

INTRODUCTION

Welcome to our community of graduate students, faculty, and staff. We hope that this guide – known in its paper version as the “*Redbook*” – will answer many, if not all, of your questions about procedures and programs.

This 2006-2007 edition of the *Redbook*¹ will be the procedural manual 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 may 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*. You cannot “mix and match;” you must follow all of the procedures in a given *Redbook*.

You will find the most up-to-date version of the *Redbook* on the Department web page at: http://www.smu.edu/anthro/SMU_Anthro/Graduate/GraduateStudies.htm.

Beyond the *Redbook*, you should consult other information sources, including the *Dedman College Graduate Catalog* for the current year and the *Schedule of Classes* for the current semester. You also should consult the SMU Department of Anthropology Home Page at: <http://www.smu.edu/anthro>.

INTELLECTUAL GOALS

The Department of Anthropology offers two degree programs: the MA in Medical Anthropology and the Ph.D. in Anthropology (with an MA awarded en route to the Ph.D.). In the Ph.D. program, you can concentrate either in Cultural Anthropology or in Archaeology (or you can develop a specialized/combined track with faculty approval).

Our programs are 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 to the constructive development of the human groups 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 also will endeavor to impart a professional attitude and a desire to practice those skills with precision and with passion. Your reputation demands nothing less.

¹ This document replaces all earlier *Redbooks* as the approved statement on policies and procedures; it is, moreover, open to interpretation and is not a legal document.

ADMISSION

Students holding a Bachelor's degree or Master's degree in Anthropology can apply for admission directly to the Office of Research and Graduate Studies, SMU, Dallas TX 75275 or through e-mail: smugrad@smu.edu. In addition, applications can be made online at <http://www.smu.edu/graduate/applyinfo.html> or by contacting the Department of Anthropology, SMU, Dallas, TX 75275. Admission requirements and other information are contained in the current *Dedman College Graduate Catalog*. Only a limited number of students are accepted. Three letters of recommendation (using a form supplied by the Office of Research and Graduate Studies) 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 senior level anthropology courses;
2. At least a 3.00 (on a 4.00 scale) overall grade point average (gpa) [Note: the average overall gpa of the most recent entering cohort was 3.44.];
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 1100. [Note: the median GRE score of recent cohorts entering the Anthropology graduate program is above 1300]; 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 February 1st of the calendar year in which the applicant is seeking Fall semester admission.

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

FOR ARRIVING GRADUATE STUDENTS

Advisors

The Director of Graduate Studies, under the general direction of the Departmental Chair, is responsible for student recruitment, oversight of graduate student progress, graduate student advising, scheduling of Ph.D. qualifying and thesis/dissertation defense examinations, and maintenance of graduate student records. The Director of Graduate Studies will approve, by signature, all individual course programs and class schedules.

Upon entering the program, (and no later than the end of the first semester), and with the guidance of the department's Director of Graduate Studies, you will select (to be assigned) an Advisor, who will guide you in your graduate program. Typically, the Advisor will serve as Chair of the Qualifying Exam and Dissertation Committees. If your interests change, it may be appropriate to change your Advisor as well. In all faculty meetings dealing with student evaluations and financial support, your Advisor will present your case and endeavor to look after your interests. If you have any problems during your time in our program, you should first take them to your Advisor, and if a solution cannot be found then to the Director of Graduate Studies. They will know which channels of formal communication should be used to solve your problem quickly and without fuss.

Financial Support

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. Decisions about support for the coming semester are reached at special faculty meetings at the end of the Fall and Spring semesters. 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 in late December or late May with details of your assignment and compensation.

NOTICE: 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, write to: Financial Aid, 101 Perkins Administration Building, SMU, Dallas, TX 75275. The forms are available on-line at: http://www.smu.edu/financial_aid/Graduates/Grad_index.asp

Types of Financial Support:

Department/University-based Assistantships

Teaching Assistantships (TAs) typically pay \$7,500 per semester plus remission of tuition/fees. Basic health insurance coverage will be provided for students who maintain full-time status and have support through a stipend/assistantship of at least \$10,000/AY. Assignments are made by the Department Chair after consultation with faculty members.

Note: Before you can participate in classroom instruction as a Teaching Assistant (or Adjunct Lecturer), you **must** attend a teaching assistant symposium sponsored by the Center for Teaching Excellence. In addition to the symposium, you will be required to take, at the earliest opportunity, a one-hour non-credit teacher-training seminar (ANTH 6034). This seminar normally is offered every other semester. An outline of this seminar is included in Appendix 3.

Department Assistantships (DAs) typically pay \$7,500 per semester plus remission of tuition/fees. Basic health insurance coverage will be provided for students who maintain full-time status and have support through a stipend/assistantship of at least \$10,000/Academic Year (AY). Assignments are made by the Department Chair.

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 and will be provided with health insurance coverage. Assignments are made by the Principal Investigator of the research project and confirmed by the Department Chair.

Readers/Graders. From time to time, there are opportunities to work as a reader (or grader) for departmental or extra-departmental courses on an “as needed” short-term basis. Compensation and responsibilities will vary. Please see the Department Chair if you are interested in working in such a role.

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. If you are being funded as a TA, DA, or GRA, before you can accept additional part-time or full-time employment on campus beyond our department, you must obtain approval from the Department Chair and the Dean of Dedman College. For more information about campus employment, contact: http://www.smu.edu/financial_aid/StEmploy.asp.

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.

Tuition Awards

Tuition Awards (covering tuition/fees) usually are 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.

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.

External Funding Sources

Fellowships and Grants. Students are strongly encouraged to submit proposals to the National Science Foundation, the Ford Foundation, and other appropriate agencies. Successful applicants may receive as much as \$30,000/year plus remission of tuition/fees plus health insurance coverage. Information is available through the Office of Research Administration, Dean of Research and Graduate Studies, the Department Chair, the Director of Graduate Studies, or your Advisor.

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

Research and Travel Awards

The Dr. Mary Moore Free Ethnology Research Awards (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 or the Department Chair for more information.

NSF Ethnographic Training Grant Awards. With funds from the National Science Foundation, students in cultural anthropology can conduct pre-dissertation summer research (or participate in a summer field school offered by another university), preferably following the second year of graduate study in the department. Students compete for awards through an internal proposal process early in the spring semester of each year.

Paul Steed Travel Awards (funded through The Paul Steed Endowment Fund) are designed to assist in defraying travel costs for graduate students delivering papers at professional meetings. Each applicant will be judged based upon the quality of a single paper submitted to the Award Committee. Applications for this award can be submitted twice a year. See the Director of Graduate Studies or the Department Chair for further information.

