). By mutual consent, your faculty mentor may (or may not) become your Faculty Advisor. The Cultural faculty will guide you toward the goal of completing all coursework in three years of matriculation, and the dissertation within five years of advancing to candidacy, thus meeting all Moody School requirements.

B. Coursework

Required Courses (21 hours) for both specializations.

ANTH 5334 – History of Anthropology, Part I
ANTH 5335 – History of Anthropology, Part II
ANTH 5344 – Research Methods in Ethnology
ANTH 6320 – Regional Ethnography
ANTH 7333 – Advanced Research Methods
ANTH 7342 – Seminar in Social Organization
ANTH 7351 – Research Strategies in Ethnology

Statistics: Students are encouraged to take statistics as an approved elective if appropriate for their area of specialization and research interests. You may take ANTH 6302 through the department or STAT 2331 by enrolling in an independent study (ANTH 6351). You may enroll in STAT 5371 and/or 5372 if you want more advanced statistical training. Consult with your faculty mentor or advisor.

Courses in Specialization – MEDICAL ANTHROPOLOGY (33 hours)

Core Courses (6 hours)

ANTH 5336 – Health in Cross-Cultural Perspective
ANTH 6343 – Biomedicine, Culture and Power

Electives (27 hours, of which 6 hours need to be on medical topics). Any department course in cultural anthropology at the 5000 level or higher, including up to two semesters of Independent Study (ANTH 6351, 6352), and approved by your Mentor or Advisor may be taken as Electives. If a student wants to take more than two (2) semesters of Independent Study, it must be approved by their Mentor/Advisor and the DGS. These may include but are not limited to:

ANTH 6303 – Political Economy of Health
ANTH 6305 – Applied Anthropology
ANTH 6307 – Global and Public Health
ANTH 6309 – Human Rights, Indigenous Peoples, and Nation States
ANTH 6316 or 6317– Advanced Seminar in Ethnology: Any Health/Medical Topic
ANTH 6351, 6352 – Independent Studies
ANTH 6384 – Global Issues and Development: An Overview
ANTH 6390 – Current Issues in Anthropology
ANTH 7341 – Anthropological Writing
WGST 6300 – Advanced Feminist Theory

Courses in Specialization – GLOBALIZATION AND INTERNATIONAL DEVELOPMENT (33 hours)

Core Courses (6 hours) - Required

ANTH 6384 – Political Economy: Global Processes and Problems
ANTH 63xx – Varies depending on global course offerings each semester

Electives (27 hours). Any department course in cultural anthropology at the 5000 level or higher, including Independent Study (ANTH 6351, 6352), and approved by your Mentor/Advisor may be taken as Electives. These independent studies are in addition to the independent study normally taken to fulfill the statistics requirement. These may include but are not limited to:

ANTH 5336 – Health in Cross-Cultural Perspective
ANTH 6303 – Political Economy of Health
ANTH 6304 – Migration, Ethnicity and Nationalism
ANTH 6305 – Applied Anthropology
ANTH 6316 or 6317 – Advanced Seminar in Ethnology: Any Globalization Topic
ANTH 6343 – Biomedicine, Culture and Power
ANTH 6348 – Toxic Topics: Anthropology, Environment and Health
ANTH 6351/6352 – Independent Studies
ANTH 6390 – Current Issues in Anthropology
ANTH 7341 – Anthropological Writing

Note: With the advice and consent of your Mentor or Advisor, up to six (6) hours of 3000-level courses may be taken as 6000-level courses (e.g., 6351, 6352) by graduate students who do extra readings and extra written assignments. Please see above information on Independent Studies.

C. Progression Through the Program – Projected sequence and timetable:

PhD in Cultural Anthropology (see TIMETABLE on page 40)

1. **Faculty Mentor and Advisor**: Students will be assigned a faculty mentor when they enter the program or they may choose a Faculty Advisor if they already know which faculty member they would like to have as their primary advisor of their doctoral committee. This decision must be finalized by the end of the second semester. Please see the Department Administrator

to complete the required paperwork. (Please see the Graduate Student SMU Box folder for copies of the necessary form.) In addition, students should formalize a general course of study with their Advisors. **(Important Note: a student may change his/her faculty Advisor at any time if research interests change.)**

2. **Preparation for the Language Exam**: Starting the first semester, students should begin language study or review in order to be prepared to pass the Language Exam their sixth semester, prior to the PhD Qualifying Exams. We have found that students who do not prepare early are often not ready to pass the Exam and this may delay their progress prior to the Qualifying Exams.

   Students are expected to choose and finalize the remainder of their faculty committee (their faculty Advisor, two other Professors from the department, and one outside member) by the end of their fifth semester. Please see the Department Administrator to complete the required paperwork. (Please see the Graduate Student SMU Box folder for copies of the necessary form.) The committee must be set up in accordance with University Guidelines and approved by the committee chair. They should also meet with their committee to identify and plan their general dissertation, and to discuss the areas to be covered by their PhD qualifying exams. The "PhD Qualifying Exam: Form for Approval of Regional and Topical Focus" form (please consult the department's SMU Box folder) must be initiated with the Department Administrator, signed by the student and all members of the committee, and filed in the department. **(Important Note: a student may change the membership of the committee and research plans at any time if circumstances change.)**

The faculty have approved the following list of regions.

- North America (the U.S. and Canada, including anthropological literature on Native Americans)
- Middle America and the Caribbean (includes Mexico, the countries of Central America, and the islands of the Caribbean)
- South America
- Europe (north, south, and eastern)
- Russia (includes all the former Soviet Socialist Republics) and Central Asia
- Sub-Saharan Africa
- Middle East (includes the countries of North Africa and the Middle East – including Israel, Syria, Jordan, Lebanon, the Arabian Peninsula, Iran, and Iraq)
- East Asia (includes China, North and South Korea, Japan, Taiwan, and Tibet)
- South Asia (includes Pakistan, India, Nepal, Bangladesh, and Sri Lanka)
- Southeast Asia (mainland and islands – Myanmar (Burma), Thailand, Laos, Cambodia, Vietnam, Malaysia, Indonesia, the Philippines, and aboriginal Taiwan)
- Australia and Oceania

A region that deviates from this list must be approved by the student's PhD committee. Examples include "Global Communities," "Muslim Diaspora," etc.

Really Important Note: **Students are required to complete a grad self-review once a year towards the**

end of the spring semester. Students who are not fulfilling these requirements and thus not making adequate progress on their semester and annual reviews by the end of Year 2 will be asked to meet with the Department Chair, Director of Graduate Studies, and their Faculty Advisor to discuss ways to improve their progress. ***See copy of the previous year's form found in department's SMU Box folder.***

D. MA General Examination en route to PhD

To continue in the PhD program, students must demonstrate a high level of proficiency in the MA general examination taken at the end of your second year of coursework. In the Graduate Student SMU Box folder, you will find a bibliography of key works in cultural anthropology, a list of MA General Examination questions for you to consider in preparation for the MA exam, and a set of guiding statements to structure your reading. The bibliography, together with material covered in courses during the first two years, will provide the foundation for the MA general examination. Normally the exam will be offered during the 11th or 12th week of the spring semester.

