2015-2016

GRADUATE STUDY IN

ANTHROPOLOGY

Student Handbook

DEPARTMENT OF
ANTHROPOLOGY
University of Michigan
101 West Hall
Ann Arbor, Michigan 48109-1107
(734) 764-7274
FAX: (734) 763-6077
http://www.lsa.umich.edu/anthro/
The Regents of the University

Mark J. Bernstein, Farmington Hills  Denise Ilitch, Birmingham
Michael J. Behm, Flint  Andrea Fischer Newman, Ann Arbor
Laurence B. Deitch, Bloomfield Hills  Andrew C. Richner, Grosse Pointe Park
Shauna Ryder Diggs, Grosse Pointe Farms  Katherine White, Ann Arbor
Mark S. Schlissel, (ex officio)

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The University of Michigan is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, gender identity, gender expression, disability, or Vietnam-era veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Senior Director for Institutional Equity and Title IX/Section 504 Coordinator, Office of Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, 734-763-0235, TTY 734-647-1388. For other University of Michigan information call 734-764-1817.
Welcome to the Department of Anthropology! The Anthropology Department is a dynamic intellectual community formed by faculty and students in a mutual quest to understand the human condition in all its variety, past and present. The questions we explore are many. Some have persisted through over a century of anthropological inquiry, some have been refined or altered as a result of anthropological work, and some have emerged recently along with changing world conditions and new intellectual debates. There are sure to be some questions you will want to address, and some problems you will want to solve.

In preparation for your research, the Department will introduce you to the vast array of ideas and approaches in the discipline. While you will concentrate primarily in one of the anthropological subfields emphasized at Michigan, you will learn something about each of them, and about their many intersections. Biological Anthropology courses explore human biological evolution and the relationships among biology, culture, and behavior. You will learn about the fossil and genetic evidence of biological evolution, and their implications for the evolution of the capacity for culture and the ability to use complex symbols. Models of social life will be explored through primate studies and research in behavioral evolution, as well as in studies of modern human growth and adaptation. Anthropological Archaeology will provide you with tools for investigating cultural evolution through the study of its material remains. From the first emergence of culture in the Paleolithic era to recent times, courses will examine the development of symbolic behavior, the human transformation of the environment, and the emergence of social complexity as human societies evolved from foraging to agricultural economies, and from small-scale grouping to large-scale social organization in cities, complex states, and empires. Linguistic Anthropology courses will introduce you to the analysis of communication in its many forms. Learning about the central place of language in cultural systems and the importance of language in the conduct of social life, you will explore what discourse analysis can reveal about human cognition and social action. Anthropological approaches to language change, multilingualism, and linguistic histories will illuminate important aspects of the social world across and within human populations past and present. Sociocultural Anthropology, in the most general terms, attempts to explain similarities and differences among the world’s many social and cultural systems. The foundation of that inquiry rests on understanding specific societies, the role of history in their development, and the many forces that act upon and within each. The competing theories that address these and other issues impel us to carry out deeper investigations than anthropologists did in the past. Our understanding of the human condition is
increasingly shaped by attention to dimensions of social difference such as race, class, and
gender, and by new approaches to global political and economic relationships. Together these
subfields lead to a unique anthropological perspective on human life. At Michigan you will find
many faculty members exploring interesting problems that overlap or combine the concerns of
particular subfields, as well as faculty who seek to deepen the knowledge one of these subfields
can provide.

We know that you will find a lot to learn at Michigan and that you will make your own original
contributions to anthropology – contributions that will be interesting and informative to your
fellow anthropologists, faculty and students alike, as well as to yourselves – before you leave.
We want your graduate experience to be an exciting adventure, and we will do our best to make
it so.

Sincerely,
Andrew Shryock
Professor and Chair
Department of Anthropology
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DEPARTMENT OF ANTHROPOLOGY  
University of Michigan

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

DEPARTMENTAL STAFF

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

Graduate Program Manager
Debbie Fitch
dlfitch@umich.edu or 764-7275
Manages all administrative aspects of the graduate program including GSI appointments, fellowship management and processing, graduate program financials and budget forecasting, organization of prelims and defenses, and coordination with Rackham and other relevant University offices as required

Graduate Program Assistant
Katia Kitchen
kitchenk@umich.edu or 936-7933
Updates all graduate application materials, the graduate student directory, and the graduate student handbook; receives requests for application materials, handles the admissions process, and supports graduate student events such as the annual new student reception and recruitment weekend; publishes instructional job postings and fellowships information weekly.