Departmental Travel Awards. In addition to the Steed Travel Awards, departmental funds may be available to help you with expenses related to delivering papers at professional meetings. The procedures for evaluating papers and making awards are similar to that for the Steed Awards. See the Director of Graduate Studies or the Department Chair for further information.

Graduate Dean Awards: Grants up to \$400 are available from the Dean of Research and Graduate Studies (one per student/year); requests with matching funds from another source given higher priority. These grants can be used to attend conferences (lower priority if not making a presentation), training workshops, research travel, or other research-related expenditures for which you are responsible but lack other funding sources. Deadlines are Sept. 30, January 31 and May 31 of each academic year. You must fill out a cover sheet (available from the Departmental Administrative Assistant), a one-

page proposal describing your project, and a one-page vita. Applications should be approved by your Advisor, affirmed by the Department Chair or the Director of Graduate Studies, and then submitted to the Office of Research and Graduate Studies, Room 342 Dallas Hall, SMU Box 240. The sponsoring faculty member should send a letter of recommendation directly to the Dean of Research and Graduate Studies.

ISEM Research Grants. The Institute for the Study of Earth and Man (ISEM) occasionally has funding for graduate student research. Proposals are accepted on a rotating basis. 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 the Institute.

Teaching Opportunities for Students with M.A. Degrees

Senior Teaching Fellowships. A limited number of opportunities are available each term (fall, spring, and summer) for advanced students with M.A. degrees in Anthropology to teach courses independently. The compensation will be similar to that offered to Teaching Assistants, including insurance coverage as needed.

Note: Before you can serve as a Senior Teaching Fellow, you must have attended a teaching assistant symposium sponsored by the Center for Teaching Excellence. In addition to the symposium, you must already have taken (or received a waiver for) the one-hour non-credit teacher-training seminar (ANTH 6034).

Dissertation Write-Up Awards

The Garry A. Weber Graduate Fellowships are awarded to students in the final phase of dissertation writing in conjunction with a dissertation completion award from the Dean of Research and Graduate Studies. Please see the Director of Graduate Studies or the Department Chair for more information on this award. A limited number are available each academic year.

Dissertation Fellowship Awards: Dedman College offers a small number of dissertation fellowship awards. To receive an award, you must be recommended by your dissertation Advisor to the departmental faculty and confirmed by the Dean of Dedman College. You must complete and defend your dissertation by the end of the academic year in which you receive the award.

Research Awards/Prizes

Graduate Research Day Awards are made to students who participate in the annual Graduate Research Day. The Department awards a cash prize for the best paper presentation and the best poster. Further information is available from the Director of Graduate Studies or the Department Chair.

Student Office Space

Student offices are located in the Heroy Building. Priority is given to those who are serving as Teaching Assistants, and thus need to keep office hours. Space in faculty laboratories may be allocated to students working on research projects. This arrangement is through personal agreement with the director of the project for which Departmental space has been designated. If you have problems concerning office space, consult with the Department Chair. The Department cannot guarantee office space for every student.

Teaching Assistantships: Responsibilities and Obligations

Teaching Assistantships provide an opportunity for you to gain direct experience in the formal conduct, organization, and teaching of a course. This includes, but is not limited to, experience in formal presentations.

The 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 1) make informed judgments of the TA's competence in teaching and 2) to make recommendations for improvement.

SMU holds an annual Teaching Assistant Seminar during August before the beginning of the fall semester. The Dedman College Graduate Program is strongly committed to this seminar and requires that all students attend. The department staff have information about this seminar; they can assist incoming graduate students in registering for it. In addition, all students are required to take a non-credit one-hour "Teacher Training" seminar offered in the Department. This normally occurs no later than the second semester of your first year in our graduate program. See a more complete description later under the Doctor of Philosophy Program Description.

The responsibilities of TAs include the following:

- 1) To work 15-20 hours per week on course-related activities as provided by the supervising faculty member. You can anticipate working more than 20 hours during weeks when you are grading papers and exams; this should average out against weeks when the workload is somewhat lighter.
- 2) To attend course lectures for the course to which you have been assigned.
- 3) To maintain posted office hours of at least 2 hrs/week, and to be available for appointments with students as necessary.
- 4) To present formal lectures or other structured presentations to the class, sufficient to constitute a legitimate "teaching experience," the nature and extent to be determined by class format and the supervising instructor's judgment.
- 5) To comply with all University policy regarding professional classroom behavior, including the policy on sexual harassment and consensual relationships.

Please consult: "Operating Procedures: Graduate Student Employment and Other Graduate Aid." Copies are on file with the department administrative assistant.

Leaves of Absence for Medical, Familial, and Personal Purposes

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 Advisor, with the Director of Graduate Studies, and with the Department Chair for the best path to follow for your particular case. It is important to have written documentation of your need for medical, familial, or personal leave of absence from the program.

Appeals

You are entering a large and complicated organization. We try to be fair to all our members and to uphold high standards of academic training. Your performance in all coursework, and as a Graduate Assistant/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 by the Director of Graduate Studies. These are available for your inspection, since we want you to know just where you stand.

Should you wish to appeal a decision concerning your progress, your faculty Advisor or the Director of Graduate Studies will help you find 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 Administration are promptly sent back to the Department for consideration.

Representation

Each year the graduate students elect a member to represent them at our 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.

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.

General Guidelines: Maximum Hours, Minimum Grades, Appropriate Courses

Normally, the maximum number of credit hours that can be waived on the basis of prior work at another institution is twenty-four (24). In unusual cases, additional transfer credits may be granted with the approval of the Graduate Dean.

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.

Required Courses

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.

Elective Hours

If you enter our graduate program with an earned Masters Degree, you may petition to transfer up to 18 *elective* hours in Archaeology and up to 15 in Cultural Anthropology (the difference between the two programs is based on differences in the proportion of elective to required hours in these programs). An elective course (e.g., Peoples of the Antarctic) with no equivalency in our program will be considered for transfer credit only if taken during graduate studies.

Petition Process

At your earliest opportunity, you should notify the Director of Graduate Studies if you intend to petition for course waivers and/or credits. The DGS will conduct the petition review on your behalf. For courses intended to meet SMU requirements, the material is submitted to and approved by the DGS, the Department Chair, and the Instructor of Record for the particular course for which you are seeking waiver/credit. 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.