The MA Exam is based on 36 hours of coursework (including History I and II, Research Methods, Regional Ethnography, Advance Research Methods, Social Organization, and a range of elective courses). Students will not have access to questions in advance, but they will have access to the MA Bibliography, which is provided as a general resource for the well-read student. The faculty will maintain a private list of questions (not shared with students), which may be used or refined as they see fit for each student.

For the MA exam, students are given one week (Monday 9am to Monday 9am) to prepare answers to 3 questions designed specifically for them, and based on coursework. Responses cannot be longer than 10 pages of text per question (the 10-page limit does not include references). Answers must be submitted electronically to the Cultural/Medical Liaison, be in MS Word or PDF format, and use American Anthropologist format for the references. All answers will be graded by all of the Cultural/Medical faculty in residence within one week, and students will receive the results of their exam early in the following week.

The exam will be administered toward the end of your fourth semester (second semester for entrants who successfully petition with an MA in Anthropology), the date to be determined based on that semester's deadlines for receiving MA degrees, usually in the 11th or 12th week of the semester. The date will be announced at the beginning of the spring semester in which you take the exam. You will have one week from the distribution of the specific questions to provide the answers.

Your advancement in the PhD program is contingent on achieving a grade of *"Pass"* or higher on the exam as a whole. Students who receive a grade of *"Low pass"* on their exam are awarded a Masters of Arts degree in Anthropology, but will not be advanced into the PhD program. Students who fail the exam will not receive any degree and will not be allowed to continue in the program.

Note: Failure to take this exam at the specified time can result in dismissal from the program. Only serious extenuating circumstances will be considered as a reason for postponement, and these must be presented in the form of a well-documented petition to be approved by a majority of the anthropology faculty. No written exam will be given during the summer.

E. Preliminary Dissertation Research

Many students will have opportunities to apply for and conduct preliminary dissertation research during the summer following their MA exams (see pages 12-14 – "Research and Travel Fellowships"). During this summer, students will travel to their proposed research site and get to know the community, its members, their culture, and its particular relevance to their research issue. This will prepare them to write and submit their research proposals for their doctoral research (ANTH 7351 – usually taken during the fifth semester).

F. PhD Candidate Requirements

To be admitted to candidacy, you must satisfy the language requirement, remove all incomplete grades, complete the required minimum of 54 hours of coursework (including any credits/waivers for courses taken elsewhere), and pass the PhD qualifying examination (both written and oral defense). Upon completion of these requirements, the department will recommend to the Moody School Dean that you be admitted to candidacy.

1. Bibliography - After passing the MA Exam, students should spend the fall semester of their third year (fifth semester) developing the theoretical and regional bibliographies for their PhD Qualifying Exams in consultation with their committee chair. Each bibliography should have a **minimum** of 75 citations (combinations of key monographs and edited volumes as well as key journal articles). Each bibliography should include some of the classical works in the region or theoretical area as well as more contemporary materials. This will allow students to track changes in the questions that have been addressed over time. It is helpful to divide these bibliographies into major sections reflecting the breadth of inquiry in a region, or critical issues within a broader theoretical area as well as those areas of special inquiry that are most pertinent to the student's dissertation project.

   By the end of their fifth semester, students should circulate the bibliographies to other members of their Qualifying Exam Committee for suggestions and approval. The Chair of the committee will confer with the outside member of the PhD qualifying exam committee to secure that individual's approval of the bibliographies. Once approved, the form for approval of the bibliographies should be initiated with the Department Administrator, signed, and filed together with the two bibliographies (please consult the department's SMU Box folder for the form). Following the approval of the bibliography by committee members, students may propose to add new items to the list but committee members may not. The student should be provided with a copy of the filed form.

Note: No faculty member is obligated to serve on your PhD qualifying committee. Nor are you obligated to have any specific faculty member on your committee.

2. The Written PhD Qualifying Examination - The PhD Qualifying Examination consists of two parts: a take-home written exam and a dissertation research proposal defense. Prior to beginning the written portion of the exam, students should file their committee list with the Moody School of Graduate and Advanced Studies

(https://www.smu.edu/Moody/Examination-Committee). A copy of the acknowledgement should be sent to the Department Administrator.

No later than three weeks before the end of your sixth semester (or of the semester in which you finish coursework), you will take a written PhD Qualifying Examination. This can happen sooner if all committee members agree on an alternative date. This exam will be tailored to your research topic, and will be set and evaluated by the student's Advisor and Committee. There will be two questions in the area of specialization, one on the region of research, the other on methodological and/or theoretical matters related to the proposed research. This will be a take-home exam, with a time limit of one week.

Each answer should be no more than 15 typed double-spaced pages (Times-Roman 12-point font, 1-inch margins). Your papers should be thoroughly documented with appropriate citations, demonstrating your scholarly command of the anthropological literature and of the issues. These essays should, in other words, offer a concise survey of important literature and, where appropriate, a critical assessment that suggests to us what your own position is with regard to significant debates. Please employ a formal and professional language and tone. Each answer should include a bibliography of sources referenced (not counted in the page limit). You are expected to comply with the University's Honor Code when taking these exams.

Your Qualifying Examination will receive a written evaluation from your committee. Your committee does not have to contain your outside member for this portion of the exam. You should have already filed a form with the department listing all of your committee members (see Graduate Student SMU Box folder). It will be initiated by the Department Administrator and be signed by all members of your committee, excluding the external member. This is a separate form from the one filed with the Moody School.

Option 1 -- If the committee decides that you have passed the written component of the qualifying exam, then the committee chair will meet with you to convey the committee's views regarding the strengths and weaknesses of the papers. Copies of the committee member's written comments will be provided to you and also will be placed in your departmental file.

Option 2 -- If the committee decides that you need to rewrite one or both of the papers, then the committee chair will convey this decision to you. The committee chair will provide a written summary of the committee's views and will discuss with you the written comments of all committee members. The discussion will focus on the strengths and weaknesses of the papers and the issues to be considered for rewriting the paper(s). Taking into account the additional work that may be necessary before the rewriting should begin, you and the committee chair will agree on a date for re-starting the exam clock for the paper(s). Regardless of the number of papers to be rewritten, you will have seven days to rewrite and submit the paper(s) to Chair of your committee.

Note: Failure to take these exams at the specified time can result in dismissal from the program. Only serious extenuating circumstances will be considered as a reason for postponement, and these must be

presented in the form of a well-documented petition for approval by a majority of the anthropology faculty and then forwarded to the Dean of the Moody School for final approval. Students may petition for a one-year extension, but that is the maximum allowed. No examinations will be offered in the summer.

Note: Students may not take these exams until they have passed their language exams and removed all grades of incomplete from courses taken during the previous five semesters.

3. Policy on Changes to Region/Theoretical Focus *After* the Qualifying Exams Have Been Passed - Once the Written Qualifying Exams have been passed, students are *very strongly discouraged* from making changes to their Region or Theoretical Focus, and this will *be allowed only once and in rare and compelling circumstances*. Such a change would only be considered if the student's previous research plans were no longer viable, and the student's dissertation committee agreed to the change. The student will then be required to re-do the qualifying exam for the area changed (region or theory). In these exceptional cases, the student is given a maximum of 6 months to complete the new exam. This may also call for changes to the committee (at the discretion of the faculty).