Student Administration Assistant
Darinda Flanigan
darfasc@umich.edu or 615-6572
Coordinates the course evaluation process, arranges audio-visual equipment, prints transcripts, processes permissions, coordinates the GSI section and office hours list, provides regular back-up on the front desk, assisting with copying and mail distribution, and publishes the departmental events newsletter.

Undergraduate Education Coordinator
Melinda Nelson
mmonro@umich.edu or 764-2321
Responsible for scheduling academic classes and providing staff support for the departmental curriculum committee; advises undergraduate students on concentration matters and communicates regularly with the Student Advisor; handles new and revised course submissions, course descriptions, the grades process and supplemental grade reports.

Administrative Manager
Amy Rundquist
amyjr@umich.edu or 734-647-4509
Responsible for departmental budget, reconciliation of salary accounts, staff supervision, processing faculty and staff appointments, space management and major facilities and
equipment issues, endowments, departmental equipment funds, and departmental Executive Committee agenda items.

*Executive Secretary*
Julie Winningham
chimera@umich.edu or 764-2319
The Chair’s secretary is responsible for coordinating: faculty personnel processes such as promotions, position requests, searches, leaves/sabbaticals, and merit materials; departmental colloquia and receptions; faculty meetings; web site maintenance; temporary staff hiring and departmental payroll; Chair’s correspondence & calendar; maintaining departmental email groups; and access to the building after hours.

**Additional useful information:**

*West Hall Business Office*
274 West Hall
1085 S University Ave
Ann Arbor, MI 48109–1107
Provide financial services for the department including reimbursements, purchases, and reconciliations, as well as processing grant proposals, contracts and various payments.

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

*Plant Operations Call Center: 764-0521; 7-2059*
Building services and zone maintenance should be contacted for building maintenance issues, such as emergency cleanups, overhead lights that are burned out, heat not working, etc. (Light bulbs are provided for University supplied fixtures only.) Please call the Anthropology front desk, 764-7274, for facilities issues during regular business hours, and call 763-1131 after hours.

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

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

LS&A's home web site is:
[http://www.lsa.umich.edu/](http://www.lsa.umich.edu/)

Visit the Library Reserves site for faculty resources:
[http://www.lib.umich.edu/reserves/index.html](http://www.lib.umich.edu/reserves/index.html)
MAKING YOUR WAY THROUGH THE GRADUATE PROGRAM

CONTINUOUS ENROLLMENT

Effective fall term 2010, all Rackham graduate students must be enrolled every fall and winter term through completion of the Ph.D. program. Pre-candidates (years one through three) are expected to take full course loads every term until their sixth term at which time preliminary exams are taken. Advancing to candidacy by the beginning of year four is a Rackham Graduate School and Department of Anthropology requirement. The faculty of each subfield reviews all students annually. Determination of financial support based on student progress will be decided at these meetings. Students will receive their annual “review” letter by early August detailing past-year successes, guidance and suggestions for the upcoming academic year, and awarded financial support (financial commitments).

All students are encouraged to review the Rackham policy at:

http://www.rackham.umich.edu/policies/continuous_enrollment/

CORE COURSE REQUIREMENTS FOR ALL SUBFIELDS

The three years of anthropology pre-candidacy coursework must include courses from the following list, with at least one course in each subfield.

Archaeology 581, 582. Students specializing in Archaeology must take both 581 and 582 as well as 593. Students in other subfields must take either 581 or 582. Students in other subfields are encouraged also to take a course in the archaeology of their geographical area of specialization.

Biological Anthropology 570. Biological Anthropology students may elect Anthropology 570 to fulfill the bio-anthro core course requirement for the master’s degree. Biological Anthropology students may also fulfill this requirement with any one of the following courses: 562, 563, 564, 565, 566, 567, 568, 661, 664, 668 or 670. Students in other subfields must take 570.

Linguistic Anthropology 576, 577, 578. Students in Archaeology, Biological Anthropology and Sociocultural Anthropology must take 576. Students in Linguistic Anthropology must elect two of these three courses.

Sociocultural Anthropology 526, 527. Students specializing in Sociocultural and Linguistic Anthropology must take both 526 and 527. Students in other subfields must take at least one of the courses.

Students must also meet the prerequisites, if any, for each course elected from this list before being admitted to the course.
For a given course to satisfy a degree requirement, it must be taken for a letter grade (A-E).

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

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

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

**COGNATE REQUIREMENT FOR ALL SUBFIELDS**

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

“Before advancing to candidacy, students must complete 4 credit hours of cognate coursework with a grade of B- or better;..”