STANDARDS AND EVALUATION

Minimum Standards of Performance in All Programs

1. Your grade record is an important, but not uniquely decisive, factor in helping the faculty decide whether to retain you in our programs. Performance at the “**B**” (3.0 on a 4.0 scale) level may keep you off probation, but is not satisfactory for sustaining financial support through the Department.
2. Any grade of “**C+**” (2.3) or below is considered a failure and must be matched by either a prior or concurrent “**A**” or by an “**A**” in the semester following. Alternatively, a grade of “**C+**” or lower may be changed to a passing grade during the following semester at the instructor’s discretion, and subject to conditions imposed by the instructor.
3. Any grade below a “**B-**” (2.7) in a required course must be raised to an acceptable level, rather than matched by a higher grade in another course. This may be accomplished by retaking the course (without formal registration) or adjusted subject to conditions imposed by the instructor.
4. A cumulative GPA of 3.00 or better must be maintained in order to remain in the graduate program. If your average falls below this level, you will be placed on probation for the following semester. Failure to regain an acceptable GPA level during the probationary semester will result in dismissal from the program.
5. Notwithstanding your cumulative GPA, two earned 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.
6. A maximum of two concurrently held incompletes (a grade of “**I**”) 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.

Evaluating Student Performance

In addition to the grades that you receive in your classes, there are a number of more general evaluative criteria that guide the Faculty of the Department of Anthropology at Southern Methodist University. These criteria are closely linked to issues of professional promise, professional commitment, intellectual growth, development as a teacher, 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 according to the following criteria:

Performance in Classroom/Coursework

1. Consistent attendance and engaged participation in discussion and class activities.
2. Timely completion of all assignments and course requirements.
3. Intellectual curiosity.
4. Analytical rigor in approaching ideas/problem-solving, willingness to examine alternative viewpoints.
5. Intellectual industry (works hard; is not satisfied to do minimal or even “adequate” work).
6. High ethical standards (in dealing with the scholarly ideas of others, etc.)

Performance in Teaching/Departmental Responsibilities (TA/DA/GRA)

1. Timely and responsible completion of all assigned duties.
2. Ability to organize materials and ideas in an effective way.
3. Evidence of working effectively with others (students, colleagues) in cooperative settings.
4. Willingness to invest extra time and effort (beyond minimal or “adequate” levels) and see that undergraduate students learn and understand course materials.
5. High ethical standards in relationships with students and professors.

Performance in Research and Fieldwork

1. 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.² Students should consult the SMU Policy & Procedures for dealing with scientific conduct in research. This policy is available in the Departmental Office.
2. Ability to apply anthropological concepts in the field.
3. Ability to engage in cooperative teamwork with other students and faculty in the field, whether in the United States or abroad.
4. Evidence of flexibility and adaptability to field settings.

Written Statement of Evaluation

Following each end-of-semester faculty meeting, you will receive a written statement from the department chair regarding the faculty’s assessment of your performance and recommendations for improvements. A copy of the statement will be placed in your departmental file.

Removal from Program and Appeals

Should your performance be judged so unsatisfactory that dismissal is recommended, that decision will be made by majority vote of the departmental faculty and communicated to you

2. Plagiarism involves intentionally or knowingly representing the words or ideas of another as your own. For a detailed discussion of plagiarism, including how to recognize acceptable and unacceptable paraphrases, please see: <http://www.indiana.edu/~wts/wts/plagiarism.html>.

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.

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 M.A. in Medical Anthropology program. For further information, please consult the program-specific language requirements described later in this handbook. These requirements should be satisfied as soon as possible (usually by the end of the second year), since by so doing you will be able to use the language as a tool in preparing for your Ph.D. Qualifying Examination. **The language requirement must be satisfied before you take your Ph.D. 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.

STATEMENT OF NONDISCRIMINATION

Southern Methodist University will not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. SMU's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation. The Office of Institutional Access and Equity (<http://www.smu.edu/aao/>) has been designated to handle inquiries regarding the nondiscrimination policies and may be contacted at Southern Methodist University, Dallas TX 75275; 214-768-3601, or by e-mail at accessequity@smu.edu.

DEGREE PROGRAMS IN THE DEPARTMENT OF ANTHROPOLOGY

THE M.A. IN MEDICAL ANTHROPOLOGY

Overall Goals

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 a 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.

Course Work

The M.A. degree in Medical Anthropology is based on 36 hours of course work, as follows:

Required Courses (15 hours)

- ANTH 5336 Anthropology and Medicine
- ANTH 5344 Research Methods in Ethnology
- ANTH 6343 Health and Medical Systems
- ANTH 6353 Research in Anthropology (normally taken in the fall of the second year; field/clinical research)
- ANTH 6354 Research in Anthropology (normally taken in the spring of the second year; written report of field/clinical experience and M.A. examination)

Related Courses (21 hours)

In the Department of Anthropology (minimum 12 hours)

- ANTH 6303 Political Economy of Health
- ANTH 6305 Applied Anthropology
- ANTH 6307 Seminar in International Health
- ANTH 6316 or 6317 Advanced Seminar in Ethnology (medical topic)
- ANTH 6344 Global Population Processes
- ANTH 6384 Global Issues and Development: An Overview
- ANTH 6390/6391 Current Issues in Anthropology

Note: You are encouraged, in some of these related courses, to consult with the instructor and to develop a research project/paper topic for the course that has a medical focus. With the permission of the Advisor, you may also choose from other courses offered by the department.

In other Departments at SMU

PSYC 5381 Psychosomatic Processes
PHIL 3344 Medical Ethics (specify for graduate credit)
TC 8325 Bioethics (Perkins)

Or any other appropriate course that you identify and is approved by your Advisor. You should discuss your enrollment in these courses with the instructor of record in the appropriate department or school. You 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 the Director of Graduate Studies *before* enrolling. You should be aware that the calendars of the professional schools may differ from that of Dedman College.

Note: With the approval of the Department, you also may fulfill some of these related hours by taking courses at an allied health center in the Dallas metroplex.

Language Proficiency

Demonstrated language proficiency will be a requirement only where employment plans make such proficiency mandatory.

Field/Clinical Experience

A field or clinical experience is an intrinsic part of the M.A. program. This will involve your participation in some extramural medical or medically related project, clinic, facility or agency. You should begin to think about this experience during your first year and to identify the agency, facility, or program where you want to work. **It is up to you to arrange this placement**, but it must be approved by your Advisor. Ideally, you should begin the field/clinical experience during the summer between the first and second year, but you must do so, under the auspices of ANTH 6353, during your third semester (normally the fall semester of your second year).

Written Report

During your final semester in the M.A. program, under the auspices of ANTH 6354, you will prepare a written report on your field/clinical experience. This report should be 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 M.A. exam since it will be discussed during that exam. Examples of past reports are on file in the Department office and are available to students.

M.A. 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 designed to review your competence. Under conditions described in the *Bulletin of Dedman College*, the M.A. examination will be scheduled and conducted in consultation with the Director of Graduate Studies and with the members of the M.A. Examination Committee.

M.A. Examination Committee

You should form your M.A. Examination Committee early in your final semester. The examining committee will consist of at least three members, two of who 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. The Director of Graduate Studies will officially nominate this committee to the Chair and to the Dean of Research and Graduate Studies for approval.