   If the Region – and thus research language – is changed, this may also require a new language exam. The decision to require a new language exam will be made at the discretion of the dissertation chair and committee.

4. Dissertation Proposal and Defense - No later than during the sixth semester, you are expected to complete the proposal for your planned research project. Make certain to do IRB. (see Tab 9, Appendix 2) Be sure to keep in touch with your committee members (which must include your outside member at this time) to update them on your progress. To allow time for revisions, you must submit a complete version of this proposal to members of your committee at least one month in advance of the scheduled date of your proposal defense. All faculty members on your committee must receive a final version of the proposal two weeks in advance of the proposal defense date. Late submissions will not be accepted. Prior to the defense, you must revise your committee (including external member) with the Moody College (https://www.smu.edu/graduate/ExaminationCommittee2016)

   The PhD Proposal Defense can occur no later than the final day of classes of the final semester of coursework (normally, the sixth semester in residence or fourth semester in residence for students who entered the program with MA backgrounds). You will defend the proposal orally before your committee. Suggestions for changes or improvements made by the committee during the defense should be included in the version submitted for funding.

   It is your responsibility to adhere to this schedule, to ensure adequate time for resubmitting revised drafts, and to coordinate the availability of committee members for the exam and defense. It is your Advisor's responsibility to schedule the exam/defense with the Departmental Administrative Assistant.

5. ABD (All But Defense): From PhD Candidacy to PhD - After successfully defending (and revising, if needed) your research proposal, you will be a PhD Doctoral Candidate. You should constitute your dissertation committee (which need not be the same in composition or size as

your PhD qualifying exam committee). Students must file online the composition of the dissertation committee (https://www.smu.edu/graduate/ExaminationCommittee2016), and must include a *curriculum vitae* of the required outside committee member to the Department, if that person's *c.v.* is not already on file.

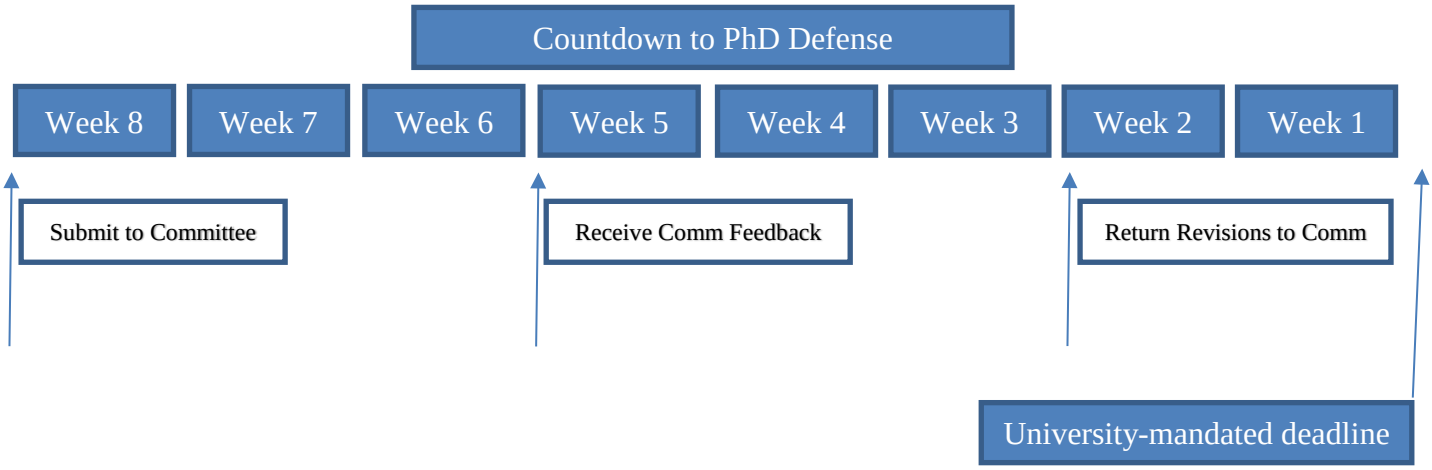
6. Conducting Your Dissertation Field Research - Usually, as soon as your funding becomes available, you will conduct your dissertation research, although in exceptional circumstances, you may need to wait for visas from the country(ies) where you plan to do field work. While in the field, you should remain in regular contact with your dissertation committee. We strongly recommend that you use email (if available) to send electronic back-up copies of your field notes and other materials to a "safe" address (e.g. SMU Box). Also, be sure to request enrollment in ANTH 8049 in order to maintain your full-time graduate student status **(Note: this may be important for retaining eligibility for student insurance coverage and for keeping at bay student loans).**

7. Writing Your Dissertation - When you return from the field, you must develop a detailed outline for the dissertation. This outline must be shared with and approved by all members of the dissertation committee. Once approved, this outline will serve as the basis for preparing the dissertation.

   Committee members must receive a draft of the entire dissertation, already vetted by your Advisor, at least eight (8) weeks in advance of the University-mandated deadline for dissertation defenses. You can expect to receive feedback from each committee member within three (3) weeks of receipt of draft chapters (thus, five weeks in advance of the University-mandated deadline). Based on their comments, you have three (3) weeks to revise the dissertation and re-submit it for the committee's approval at least two (2) weeks in advance of the University-mandated deadline. All of this must occur before the dissertation defense is scheduled. Your Advisor retains the prerogative to delay or postpone a defense due to problems in the dissertation or adherence to this schedule. (See Figure 1 below).

8. Dissertation Defense and Graduation - You are responsible to schedule the defense through the Department Assistant. Please see above and the *Graduate Student Catalog* for further details about the defense. Any additional recommendations raised during the formal defense of the dissertation should be incorporated into the final version of the Dissertation before it is submitted to the Dean of the Moody School of Graduate & Advanced Studies (https://www.smu.edu/graduate/CurrentStudents/Graduation/GraduationTimeline).

Figure 1


Countdown to PhD Defense
Week 8
Week 7
Week 6
Week 5
Week 4
Week 3
Week 2
Week 1
Submit to Committee
Receive Comm Feedback
Return Revisions to Comm
University-mandated deadline

PROJECTED SEQUENCE AND TIMETABLE: CULT/MED PhD PROGRAM

A possible schedule for your first years in the program follows. Do not expect the courses to be offered in the exact order as shown, and feel free to mix required and elective as they are available (you do not need to fulfill all your requirements before your electives). Also, the research/teaching schedules of each student will vary depending on funding opportunities and previous teaching experience. Finally, the semester numbering system applies only to semesters in residence: If you have field commitments during the academic year, your schedule must be adjusted accordingly. You still will be expected to take the MA General Exam within four semesters of entering the program. ® = Required course. "Electives" may be independent study courses in the student's area of interest. **Note: Students who are not fulfilling requirements and making adequate progress by the end of Year 2 will be asked to meet with the Dept. Chair, Grad. Advisor, and their committee chair to discuss ways to improve their progress.**

YEAR 1

Semester 1		**Semester 2**
5334 History of Anthropology I ®		5335 History of Anthropology II ®
Core Concentration or Elective		7342 Social Organization ®
Core Concentration or Elective		Core Concentration or Elective
*Students will be assigned or choose an initial Advisor.		*Students finalize choice of faculty Advisor and plan of study (courses).
*Complete all petitions (course waivers/transfers)		
*Begin Review/Study for Language Exam.		*Begin preparing for MA Exams - exam questions and bibliography available online.

YEAR 2

Semester 3		**Semester 4**
5344 Methods ®		7333 Advanced Research Methods ®
6320 Regional Ethnography ®		Core Concentration or Elective
Core Concentration, Elective, or Statistics		Core Concentration or Elective
*Students **finalize faculty committee** - meet with committee to identify dissertation topic, discuss PhD qualifying exams, and research plans.		***MA GENERAL EXAM**: (All grades of "I" must be removed prior to taking the exam.)
		SUMMER: Preliminary Diss. Field Research

YEAR 3

Semester 5		**Semester 6**
7351 Research Strategies ®		Elective or Independent Study
Elective or Independent Study		Elective or Independent Study
Elective or Independent Study		Elective or Independent Study
*Submit PhD proposal for funding		*Pass Language Exam and remove any "I's"
		*PhD Qualifying Exam/Proposal Defense

YEARS 4, 5, and 6

Secure external funding for research, complete field research, and write/defend the dissertation.

PhD Degree in Archaeology

A. Introduction/Overview

The Archaeology program at SMU is largely focused on anthropological and environmental archaeology, with faculty research interests ranging from the earliest hunter-gatherers to complex societies across North America, Oceania, Africa, and other parts of the world. The program offers broad training in contemporary archaeological theory, method, and scientific applications, and is strongly field-oriented.

Upon arriving, you should select a Mentor/Faculty Advisor who will help guide you through initial course selection and other matters see page 6 of this document). By mutual consent, your faculty mentor may (or may not) become your Faculty Advisor. The Archaeology faculty will guide you toward the goal of completing all coursework in three years of matriculation, and the dissertation within five years of advancing to candidacy, thus meeting all Dedman College requirements.

Fifty-four (54) hours of coursework are required. You can waive up to 24 hours for equivalent coursework (18 hours of elective courses plus 6 hours of field school) taken before you entered the program. For waiver procedures, consult page 21 of this document, and seek your Mentor/Faculty Advisor's counsel. Normally, the Archaeology Faculty will not consider course waiver petitions any earlier than the student's second semester and not later than the end of that same semester. Consult with your Mentor/Advisor about when to submit your petition to the Director of Graduate Studies (DGS). Please see page 48 for typical sequencing of courses and a timetable for meeting all requirements.

B. Coursework

Group A: Required Courses: 24 hours (all courses are 3 credit hours)

- ANTH 5334 – History of Anthropology, Part I
- ANTH 5335 – History of Anthropology, Part II
- ANTH 6300 – World Archaeology
- ANTH 6301 – Principles of Archaeology
- ANTH 6342 – Archaeological Sciences
- ANTH 6387 – Advances in the Practice of Archaeology
- ANTH 7313 – Archaeological Theory
- ANTH 7317 – Archaeological Research Strategies (taken after successful completion of the MA exam)

Students must take at least one course each from Group B, C, and D below (9 credit hours) and a second course from Group B or C (for an additional 3 credit hours).

Group B: Thematic Courses

- ANTH 6302 – Statistics in Anthropology
- ANTH 63xx – Hunter-Gatherer Archaeology
- ANTH 6332 – Special Problems
- ANTH 6351, 6352, 6353, 6354, 6355, 6156, 6256 – Research in Anthropology

ANTH 6383 – Geoarchaeology
ANTH 6386 – The Archaeology of Gender and Sexuality

Group C: Lab Courses

ANTH 5310 – Human Osteology: Biology of the Human Skeleton
ANTH 6325 – Introduction to Osteology I: Human-Animal Interactions
ANTH 6333 – Laboratory Methods in Archaeology
ANTH 6388 – Geospatial Archaeology
ANTH 7321 – Ceramic Analysis for Archaeologists

Group C includes various workshops in Archaeological Sciences for 2 or 3 hours' credit offered occasionally at Fort Burgwin. Register for these courses under a Research in Anthropology number.

Group D: Regional Courses

ANTH 6385 – Pacific Island Archaeology
ANTH 7318 – Late Pleistocene Prehistory of North America

Note: **With the advice and consent of your Mentor or Advisor, you may choose other courses offered within the Department or University as electives.**

All graduate students must complete an archaeological field school or have field experience equivalent prior to or during their time at SMU. A waiver for this requirement can be granted if you have completed a field school or have sufficient field *supervisory experience* prior to entering the program. On its own, prior field experience cannot be used as a transfer credit towards existing degree requirements. Students who do not have field school or adequate field experience prior to joining the program may take up to 6 hours' credit of field school as part of their elective credits.

Group E: Field Courses: up to 6 hours' maximum

ANTH 5381, 5382, 5681, 5981 – Field Methods in Archaeology (This is usually taken at Fort Burgwin (SMU-in-Taos) field school, either during the summer before or the summer after your first year of course work at SMU.

C. Graduate Training in Teaching Requirement

The Department of Anthropology is committed to providing all graduate students with appropriate training in teaching college-level courses. To that end, the Department requires that each graduate student fulfill a set of requirements (listed below). It is the student's responsibility to inform the Director of Graduate Studies when each of the following requirements is completed. **Please see Tab 3 for specific information.**

The archaeology faculty are also committed to training archaeologists who are prepared for the ethical challenges that they may face in the profession. In addition to the ethics component of ANTH 6387 – Advances in the Practice of Archaeology, students are encouraged to attend and/or participate in the Ethics Bowl, hosted by the Society for American Archaeology (SAA) at its annual meeting.

D. PROGRESSION THROUGH THE PROGRAM – Projected Sequence and Timetable: PhD in Anthropology – Archaeology (see TIMETABLE on page 48)

1. **Faculty Mentor and Advisor**: Students will be assigned a faculty mentor when they enter the program or they may choose a Faculty Advisor if they already know which faculty member they would like to have as their primary advisor of their doctoral committee. This decision must be finalized by the end of the second semester. Please see the Department Administrator to complete the required paperwork. (Please see the Graduate Student SMU Box folder for copies of the necessary form.) In addition, students should formalize a general course of study with their Advisors. **(Important Note: a student may change his/her Faculty Advisor at any time if research interests change.)**

2. **Preparation for the Language Exam**: Starting the first semester, students should begin language study or review in order to be prepared to pass the Language Exam their sixth semester, prior to the PhD Qualifying Exams. We have found that students who do not prepare early are often not ready to pass the Exam and this may delay their progress.

***Really Important Note*: Students who are not fulfilling these requirements and thus not making adequate progress by the end of Year 2 will be asked to meet with the Department Chair, Director of Graduate Studies, and their faculty committee chair to discuss ways to improve their progress.**

3. **MA General Examination**

Upon entering the graduate program (i.e., during your first month in the department), you will receive a list of general topics in archaeological method and theory, and world prehistory. From these topics, the archaeology faculty will draw specific questions for your MA general examination, which will be taken at the end of your fourth semester. Additional details will be provided with the distribution of the general topics.