The M.A. Degree

You must file for the degree early in your final semester in the M.A. program. Please consult with the Director of Graduate Studies about deadlines and procedures.

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

THE PH.D. DEGREE – GENERAL DEPARTMENT AND UNIVERSITY REQUIREMENTS

The Ph.D. program in Anthropology is 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 can earn a Master of Arts in Anthropology en route to a Doctorate in Anthropology (with specialization in Archaeology or in Cultural Anthropology, and with further specialization within Cultural Anthropology either in “Medical Anthropology” or “Globalization and International Development.” See further details below, under the respective program descriptions).

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 degree from another university. Successful applicants are expected to continue through to the Ph.D., but must complete the requirements for the Master of Arts 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.

Residence and Course Work

The Ph.D. degree normally requires at least 54 hours of graduate work, including research, reading, and dissertation courses.

A minimum of 54 semester hours of course work is required in both the archaeology program and in the cultural anthropology program. As a co-requirement, you also must pass a zero-credit teaching seminar (6034). If you are in the archaeology program, then your coursework usually will include six hours (in ANTH 5381 and 5382, or 5681) taken at the Fort Burgwin field school, either during the summer before or the summer after your first year of coursework at SMU. You can petition for credit for appropriate alternative field school or fieldwork experience. Also, if you are in the archaeology program, then you also must pass a proseminar in archaeological ethics (6033).

If you are taking hours toward the degree, but are not going to be enrolled 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, 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 total of six semesters. Additional enrollments beyond six semesters must be requested in writing to the Director of Graduate Studies.

Continuous registration is required of Ph.D. 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 Department will inform the Office of Research and Graduate Studies of all research leaves. If you do not register for two consecutive semesters without being granted a research leave, you will have to reapply for admission to the program. If you do not register for one semester, and do not obtain a research leave, you may petition the Dean of Graduate Studies 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 Advisor, the Director of Graduate Studies, and the Department Chair.

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.

The Normal Sequence for Completing Ph.D. Requirements:

The normal sequence for completing Ph.D. requirements is as follows:

- Coursework, including petitions for waivers of requirements and/or hours, and petitions for transfer credit.
- Passing the M.A. written exam (see below for more details).
- complete required 54 hours of coursework.
- Selection of Ph.D. Qualifying Exam Committee (including an outside member).
- Language exam (based on reading and translation proficiency in a language relevant to your field of study).
- Removal of all grades of Incomplete (see below for more details).
- Ph.D. Qualifying Exams (written and oral parts).
- Selection of a Dissertation Committee (usually, but not necessarily, the same composition as the Qualifying Exam Committee).
- Field research.
- Dissertation writing.
- Defense of dissertation.
- Granting of Degree (May, Aug., Dec.).

Note: Assuming that you have filed the appropriate request in a timely manner, the M.A. degree will be awarded to you after you have completed satisfactorily 36 hours of coursework, and passed the M.A. general examination. You will advance to doctoral candidacy (ABD – “all but dissertation”) after completing the Ph.D. qualifying exams.

Proposal and Dissertation Defenses

These events must be scheduled during the academic year (between the first and last day of class in the fall semester and the first and last day of class in the spring semester). These dates coincide with dates outlined by the Office of the Dean of Research and Graduate Studies, and are linked to the awarding of particular degrees. Faculty members are on ten-

month contracts; thus, no exams should be scheduled during the summer months. If, because of forces beyond anyone's control, you need to schedule an exam beyond the permitted dates as specified above, you must formally petition the members of your committee. Unless all members of a committee are able and willing to meet, the petition will be denied. **Faculty members are under no obligation to sit for exams and defenses on University holidays or during the summer months.**

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.

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 then will 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 the translation. 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, then the exam material can be selected from this source. All translations must be in acceptable, fluent English, as is common in written American usage. 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. You may take an examination given by the Education Testing Service of Princeton, New Jersey. Details are available from 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. Currently, ETS offers language tests in Chinese, French, German, Italian, Japanese, Korean, Latin, and Modern Hebrew.

OPTION 3. You may elect to be examined by the Foreign Languages Department at SMU. In this case, you should consult both with the Director of Graduate Studies in the Department of Anthropology, as well as with the Department of Foreign Languages, to ascertain their exam fees. The Director of Graduate Studies in Anthropology must approve the material to serve as the basis for the exam submitted to the Foreign Language Department. In case of failure, the Foreign Language 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. You can obtain a copy of the Fulbright Foreign Language Report form from the Administrative Assistant to the Department Chair.

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, the Director of Graduate Studies is to be notified in writing. Results of ETS exams are normally communicated to the academic institution concerned; be sure to check with the Director of Graduate Studies a few days after you have taken the exam.

Grade of Incomplete (“I”)

The department faculty frowns on Incomplete grades because they delay your progress through the program. Nevertheless, if you have been given an “Incomplete,” **YOU MUST REPLACE THIS “I” WITHIN THE NEXT TWO ACADEMIC TERMS.** The instructor assigning the grade “I” will stipulate to you in writing, at the time the grade is given, the conditions under which the “I” must be replaced. In order to receive an Incomplete, you must have completed at least 50% of the work for the course in question. Incomplete Forms, available in the departmental office, must be filled out before an “I” can be assigned. Please note that an “I” grade is not a gift, but creates an obligation and a responsibility.

The Master of Arts Degree in Anthropology (in transit to the Ph.D.)

The Master of Arts Degree in Anthropology is conferred in transit to the Ph.D., after successful completion of 36 hours of course work, usually taken over four semesters, and a passing grade on the General Examination (M.A. Examination). Except in extraordinary circumstances, students who previously completed an M.A. (or M.S.) degree at another university will complete a minimum of 12-18 hours of coursework at SMU before attempting the General Examination (M.A. examination) en route to the Ph.D. Please consult the particular program descriptions for more detailed discussion of their M.A. and Ph.D. degree requirements.

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 course work (including any credits/waivers for courses taken elsewhere), and

- pass the Ph.D. qualifying examination.

Upon completion of these requirements, the department will recommend to the Dean that you be admitted to candidacy. Supporting documents will include a copy of your degree plan and the qualifying examination report (ORGS Form 1).

Your Dissertation

As a candidate for the doctoral degree, you are required to present the prospectus for the dissertation to a faculty committee. When this committee accepts your dissertation plan (in the context of the doctoral qualifying examination), the Dissertation Advisor will transmit a Dissertation Topic Report (ORGS Form 2) to the Office of Research and Graduate Studies for inclusion in your file.

After completing your field 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.

Preparing Your Dissertation for Submission

The guidelines for preparing your dissertation are outlined in the *Thesis/Dissertation Guide*, copies of which are available in the Office of Research and Graduate Studies. You also can consult this information on the Internet at <http://www.smu.edu/graduate/Thesis.htm>.