Note: **In extraordinary circumstances, if you enter our program with a Master's Degree in Anthropology, the faculty will consider a petition to take the MA general examination at the end of your second semester of classes.**

Note: **If you have not completed an archaeology field school or had equivalent archaeology field training, you must do so prior to taking the MA general examination.**

Note: **No MA general examination may take place in the summer.**

The exam will be administered toward the end of your fourth semester (second semester for entrants who successfully petition with an MA in Anthropology), the date to be determined based on that semester's deadlines for receiving MA degrees, usually in the 11th or 12th week of the semester. The date will be announced at the beginning of the spring semester in which you take the exam. You will have one week from the distribution of the specific questions to provide the answers.

All members of the archaeology faculty in residence will grade the exam. Each question will

be given either a *"Pass with distinction," "Pass," "Low pass,"* or *"Fail"* by each faculty member, and the average of these grades will stand as the grade for that question. The average of all of the grades will determine your overall performance on the exam. You will receive your results by the last day of the same exam week.

Your advancement in the PhD program is contingent on achieving a grade of *"Pass"* or higher on the exam as a whole. Students who receive a grade of *"Low pass"* on their exam are awarded a Masters of Arts degree in Anthropology, but will not be admitted into the PhD program. Students who fail the exam will not receive any degree and will not be allowed to continue in the program.

Failure to take this exam at the specified time can result in dismissal from the program. Only serious extenuating circumstances will be considered as a reason for postponement, and these must be presented in the form of a well-documented petition to your Mentor or Advisor, and be approved by a majority of the archaeology faculty. It will then be forwarded to the Graduate Office for final approval.

4. Continuing Course Requirement

After you have received a "Pass" or higher on the MA general examination, you will be expected to take the following course in the subsequent semester or as soon as possible:

ANTH 7317 – Archaeological Research Strategies

5. PhD Qualifying Examination and the PhD Proposal Defense

The PhD Qualifying Examination consists of two parts: a take-home written exam and a proposal defense.

Students are expected to choose and finalize their faculty committee (their Faculty Advisor, two other Professors from the department, and one outside member) by the end of their fifth semester. The committee must be set up in accordance with University Guidelines and approved by the committee chair. The list of committee members should be completed on the Graduate Studies website (https://www.smu.edu/graduate/ExaminationCommittee2016). You should have already filed a form with the department listing all of your committee members (see Graduate Student SMU Box folder). It will be initiated by the Department Administrator and be signed by all members of your committee, excluding the external member. This is a separate form from the one filed with the Moody School.

Note: **No faculty member is obligated to serve on your PhD Qualifying committee, nor are you obligated to have any specific faculty member on your committee.**

Students should meet with their committees at the end of their third semester to identify and plan their general dissertation research topic, and to discuss the areas to be covered by their PhD qualifying exams. **(Important Note: a student may change the membership of the committee and research plans at any time if circumstances change.)**

Note: **You may not take the PhD Qualifying Examination before (a) completing 54 hours of coursework, (b) removing any Incomplete grades, and (c) passing the Language Exam – see Tab 9, Appendix 1 in this document. Please refer to the Sequence and Timetable on page 48.**

a. The Written Exam

You will take the written PhD qualifying exam during the semester in which you are completing your coursework. The exam will be tailored to your research topic, and will be scheduled and evaluated by your Advisor and committee (which must include your external member). There will be two questions in the area of specialization: one on the region of research, the other on methodological and/or theoretical matters related to your proposed research. These will be take-home exams, with a time limit of one week. The Written Examination is a diagnostic test only, and is not graded. Rather, your Advisor and committee will read it, and your Advisor will provide a written evaluation of the Examination, with input from the committee members, who will send their written comments to the Advisor within two weeks. The evaluation will identify strengths and weaknesses, and will suggest areas of further study as necessary. You will receive the written evaluation before your proposal defense [see below].

6. Schedule

When your last semester of coursework begins, follow this schedule:

Start of sixth week of classes – last day for your Advisor to hand you two [take-home] questions. This can happen sooner if all committee members agreed on an alternative date.

End of sixth week of classes – last day for you to give finished answers to your committee. Whenever you start, you have one week to hand in the answers.

As in the case of the MA general examination above, failure to take the PhD Qualifying Examination at the specified time can result in dismissal from the program.

7. Proposal Defense

You also will prepare for the proposal defense during the semester in which you are completing your coursework; i.e., during the same period that you take the written exam. Submit a complete version (including text, references, vita, and budget) of your dissertation research proposal to your Advisor at least one month in advance of the scheduled date of your proposal defense. Your committee (which should include your external member) should receive a final version of the proposal two weeks in advance of the proposal defense date.

Schedule – the proposal defense can occur no later than the last day of the exam week at the end of your final semester of coursework.

You will defend the proposal orally before your committee and introduce the topic in a 10-15 minute presentation. Visual aids are encouraged, but not required. Questions from the committee will follow. Suggestions for changes or improvements made by the committee

during the defense should be included in the final draft of your research proposal.

Once approved by the committee, the final draft must be submitted to a funding agency.

Note: It is your responsibility to adhere to the schedules, to ensure adequate time for resubmitting revised drafts, and to ascertain that all committee members will be available for the exam and defense. It is your Advisor's responsibility to schedule the exam and defense times and locations with the Departmental Administrative Assistant. Only serious extenuating circumstances will be considered as a reason for postponement, and these must be presented in the form of a well-documented petition for approval by a majority of the anthropology faculty and then forwarded to the Dean of the Moody School of Graduate and Advanced Studies for final approval. Students may petition for a one-year extension, but that is the maximum allowed. No examinations will be offered in the summer.

8. PhD Candidacy (ABD, "All But Dissertation")

PhD Candidacy is conferred upon the completion of 54 hours of coursework, completion of the language requirement, successful completion of the written qualifying exam, successful defense of a dissertation proposal, and submission of the proposal to a funding agency.

9. The PhD Dissertation

a. Committee -- After successfully defending and submitting your research proposal, you should constitute your dissertation committee, if you have not already done so, following the guidelines above. (https://www.smu.edu/graduate/ExaminationCommittee2016) It is important that you update your committee on the progress of your dissertation research, both to take advantage of the help and advice they can provide, and most especially if your topic shifts from what was originally laid out in your proposal.

b. During Field Work – You should enroll each semester for ANTH 8049 in order to maintain full-time graduate status. You are responsible for contacting the departmental staff to verify your enrollment each semester.