Your dissertation must be completed to the satisfaction of your dissertation Advisor and Dissertation Committee, and must meet the guidelines established by the Office of Research and Graduate Studies. 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. 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.

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:

- (1) the chair; who must be a full-time, tenure-track or tenured member of the Department of Anthropology;
- (2) at least two other full-time members of the anthropology department; and

- (3) 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 Dean of Graduate Studies, a scholar not associated with the university. (Note: if an external reviewer is not an SMU faculty member, a copy of that reviewer's *curriculum vitae* must be submitted to the Dean of Graduate Studies along with the Director of Graduate Studies letter approving the membership of the Dissertation Committee.)

Note: 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 chair. Well before the proposed date of the dissertation defense, the membership of your Dissertation Committee must be approved by the Director of Graduate Studies, by the Department Chair, and by the Dean of Graduate Studies.

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 Dean of Graduate Studies. A unanimous vote of the committee is necessary for approval of the examination. The examination report will be forwarded to the Dean for certification of the candidate for graduation (ORGS Form 3).

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 Ph.D. degree.

Time Limits

If you are registered for full-time study, you should plan on taking the Ph.D. 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 Dean of Graduate Studies. 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 candidacy. An extension of one year can be granted by the 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. The decision to grant your petition for a leave of absence will be made by the department, and then approved by the Dean of Graduate Studies.

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 *Graduate Bulletin* for further information on time limits.

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 Graduate 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.

Post-Doctoral Appointment

Under a special arrangement through the Dean of Dedman College, if you complete your dissertation and fulfill all Ph.D. requirements within six (6) years after entering the program, you may be offered one of a limited number of one-year Visiting Assistant Professorships in the Department, with the opportunity to teach three courses each semester.

THE Ph.D. PROGRAM IN CULTURAL ANTHROPOLOGY

In the Ph.D. program in Cultural Anthropology, you will be trained broadly in contemporary theory and method in anthropology, while you specialize in one of two tracks:

Medical Anthropology or **Globalization and International Development**.

Note: In special circumstances, you can petition to combine these specializations.

Please see Appendix One for a typical sequencing of courses in cultural anthropology.

Specialization in Medical Anthropology

Group A: Required Courses (General) (9 hours)

ANTH 5334 - History of Anthropology

ANTH 6312 - Contemporary Theory

Statistics (see note below)

Note: The Statistics requirement may be waived with a grade of B or better in an undergraduate course for which you submit a syllabus to be reviewed. You may take STAT 2331 to meet the requirement by enrolling in an independent study (ANTH 6351). You may enroll in STAT 5371 and/or 5372 if you want more advanced statistical training. These courses will fulfill the requirement and are suggested for students with strong math backgrounds. Please discuss these options with your Advisor and with the Director of Graduate Studies.

Group B: Required Courses in Ethnology (18 hours)

ANTH 5344 - Research Methods

ANTH 6320 - Regional Ethnography

ANTH 7333 - Data Analysis

ANTH 7341 - Current Literature

ANTH 7342 - Social Organization

ANTH 7351 - Research Strategies

and

ANTH 6034 - Teaching Seminar

Group C: Courses in Specialization

Core Courses (6 hours)

ANTH 5336 - Anthropology and Medicine

ANTH 6343 - Health and Medical Systems

Electives (21 hours, of which 6 hours need to be on medical topics)

ANTH 5359 - Linguistics

ANTH 6303 - Political Economy of Health

ANTH 6305 - Applied Anthropology

ANTH 6307 - International Health

ANTH 6316 - Seminar in Ethnology (Special Topics)

ANTH 6317 - Advanced Seminar in Ethnology: Gender and Health

ANTH 6327 - Gendered Lives and Global Change

ANTH 6344 - Global Population Issues: An Anthropological Approach

ANTH 6346 - Environmental Anthropology and Development

ANTH 6351, 6352 - Independent Studies
ANTH 6384 - Global Issues and Development: An Overview
ANTH 6390 - Current Issues in Anthropology
WS 6300 - Advanced Feminist Theory

Specialization in Globalization and International Development

Group A: Required Courses (General) (9 hours)

ANTH 5334 - History of Anthropology
ANTH 6312 - Contemporary Theory
Statistics (see note below)

Note: The Statistics requirement may be waived with a grade of B or better in an undergraduate course for which you submit a syllabus to be reviewed. You may take STAT 2331 to meet the requirement by enrolling in an independent study (ANTH 6351). You may enroll in STAT 5371 and/or 5372 if you want more advanced statistical training. These courses will fulfill the requirement and are suggested for students with strong math backgrounds. Please discuss these options with your Advisor and with the Director of Graduate Studies.

Group B: Required Courses in Ethnology (18 hours)

ANTH 5344 - Research Methods
ANTH 6320 - Regional Ethnography
ANTH 7333 - Data Analysis
ANTH 7341 - Current Literature
ANTH 7342 - Social Organization
ANTH 7351 - Research Strategies
and
ANTH 6034 - Teaching Seminar

Group C: Courses in Specialization

Core Courses (6 hours)

ANTH 6304 - Migration, Ethnicity and Nationalism
OR
ANTH 6305 - Applied Anthropology
ANTH 6384 - Global Issues and Development: An Overview

Electives (21 hours)

ANTH 5359 - Linguistics
ANTH 6303 - Political Economy of Health
ANTH 6307 - Seminar In International Health
ANTH 6316/6317 -- Seminar in Ethnology: Special Topics
ANTH 6327 - Gendered Lives and Global Change
ANTH 6344 - Global Population Issues: An Anthropological Approach
ANTH 6346 - Environmental Anthropology and Development
ANTH 6351, 6352, etc. - Independent Studies
ANTH 6363 - Transforming Local Communities in a Global Age
ANTH 6390 - Current Issues in Anthropology

Within the 21 hours of elective courses in either the specialization, no more than two of the following 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.

ANTH 3303 - Psychological Anthropology
ANTH 3310 - Gender and Sex Roles: A Global Perspective
ANTH 3311 - Mexico: From Conquest to Cancun
ANTH 3313 - South American Indians
ANTH 3314 - Peoples of Africa
ANTH 3316 - Cultures of the Pacific Islands
ANTH 3317 - Peoples of Southeast Asia
ANTH 3319 - Human Ecology
ANTH 3344 - Cultural Aspects of Business
ANTH 3346 - Culture and Diversity in American Life
ANTH 3353 - Indians of North America
ANTH 3354 - Latin America: Peoples, Places and Power
ANTH 3355 - Society and Culture in Contemporary Europe
ANTH 3366 - Magic, Myth, and Religion Across Cultures
ANTH 3368 - Urban Problems: Cross-Cultural Perspectives

Note: With the advice and consent of your Advisor and the Director of Graduate Studies, you may take up to six (6) hours of alternative elective courses within the Department or in the University. You may register for these courses through an Independent Studies option in Anthropology. Additional hours above the six may be petitioned.