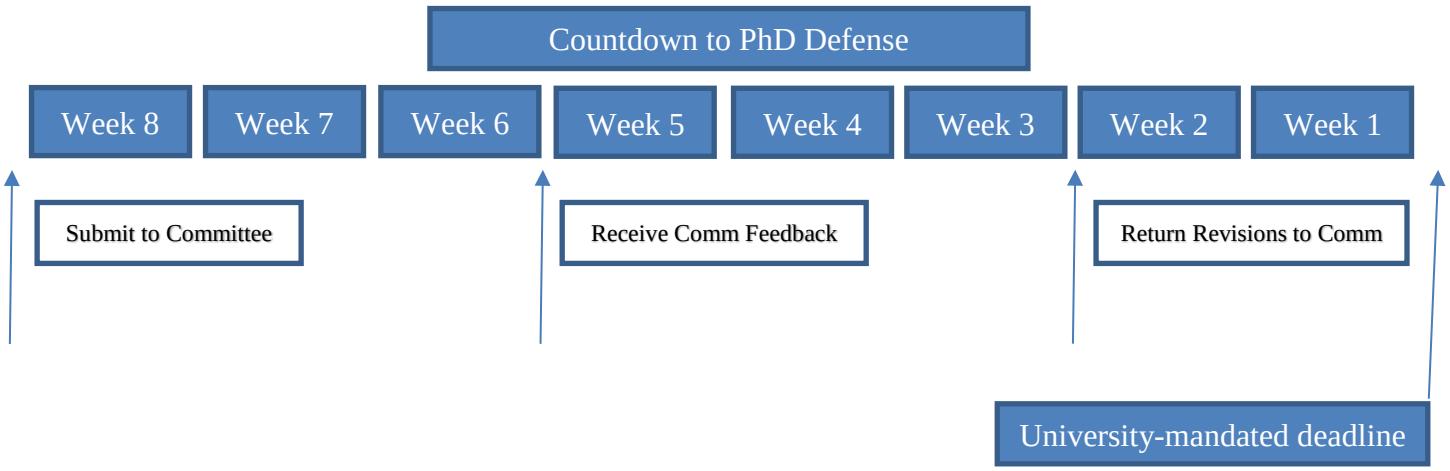
Remain in regular contact with your Advisor and committee. You have five years from the time you attain ABD status in which to complete the PhD dissertation. During those five years you will be required to provide, before the end of the year student evaluation meeting (which takes place the week after exam week), a ***self-evaluation (please consult the department's SMU Box folder)*** which should include a statement discussing your progress on your dissertation. This evaluation will become part of your permanent file.

c. Dissertation Production – All guidelines for dissertation production should be obtained and studied *before* writing begins. Consult appropriate personnel in the Moody School of Graduate & Advanced Studies *in person before* final formatting of your graphics. (https://www.smu.edu/graduate/CurrentStudents/Graduation/DissThesisGuide)

d. Scheduling the Defense – Committee members must receive a draft of the entire dissertation, already vetted by your Advisor, at least eight (8) weeks in advance of the University-mandated deadline for dissertation defenses. You can expect to receive feedback from each committee member within three (3) weeks of receipt of draft chapters (thus, five weeks in advance of the University-mandated deadline). Based on their comments, you have three (3) weeks to revise the dissertation and re-submit it for the committee's approval at least two (2) weeks in advance of the University-mandated deadline. All of this must occur before the dissertation defense is scheduled. Your Advisor retains the prerogative to delay or postpone a defense due to problems in the dissertation or adherence to this schedule. (See Figure 1 below).

e. The Defense – Procedures for a dissertation defense are outlined above. You will meet in closed session with your committee immediately following the public proceedings, and receive any additional recommendations to be incorporated into the third and final version of the dissertation, before it is submitted to the Moody School of Graduate & Advanced Studies.

Figure 1



PROJECTED SEQUENCE AND TIMETABLE: ARCHAEOLOGY PhD Program

A possible schedule for your first several years in the program follows. Do not expect the courses to be offered in the exact order as shown, and feel free to mix required and elective courses as they are available (you do not need to fulfill all your requirements before your electives.) Also, the research/teaching schedules of each student will vary depending on funding opportunities & previous teaching experience. Finally, the semester numbering system applies only to semesters in residence: If you have field commitments during the academic year, your schedule must be adjusted accordingly. You still will be expected to take the MA general examination within four semesters of entering the program. ® = Required course. "Electives" may be independent study courses in the student's area of interest. **Note: Students who are not fulfilling requirements and making adequate progress by the end of Year 2 will be asked to meet with the Dept. Chair, Grad. Advisor, and their committee chair to discuss ways to improve their progress.**

YEAR 1

Semester 1		**Semester 2**
5334 History of Anthropology I ®		5335 History of Anthropology II ®
6301 Principles of Archaeology ®		7313 Archaeological Theory ®
6300 World Archaeology ® or Group B, C, or D		Group B, C, or D
*Students will be assigned/choose an initial Mentor.		*Students finalize choice of faculty Advisor and plan of study (courses).
*Begin Review/Study for Language Exam		
*Complete all petitions (course waivers/transfers)		

YEAR 2

Semester 3		**Semester 4**
6387 Practice of Archaeology ®		6342 Archaeological Sciences ®
Group B, C, or D Elective		Group B, C, or D Elective
Elective		Elective
		***MA GENERAL EXAM**: required field experience must be completed and all grades of "I" must be removed prior to taking exam.

YEAR 3

Semester 5		**Semester 6**
7317 Arch. Research Strategies ®		6351 Research in Anthropology
6351 Research in Anthropology		Elective
Elective		Elective
*Students **finalize faculty committee**-meet with committee to identify dissertation topic, discuss PhD qualifying exams and research plans.		*Pass Language Exam and remove any "I's"
		*PhD Qualifying Exam/Proposal Defense
		*Submit PhD proposal for funding ®

YEARS 4, 5, and 6

Secure external funding for field research, complete field/lab research, & write/defend dissertation.

The MA Degree in Medical Anthropology

A. Introduction/Overview

The Master of Arts in Medical Anthropology is designed to prepare graduate students for professional employment and to meet the growing community need for personnel with a cross-cultural perspective in health fields. You may come to this program from an undergraduate major in the social and behavioral sciences (including, but not limited to, anthropology), or from some health field such as nursing, public health, counseling, or medicine.

The goal of the two-year program is to increase your knowledge, skill, and readiness for involvement with the programs and problems of agencies, hospitals, clinics, medical organizations, and health delivery programs at home and abroad where applied anthropologists can make positive contributions.

The program provides you with training in the basic principles and methods of cultural and medical anthropology, as well as cultural sensitivity important for employment in health-related fields.

B. Coursework

The MA in Medical Anthropology is based on 36 hours of university coursework as follows:

1. **Required Courses (12 hours)**

   ANTH 5336 – Health in Cross-Cultural Perspective
   ANTH 5344 – Research Methods in Ethnology
   ANTH 6343 – Biomedicine, Culture, and Power
   ANTH 6353 – Research in Anthropology (normally taken in the fall of the second year; field/clinical research)

   Strongly Recommended is ANTH 7333 – Advanced Research Methods.

Please consult the "Sequence and Timetable" for the MA in Medical Anthropology on page 52.

2. **Elective Courses (24 hours, of which 2 courses must be on health/medical topics)**

   Twenty-four elective hours of graduate coursework must be completed. At least two of these courses must be on health/medical topics; one course should be taken outside of the department; the remainder must be either in medical anthropology or globalization. You should meet with your Advisor each semester to ensure an appropriate selection of courses is made. Some suggested courses might include:

ANTH 6303 – Political Economy of Health
ANTH 6305 – Applied Anthropology
ANTH 6307 – Global and Public Health
ANTH 6316 or 6317 – Advanced Seminar in Ethnology (medical topic)
ANTH 6384 – Political Economy: Global Processes and Problems
ANTH 6390 – Current Issues in Anthropology

Note: **For non-medical anthropology coursework, you are encouraged to consult with the Instructor and to develop a research project/paper topic for the course that has a health focus.**

For courses outside of the anthropology department, you must obtain the approval of your Advisor before enrolling. You should also discuss your enrollment in these courses with the Instructor of Record in the appropriate department or school. You may have the option of taking these courses, particularly those in the Law School, on a "Pass/Fail" basis. This option should be discussed with the Instructor and your Advisor, *before* enrolling. You should be aware that the calendars of the professional schools may differ from that of Dedman College.

C. Field/Clinical Experience

An internship with a field or clinical component is an intrinsic part of the MA program. This will involve your participation in some extramural medical, anthropological, or medical research project, clinic, facility, or agency. You should identify the agency, facility, or program where you want to work by the end of your 2nd semester. The internship/experience should last approximately 8-10 weeks with between 10 and 20 hours of service each week. Work may be limited to observation, or may be more involved, and may or may not involve an independent research question. A site supervisor must be identified, who will evaluate your efforts and provide a brief, written report to your Advisor at the end of the internship. Internships may not occur where you are currently employed, nor should they be in the same type of work in which you are already knowledgeable and working.

A one-page written proposal of the internship/experience, including evidence of a willing site supervisor, must be submitted to and approved by your Advisor no later than your 3rd semester. If you wish to propose a small independent research project to conduct during your internship/experience, this proposal must be submitted to and approved by both your Advisor and site supervisor no later than your 3rd semester. Ideally, the internship will be completed in your third semester of coursework, under the auspices of ANTH 6353.

You will prepare a written report on your field/clinical experience that is a minimum of twenty pages of text. It must include a bibliography and be written in appropriate anthropological style and format. This report does not need to conform to the thesis requirements for the University. Please consult with your committee chairperson regarding the necessary and appropriate content and form of the report. The report needs to be submitted at least six (6) weeks in advance of the scheduled date for the MA exam since it will be discussed during that exam. A copy of this report should be filed with the Department.

D. MA Examination in Medical Anthropology

Upon satisfactory completion of all course work (including the removal of any grades of Incomplete), you must pass an oral examination of approximately one hour designed to review your competence. Under conditions described in the *SMU Graduate Student Catalog*, the MA examination will be scheduled and conducted in consultation with your Advisor and with the members of the MA Examination Committee.

1. MA Examination Committee

You should form your MA Examination Committee late in your second semester, but prior to finalization of your internship proposal. The examining committee will consist of at least three members, two of whom must be from the Anthropology Department; the third member must be from a department other than Anthropology. Normally, the student's Advisor serves as Committee chair. You are responsible for choosing the committee members, but should do so in close consultation with the Committee chair. You will be responsible for completing the online committee form and submitting (https://www.smu.edu/Moody/Examination-Committee).

2. The MA Degree

You must file for the degree early in your final semester in the MA program. Please consult with your Advisor and the Moody School website about deadlines and procedures (https://www.smu.edu/graduate/CurrentStudents/Graduation/GraduationTimeline).

Note: **Financial support for graduate students is limited. Except under extraordinary circumstances, Teaching Assistantships and Departmental Assistantships are not available to students in the MA program.**

PROJECTED SEQUENCE AND TIMETABLE: MEDICAL MA PROGRAM

A possible schedule for your two year program follows. Do not expect the courses to be offered in the exact order as shown, and feel free to mix required and electives as they are available (you do not need to fulfill all your requirements before your electives). Also, the schedule of each student may vary depending on available opportunities. You will be expected to complete your internship by the third semester of your coursework. The 20-page write-up of your field/clinical experience must be completed during your fourth semester of coursework, and six weeks prior to the MA exam. ® = Required course. "Electives" may be independent study courses in the student's area of interest. Total of 36 required hours.

YEAR 1

Semester 1		**Semester 2**
5336 Health in Cross Cultural Perspective ®		6343 Biomedicine, Culture and Power ®
5344 Research Methods in Ethnology ®		Elective
Elective		Elective
*Students will be assigned or choose an advisor.		*Identify location/supervisor for internship.
*Complete all petitions (course waivers/transfers)		*Form MA committee.

YEAR 2

Semester 3		**Semester 4**
6353 Research in Anth (Internship) ®		Elective
Elective		Elective
Elective		Elective
*Early in semester: Complete written proposal for Internship		*Remove all grades of "incomplete."
		*Write 20-page report on internship - submit 6 weeks prior to MA exam.
*By end of semester: Complete internship.		***MA Exam - one hour, oral exam.**

FULL-TIME FACULTY

For further information and access to individual faculty web pages, please go to: http://smu.edu/Anthro

Michael A. Adler (PhD U Michigan 1990; Assoc. Prof., Executive Director, SMU-in-Taos) Archaeology, settlement systems, cross-cultural analysis, population aggregation; Southwest.

Caroline B. Brettell (PhD Brown 1978; University Distinguished Prof. and Department Chair) Cultural anthropology, gender, anthropology and history, religion, kinship, migration, ethnicity. Europe and U.S.

Maryann R. Cairns (PhD U South Florida 2014, Asst. Prof.) Cultural anthropology, environmental anthropology, infrastructure studies, political ecology. Latin America, Caribbean, Eastern Europe and U.S.

B. Sunday Eiselt (PhD U Michigan 2006; Assoc. Prof.) Archaeology, indigenous archaeology, material culture studies (especially ceramics). N. America and SW.

Kacy Hollenback (PhD U Arizona 2012; Asst. Prof.) Anthropology of disaster, collaborative archaeology, material culture studies. N. America and Great Plains.

K. Ann Horsburgh (PhD Stanford U 2008; Asst. Prof.) African prehistory, molecular anthropology, ancient DNA, domestic fauna, prehistoric culture contact. Africa.

Karen Lupo (PhD Utah 1993; Prof.) Ethnoarchaeology, Zooarchaeology, human behavioral ecology. Sub-Saharan Africa and Western U.S.

Mark McCoy (PhD U California-Berkeley 2006; Assoc. Prof.) Archaeology, political economy, human eco-dynamics, spatial technology. Oceania.

Kelly McKowen (PhD Princeton 2019; Asst. Prof.) Cultural and economic anthropology, political economy, work and welfare, inequality, business and markets, morality, migration and incorporation, globalization, ethnography. Norway, Europe – Western Hemisphere.

David J. Meltzer (PhD U Washington 1984; Henderson-Morrison Prof.; Executive Director, Quest Archaeological Research Program) Archaeology, Paleoindians, paleoenvironments, history of American archaeology. N. America, Rocky Mountains, and Great Plains.

Neely Myers (PhD U Chicago 2009; Assoc. Prof.) Medical/psychiatric/psychological anthropology, mental health (especially psychosis and trauma). U.S. and Africa.

Nia Parson (PhD Rutgers U 2005; Assoc. Prof.) Medical anthropology, mental health, gender, violence, inequality, globalization, human rights. Latin America, U.S., and Chile.

Christopher I. Roos (PhD U Arizona 2008; Prof.) Environmental archaeology, socio-ecological resilience, pyrogeography, geoarchaeology. Southwest US.

Carolyn Smith-Morris (PhD U Arizona 2001; Prof.) Medical anthropology, Native American and Political Economy of Health. U.S. and Mexico.

Nicolas Sternsdorff-Cisterna (PhD Harvard 2014; Asst. Prof.) Cultural anthropology, food, risk, environment, disasters, the body and the senses, space, political economy. Japan.

Affiliated Faculty in other Departments/Schools at SMU

Eric G. Bing (PhD UCLA 2000; Prof. of Global Health) HIV infection in Africa, health in the Developing World.