M.A. General Examination

To continue in the Ph.D. program, you must demonstrate a high level of proficiency in a General Examination taken at the end of their second year of coursework. On the departmental website you will find a bibliography of key works in cultural anthropology and guidelines to assist you in reading and preparing for this M.A. general exam. The bibliography, together with material covered in courses during the first two years, will provide the foundation for the M.A. general examination.

The exam normally will be offered on the first day of the spring semester examination period. You will answer two of three possible questions during the morning and two of three possible questions during the afternoon. There will be a 90 minute time limit for each question. The questions will be synthetic in nature and broad enough so that you can bring your special knowledge (e.g., in medical anthropology, in a particular world region) to bear in answering the question.

Your exam will be graded by two members of the cultural anthropology faculty in residence at the time that the exam is administered. Each question will be graded "*Pass with distinction,*" "*Pass,*" "*Low pass,*" or "*Fail*" by each faculty member. In the case of a difference of opinion, a third faculty member will read the entire exam. The cultural anthropology faculty in

residence at the time of the exam will gather as a group to assess and assign the overall grade on each student's exam.

Your advancement in the Ph.D. 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 will be awarded a Masters of Arts in Anthropology, but will not be admitted into the Ph.D. program. Students who fail the exam will not receive any degree and will not be allowed to continue in the program. Students will not be allowed to retake the examination, either in part or in whole.

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 the Director of Graduate Studies, and be approved by a majority of the anthropology faculty. No written exam will be given during the summer.

For more information about the M.A. General Examination, please consult:

http://www.smu.edu/anthro/SMU_Anthro/Graduate/Graduate_CulAnth_MA_Exam.htm

Ph.D. Qualifying Examination Committee

Upon successful completion of the General Examination, you should meet with your Advisor for the purpose of naming the chair and other members of your Ph.D. Qualifying Exam committee. This committee must be set up in accordance with University guidelines and approved by the committee chair. The list of members then should be filed with the Director of Graduate Studies, who will place the information in your file and forward it to the Dean of Graduate Studies. You should begin to work with this committee as you continue to develop your theoretical and regional interests.

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

Ph.D. Qualifying Examination and the Ph.D. Proposal Defense

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

Written Exam

No later than the sixth week of the sixth semester (or no later than the sixth week of the semester in which you are completing course work), you will take a written Ph.D. Qualifying Examination. 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.

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 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 the Administrative Assistant to the Department Chair.

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 to the Director of Graduate Studies for approval by a majority of the anthropology faculty. No examinations will be offered in the summer.

Proposal Defense

No later than during the sixth semester, you are expected to complete the proposal for your planned research project. 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.

The Ph.D. Proposal Defense can occur no later than the final day of classes of the final semester of course work (normally, the sixth semester in residence or the 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.

Passing the Qualifying Exams "With Distinction"

Only after you have completed both parts (written and oral) of the qualifying exam will the members of the examination committee determine (by majority vote) whether you have passed the exam *in toto* "with distinction." If so, this will be noted for the record in your file.

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: <http://www.smu.edu/humansubjects/>. 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.

Ph.D. Candidacy (ABD, "All But Dissertation")

Ph.D. Candidacy is conferred upon the completion of 54 hours of coursework, completion of the language requirement, successful completion of the written qualifying exam, and successful defense of a dissertation proposal.

Preparing for the Ph.D. Dissertation

After successfully defending (and revising, if needed) your research proposal, you should constitute your dissertation committee (which need not be the same in composition or size as your Ph.D. qualifying exam committee). Students must communicate in writing to the Director of Graduate Studies the composition of the dissertation committee, and must include a *curriculum vitae* of the required outside committee member, if that person's *c.v.* is not already on file.

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 chair. 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. 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).

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 the chair of the committee, at least six (6) 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. Based on their comments, you will revise the dissertation and re-submit it for the committee's approval before the dissertation defense is scheduled.

Defending Your Dissertation

You are responsible to schedule the defense through the Administrative Assistant to the Department Chair. Please see page 21 above for additional 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 Office of the Dean for Graduate Studies.

THE Ph.D. PROGRAM IN ARCHAEOLOGY

The Archaeology program at SMU is largely focused on the New World, with faculty research interests ranging from the earliest hunter-gatherers to complex societies across North, Middle, and South America. The program offers broad training in contemporary archaeological theory, method, and scientific application, and is strongly field-oriented, with current projects in the North American High Plains and Rocky Mountains, the desert Southwest, the California coast, and Mississippi bottomlands; in the Maya Lowlands; and in highland and coastal Peru.

Upon arriving you should select a faculty Advisor (see page 3 of this document). The Archaeology faculty will guide you toward the goal of completing all coursework in three years, and the dissertation within five years, thus meeting all Dedman College and Department requirements.

Fifty-four hours of coursework are required. You can waive up to 24 hours for equivalent coursework (18 hrs elective courses plus 6 hrs field school) taken before you entered the program. For waiver procedures, consult page 8 of this document, and seek your Advisor's counsel. Please see Appendix 2 for typical sequencing of courses.

Group A: Required Courses: 15 hours

ANTH 5334 – History of Anthropology
ANTH 6300 – World Archaeology
ANTH 6301 – Principles of Archaeology
ANTH 6312 – Contemporary Theory in Anthropology
ANTH 7317 – Research Strategies in Archaeology

and:

ANTH 6033 – Proseminar in Archaeological Ethics
ANTH 6034 – Teaching Seminar

Note: Both 6033 and 6034 are zero-credit training seminars for graduate students; they meet once a week for one hour, with one required reading assignment discussed during the meeting.

Group B: Elective Courses: 33 hours

ANTH 6310 – The Prehistory of the American Southwest
ANTH 6332 – Special Problems in Anthropology
ANTH 6333 – Laboratory Methods in Archaeology – Lithics
ANTH 6337 – Origins of Complex Society
ANTH 6351, 6352, 6353, 6354, 6355, 6156, 6256 – Research in Anthropology
ANTH 6368 – North American Archaeology
ANTH 6385 – Coastal and Aquatic Archaeology
ANTH 6369 – South American Archaeology
ANTH 7312 – Archaeology of Mesoamerica
ANTH 7313 – Archaeological Theory
ANTH 7318 – Late Pleistocene Prehistory of North America
ANTH 7321 – Ceramic Analysis for Archaeologists

Note: With the advice and consent of the Director of Graduate Studies and your Advisor, you may choose other courses offered within the Department or University as electives for up to six hours of credit. Register for these courses through an Independent Studies option in anthropology. Additional hours may be petitioned.

Group C: Field Courses: 6 hours

ANTH 5381, 5382, 5681, 5981 – Field Methods in Archaeology

All graduate students must complete an archaeology field school of 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 SMU graduate program. Your waiver will be signed by the faculty member currently responsible for teaching the SMU archaeology field school.

Group C includes various workshops in Archaeological Sciences for 2 or 3 hours credit offered occasionally at Fort Burgwin. The options include Palynology and Ethnobotany. Register for these courses under a Research in Anthropology number. You can fulfill three of the nine hours with Anthropology 6332, but check that the class will be offered in the coming semesters.

MA General Examination

Upon entering the graduate program (i.e., during your first week in the department), you will receive a list of 24 questions. They also can be found on the archaeology webpage within the departmental website. These questions will serve as the pool from which will appear on your M.A. General Examination, taken at the end of your fourth semester. You will be expected to provide answers to four of these questions during a one-day written exam.

Note: If you enter our program with an Master's degree in anthropology, you will be expected to take the M.A. 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 M.A. General Examination.

Note: No M.A. General Examination may take place in the summer.

The exam will be administered on the first day of the exam week at the end of your fourth semester (second semester for entrants with Master's degrees in Anthropology). Answers will be prepared on computer, and be anonymous. You will answer two of three possible questions from the list during the morning (covering archaeological theory and method) and two of three possible questions from the list during the afternoon (on aspects of world prehistory). There will be a 90 minute time limit for each question.

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 Ph.D. 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 Ph.D. program. Students who fail the exam will not receive any degree and will not be allowed to continue in the program. Students will not be allowed to retake the examination, either in part or in whole.

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 the Director of Graduate Studies and be approved by a majority of the anthropology faculty.

Ph.D. Qualifying Examination Committee

Upon successful completion of the M.A. General Examination, consult with your Advisor (see page 3 of this document) about selecting a Chair and other members of your Ph.D. Qualifying Exam committee, in accordance with University guidelines. The list of committee members then should be filed with the Director of Graduate Studies, who will place the information in your file, and forward it to the Dean of Graduate Studies. You will meet informally with your committee on many occasions as needed to determine the topic for your dissertation research.

Note: No faculty member is obligated to serve on your Ph.D. qualifying committee, nor are you obligated to have any specific faculty member on your committee.

Ph.D. Qualifying Examination and the Ph.D. Proposal Defense

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

Note: You may not take the Ph.D. Qualifying Examination before (a) completing 54 hours of coursework, (b) removing any Incomplete grades, and (c) passing the Language Exam – see pp. 12 and 18-20 in this document).

The Written Exam

You will take the written 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. 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 the 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].

Schedule

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

End of first week of classes – last day to notify the Director of Graduate Studies about your committee’s membership (minimum: Advisor and two archaeology faculty); *also*, last day for you to meet with your committee to determine the region and method/theory of your chosen dissertation topic.

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.

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 the Director of Graduate Studies for approval by a majority of the anthropology faculty.

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 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 course work.

You will defend the proposal orally before your committee. 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.

Ph.D. Candidacy (ABD, “All But Dissertation”)

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

The Ph.D. Dissertation

Committee -- After successfully defending and submitting your research proposal, you should constitute your dissertation committee, following the guidelines on pp. 20-21 of this document.

During Fieldwork – 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 Ph.D. dissertation. During those five years you will receive [before each May faculty meeting] a detailed, written evaluation of your progress from your dissertation Advisor, along with guidance for the following year. This letter will become part of your permanent file.

Dissertation Production – First compose a detailed chapter outline for the dissertation, to be approved by all members of the dissertation committee. It will serve as the framework for production.

All guidelines for dissertation production (see page 21 of this document) should be obtained and studied *before* writing begins. Consult appropriate personnel in the Office of Research and Graduate Studies *in person before* final formatting of your graphics.

Scheduling the Defense – Procedures for scheduling a defense are outlined on page 21 of this document.

A complete first draft of the finished dissertation should be handed to your Advisor well in advance (a month or more) of the dense date. With your Advisor’s approval, you will send the second draft to the committee members, again well in advance (weeks) before the scheduled defense.

The Defense – Procedures for a dissertation defense are outlined on page 21 of this document. You will meet 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 Office of Research and Graduate Studies.

FULL-TIME FACULTY

(for further information and access to individual faculty web pages, please go to:
http://www.smu.edu/anthro/SMU_Anthro/Faculty%20Files/FacultyAndStaff.htm)

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

Caroline B. Brettell (PhD Brown 1978; Dedman Family Distinguished Prof.) Cultural anthropology, gender, anthropology and history, religion, kinship, migration, ethnicity; Europe, US.

R. Alan Covey (Ph.D. U. Michigan 2003, Assistant Prof.) Archaeology, early empires in comparative perspective, regional analysis, South America, Peru.

David A. Freidel (PhD Harvard 1976; University Distinguished Prof., and Director of Graduate Studies) Archaeology, origins of civilization, the evolution of cultural realities; Mesoamerica.

Robert V. Kemper (PhD UCB 1971; Prof. and Chair of the Department) Urban studies, migration, tourism, bilingual education, applied anthropology, history of anthropology; Latin America, US, Mexico.

Victoria Lockwood (PhD UCLA 1983; Assoc. Prof., and Director of Undergraduate Studies) Political economy, economic anthropology, international development, gender, Oceania, developing world.

David J. Meltzer (PhD U Washington 1984; Henderson-Morrison Prof.) Archaeology, Paleoindian, paleoenvironments, method and theory, history of archaeology; North America.

Torben C. Rick (PhD U of Oregon 2004; Assistant Prof.) Archaeology, zooarchaeology, coastal and island societies; Pacific Coast, western North America.

C. Garth Sampson (Dphil Oxford 1969; Prof.) Paleolithic archaeology; Old World, Africa.

Carolyn Sargent (PhD Michigan S. 1979; Prof. and Director, Women's Studies Program) Medical anthropology, gender, religion; sub-Saharan Africa, Caribbean, Europe.

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

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

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

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

ANTHROPOLOGISTS IN OTHER DEPARTMENTS, SCHOOLS, ETC.

Abigail A. Bartoshesky (Ed.D. The George Washington University 2004, Visiting Assistant Prof.) - Languages and Linguistics; Bilingual/ESL Teacher Education; Cross-Cultural Communication

Kenneth R. Kaemmerer, (M.A. 1978 Southern Illinois University, Carbondale, Adjunct Lecturer) Curator of Mammals at the Dallas Zoo. Primate ethology.