Jill DeTemple (PhD U North Carolina; Prof. and Department Chair, Religious Studies) Uses of dialogue in teaching higher education. Latin America.

Kristina Nielsen (PhD UCLA 2017; Asst. Prof. of Musicology, Meadows School of the Arts) Music and dance in Aztec revitalization movements. Latin America.

Anna Offit (PhD Princeton 2018; Asst. Prof. of Law, Dedman School of Law) Prosecutorial ethics, the U.S jury system, comparative law, law and society. Norway

EMERITUS FACULTY

Anthony E. Marks (PhD Columbia 1966; Emeritus Prof.) Paleolithic archaeology, lithic analysis, research strategies. Near East, Africa, and Iberia.

C. Garth Sampson (D Phil Oxford 1969; Emeritus Prof.) Paleolithic archaeology. Old World and Africa.

Ben J. Wallace (PhD U Wisconsin 1967; Emeritus Prof.) Ecology, social and economic change, applied anthropology. Southeast Asia.

Ronald K. Wetherington (PhD U Michigan 1964; Emeritus Prof.) Physical anthropology, forensic anthropology, genetics, skeletal growth. Southwest U.S. prehistory and early history.

David J. Wilson (PhD U Michigan 1985; Emeritus Assoc. Prof.) Archaeology, settlement patterns, origins of chiefdom and state, ecological anthropology. South America and Peru.

APPENDIX 1. LANGUAGE EXAMINATION

You may elect any language in which to be examined, but you must demonstrate to the faculty that this language is relevant to your area of anthropological interest.

No student may use English as a "foreign" language. On the other hand, foreign students who are not native speakers of English may use their native language to meet Departmental requirements if that language meets the criteria for relevance set forth above. Neither coursework taken prior to your entry into our programs nor exams other than those listed below will be considered as a waiver for this requirement.

If you require further training in a foreign language before attempting to pass the language exam, you may enroll in courses in the Department of World Languages and Literatures at SMU if the department teaches your chosen language. After obtaining permission from the instructor, you may take undergraduate or graduate-level language courses Pass/Fail. The three credit hours that you will receive per course will NOT count toward your required 54 hours of coursework for the PhD in Anthropology. These courses are included in graduate students' tuition waivers (thus no additional charge).

If your language is not one of the languages that are taught at SMU, you may consider: 1) taking courses at another nearby university (these courses will not be transferred and DO NOT count toward the 54 hour requirement for the PhD in Anthropology); or 2) studying with a native-speaker of the language in the Dallas area. The student will be responsible for any tuition or fees associated with these options.

You have five options for passing the language examination requirement:

OPTION 1. You may elect to be examined by an examiner from the Department of Anthropology. Examiners will be faculty members named by the Chair, and will hold office for the length of time specified by the Chair. An examiner may refuse to give an examination. The examination, as given within the Department, will consist of two parts, given sequentially.

> A. Written Translation. You will be given a passage of approximately 1,000 words (about four double-spaced, typed pages), from one or more articles or publications in your area of interest, to translate into good English. Dictionaries or other books and reference works may be used, but personal assistance is not allowed. This written translation must be completed within two hours and turned in promptly to the examiner.
>
> B. Sight Translation. Within a few days, the examiner will report to you the results of the written translation part of the exam. If you have passed this part of the exam, you will then be given two passages, each of approximately 75 words, and will be required to give an oral "sight translation" in the presence of the examiner. You will be given five minutes to study each passage before beginning. No aids of any kind may be used during this portion of the examination.

In all cases, the materials used for the language examination will be chosen by the examiner to fit with your major topical/regional interests, and an effort will be made to be as specific as possible. You may work with the examiner to pre-select appropriate material consisting of at least 200 pages. Once settled on, exam material can be selected from this source. All translations must be in acceptable, fluent written

English. Within the time limits imposed, you must translate the required passages, interpreting accurately such details as genders, tenses, idiomatic expressions, and similar linguistic features, which may not always have literal English equivalents, so as to furnish evidence that you are familiar with the language chosen.

OPTION 2. If available, you may take an examination given by the Education Testing Service of Princeton, New Jersey. Check the ETS website (http://www.ets.org/) for up-to-date information regarding type of exam, dates and places of administration, required fee, etc. The percentile score deemed passing by the Department of Anthropology may differ from that accepted by other departments, as long as it is consistent with overall University policy. Be sure to discuss the test you plan to take with your Advisor before you sign up for the test and pay the fee.

OPTION 3. You may elect to be examined by the World Languages Department at SMU. In this case, you should consult with the Director of Graduate Studies (DGS) in the Department of Anthropology. You must also consult with the Department of World Languages to ascertain if there are any exam fees. The Director of Graduate Studies in Anthropology must approve the material to serve as the basis for the exam submitted to the World Languages Department. In case of failure, the World Languages Department will not reexamine before 30 days have elapsed.

OPTION 4. If you complete a language evaluation for a Fulbright or SSRC fellowship application, you may submit the results of this evaluation to fulfill the departmental language exam requirement. Examiners must be either language professionals affiliated with the University or native speakers holding professional and/or business positions in the community. You must provide a brief profile of the non-language professionals to either the DGS or Chair to have this examiner approved (in writing) prior to undertaking the actual exam. You must surpass a minimally acceptable score on the Fulbright or SSRC exams in order to fulfill the requirement.

OPTION 5. General Examination by Native Speaker in the Community. If you need to fulfill your language requirement in a non-Western language (e.g., Navajo, Laotian) not spoken by members of our departmental or University community, you are encouraged to identify a native speaker who holds a professional or business position in the broader community to administer the exam. You must provide a brief profile of the examiner to either the DGS or the Chair to have this examiner approved (in writing) prior to undertaking the actual exam. This exam should follow the format provided in a Fulbright language examination, and you must achieve minimally acceptable scores in order for this exam to fulfill the requirement.

Minimally Acceptable Scores (exceptions permitted with consent of the Department Chair and members of the doctoral committee).

Fulbright:
Aural Comprehension: understands simple conversation.
Speaking Ability: Uses structural patterns, but not with consistent accuracy. Adequate to handle conversational subjects.
Reading ability: Understands conventional topics and non-technical subjects.
Writing ability: Writes simple sentences on conventional topics.
Overall: Should be able to manage adequately after a short period of adjustment abroad.

SSRC:
Comprehension: Adequate comprehension for normal daily needs.
Speaking: Able to speak adequately for normal daily needs.
Reading: Able to read general material in own and related fields with the aid of a dictionary.
Writing: Able to draft academic materials in field of specialization, with major editing by a native speaker.

You may attempt the language exam as many times as needed in order to pass it. You also may try different options, different languages, and even different examiners. Once you have passed the language exam, notify the Department Chair in writing to place the results in your file.

APPENDIX 2. IRB (Human Subjects Research) Application

Nearly all research proposals in cultural anthropology will need to be approved by the campus IRB committee. The proposal will be submitted in the name of your dissertation committee chair since, as a student, you are not an agent of the University for IRB purposes. For additional information and guidelines for submitting an application, please go to the following URL: https://www.smu.edu/Research/ResearchServices/ResearchHandbook/Human. All federal funding agencies, and many private foundations, require IRB approval of your research proposal before funding will be released to the University for your project.