William J. Pulte (PhD Texas 1971; Associate Prof., and Director, Master of Bilingual Education Program, School of Education and Human Development) Linguistics, Native American languages, bilingual education; North America.

EMERITUS FACULTY

Barbara G. Anderson (PhD Sorbonne 1959; Emeritus Prof.) Medical anthropology, aging, culture change; Europe, Morocco, Japan, China.

Lewis R. Binford (Ph.D. U Michigan 1964, Emeritus Prof.) Archaeology, statistics and data analysis, cultural ecology, primitive technology, archaeological theory, hunters and gatherers; North America, Old World.

Harold J. Hietala (Ph.D. UCLA 1973; Emeritus Prof.) Anthropological statistics, quantitative methods, archaeological spatial analysis, paleoclimate studies; Near East.

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

Ladislav P. Novak (PhD U Minnesota 1962; Emeritus Prof.) Physical anthropology, biological growth and aging, body composition, physiology of exercise, physiological adaptation, applied nutrition.

Fred Wendorf (PhD Harvard 1953; Emeritus Prof.) Paleolithic archaeology, origins of agriculture; North Africa.

APPENDIX 1: PROJECTED TIMETABLE: CULTURAL PROGRAM

Note: Funding in years 1,2, 3 and for two years of write-up. Maximum five years of funding.

YEAR	SEM	COURSE	OTHER REQUIREMENTS/DATES
1	1	5334 (History)	You will be given a general bibliography and a set of guiding critical issues in the field
		Core concentration or elective	Take ANTH 6034 at the earliest opportunity
		Core concentration course or elective	
1	2	6312 (Contemporary Theory)	
		7342 (Social Organization)	
		Core concentration course or elective	
1	SUM		Language Study/Preliminary Field Research
2	3	5344 (Methods)	
		6320 (Regional Ethnography)	
		Statistics	
2	4	7333 (Data Analysis)	General Exam (MA Exam) to be given first day of the Spring semester examination period.
		7341 (Current Literature)	You should establish your Ph.D. Qualifying Exam Committee
		Elective	MA degree conferred
SUM			Preliminary Field Research
3	5	7351 (Research Strategies)	You must take and pass the language exam before taking the qualifying exam.
		Elective or Ind. Study	
		Elective or Ind. Study	
3	6	Elective or Ind. Study	Written Ph.D. qualifying exam
		Elective or Ind. Study	Dissertation research proposals submitted to committee members
		Elective or Ind. Study	Defend your dissertation proposal and submit it for funding
<p>Years 4, 5 and 6 During this period, you will secure external funding for field research; complete field research; and write and defend your dissertation. You will have opportunities to teach courses while writing the dissertation.</p>			
Year 7		(3+3 teaching load)	Possible Post-doctoral appointment as Visiting Assistant Professorship

APPENDIX 2: PROJECTED TIMETABLE: ARCHAEOLOGY PROGRAM

A typical schedule for your first several years in the program follows. Do not expect the courses to be offered in the exact order as shown. Also, the research and 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 schedules must be adjusted accordingly. You still will be expected to take the General Examination within five semesters of entering the program. (R) = Required

Year 1

<i>Semester 1</i>	<i>Semester 2</i>
5334 History of Anthropology (R)	6312 Current Theory in Anthropology (R)
6301 Principles of Archaeology (R)	6300 World Archaeology (R)
Elective	Elective
6033 (R)	ANTH 6034 (R)

Summer: Archaeological Field Training/Research (6 hours)

Year 2

<i>Semester 3</i>	<i>Semester 4</i>
7313 Archaeological Theory (R)	Statistics (R)
Elective	Elective
Elective	Elective
	MA General Examination

Some electives may be independent study courses in your area of interest. All Incompletes must be removed and the field experience requirement must be completed before taking the MA General Examination. By the middle of year 2, you will select an Advisor and at least two committee members.

Year 3

<i>Semester 5</i>	<i>Semester 6</i>
7317 Archaeological Research Strategies (R)	6351 Research in Anthropology
Elective	Ph.D. Qualifying examination – written
6351 Research in Anthropology	Ph.D. Proposal defense – oral
	Submit Ph.D. proposal for funding (R)

Years 4, 5, and 6

During this period, you will secure external funding for field research, complete field research, and write and defend your dissertation. You will have opportunities to teach courses while writing the dissertation.
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Year 7

(3+3 teaching load)	Possible Post-doctoral appointment as Visiting Assistant Professorship
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APPENDIX 3: OUTLINE FOR NON-CREDIT TEACHING SEMINAR

Learning to Teach & Teaching to Learn (ANTH 6034)

A Semester Course for Anthropology Graduate Students

Structure: Meets for one hour on one day per week. Designed for both TA and Instructor preparation. Taught by multiple faculty.

Week	Class Topic	Workbook
1	<i>Managing my time:</i> preparing, thinking, lecturing, office hours, tutoring, evaluating, reflecting, e-mailing	Calendars & lists: some examples by class type (lecture, discussion, etc.)
2	<i>What is the purpose of this course?</i> Identifying learning goals and course content; the textbook	Syllabus construction, I: writing the course prologue
3	<i>So Much Material, So Little Time.</i> Facts, stories, ideas, concepts, theories.	Syllabus construction, II: allocating topics
4	<i>It's My First Day!</i> Setting the stage, engaging interest: the conversation; considering class size and composition	The first day check list; tips for creating enthusiasm
5	<i>What do I say to them?</i> Writing it out v. rehearsing from notes; highlighting 3 points, teaching from example, and concluding	The 50-minute lecture and the 180-minute preparation: a table of comparisons
6	The 3-minute practicum: students organize and present a 3-minute lecture on a common topic	Learning styles and the allocation of attention span
7	<i>Dealing with diversity:</i> learning differences, ethnic differences, behavioral differences	SMU resources and legal rights and obligations
8	<i>Why don't they get it?</i> Making course expectations clear; grade allocation; assignments	Levels of expectation, I: Bloom's taxonomy & beyond
9	<i>How do I know if they're learning?</i> What do we <u>really</u> want to know, and how do we find out? cheating & plagiarism, faculty responsibilities	Levels of expectation, II: Kinds of tests, what they do, Honor Code; record-keeping
10	<i>What do I do when the bulb blows?</i> Instructional aids and how to use them wisely	Thumbnails on teaching technologies at SMU
11	The 3-minute practicum, II; how to self-critique	Questions to ask after lecture
12	<i>But they just sit there!</i> How to engage students in discussion without embarrassing them	Rhetorical v. informational questions: a sampling
13	<i>Why should I teach literacy?</i> Student writing, how to grade it, and why we ought to	Simple writing instructions
14	The 3-minute practicum, III: being yourself	Maturing in my own mold and shedding my Advisor: things to look for as we grow into the academy