For anthropology students, this means one 4 credit course, or any combination of courses outside the department (not just outside their subfield within the department) which total 4 or more credit hours of graduate credit. Students should look upon this requirement not as just another hurdle, but as a valuable and enriching part of their graduate education, as well as an opportunity to meet faculty in other departments who may eventually/potentially serve as the cognate member of the dissertation committee.

**MASTER OF ARTS DEGREE**

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

RACKHAM GRADUATE SCHOOL requires a minimum of 24 hours of graduate level work beyond bachelor’s degree.
Rackham Graduate School will accept a maximum of 6 hours of transfer credit for graduate level courses completed as a graduate student at another university/college. Procedures and allowances for transferring credits are listed on Rackham Graduate School website at http://www.rackham.umich.edu/current-students/policies/academic-policies/section4#42

To meet the DEPARTMENTAL REQUIREMENTS for the Master’s degree, a student must have completed either a minimum of 36 hours or a minimum of 12 graded courses in Anthropology. Anthropology 990, 993 and 995 do not count toward the 36 credits or the 12 courses. A maximum of 6 credit hours of undergraduate level course work may be counted toward the 36 hour requirement.

While some students may want to complete the master’s degree requirements within one academic year, it has been our experience that taking at least three terms to fulfill the requirements is more practical. Students are expected to consult with their advisors as to the best course of action for them. In addition, students who lack some undergraduate preparation in anthropology take longer. The master’s degree in Anthropology is not a requirement, but a student’s choice. The ultimate goal is to receive the Ph.D. degree.

For further information about Rackham requirements, see their website:

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

ANTHROPOLOGY STUDENT INDEPENDENT STUDY

Anthropology students are entitled to one independent study course for the purposes of preparing for the prelim exam. Because an invaluable aspect of graduate training is the experience of seminars, any additional independent study courses must be formally requested and justified by a student and approved by the Department’s Executive Committee. The best use of such study courses is usually to prepare for the preliminary examination. Students should check with the Graduate Program Coordinator or the Chair’s Secretary for exact meeting dates and deadlines for additions to meeting agenda.

The Executive Committee requires the following documentation: (1) a formal letter of application from the student; (2) the proposed syllabus; (3) an up-to-date transcript and; (4) a letter from the collaborating professor outlining the need for and general logic behind an independent study at this juncture in the student’s graduate training. The application materials should demonstrate that no graduate-level seminars offered during the semester in question would sufficiently address the student’s specific intellectual concerns at that point in the process.

LANGUAGE REQUIREMENTS FOR ALL SUBFIELDS

The Department of Anthropology affirms that the knowledge of another language, at least at a reading level, is essential for scholarship and for learning about other cultures. Students should be able to read the publications of foreign anthropological scholars in another language in order to appreciate different cultural and intellectual traditions. On a larger scale, language is critical to the acquisition of understanding of other cultures.
Before students can advance to candidacy for the Ph.D. program in Anthropology (by the end of their third year), they must satisfy the departmental language requirement in a language that has a substantial written literature and published materials about anthropology and anthropologically related subjects. Field languages do not necessarily qualify unless they also have a significant amount of anthropological literature. Languages with professional anthropological journals usually qualify. The following languages meet this requirement:

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

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

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

1. Four semesters of passing grade college-level language instruction or its equivalent.
2. Examinations administered by University of Michigan language departments or other examinations of language competency (e.g., ECCB) with a score above the basic level of competence.
3. Completion of a 400-level graduate course in which the language is spoken.
4. Living in a country in which the language in question is spoken in everyday contacts for at least one year.

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

**Additional Language Preparation:** Students should obtain such certification as early in their graduate careers as possible. Some students may require additional language training beyond the Department’s language requirement as part of their doctoral training as determined by the student’s doctoral committee (See Ling Anth language requirement section).
QUANTITATIVE METHODS

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

ANNUAL REVIEW OF STUDENTS

All graduate students are reviewed annually by the faculty. Committees of the entire faculty in the respective subfield conduct these reviews separately for each of the subfields. Each faculty member is expected to lead the discussion and review on each student for whom she/he is an advisor. After the review of each student is completed, the student’s advisor, in conjunction with the chair of the subfield, will prepare a letter to report to the student the faculty’s discussion of their progress, performance and needs.

DISSERTATION COMMITTEE

After successfully completing the preliminary exam, fulfilling the foreign language requirement, and advancing to candidacy, a student chooses a dissertation committee. The committee is comprised of at least four members, one of whom must represent a department other than Anthropology (the cognate member). This cognate member must be a member of a Rackham Graduate School department. The applicant in consultation with his/her advisor may suggest nominees to the committee. Although students are encouraged to seek faculty advice about the composition of the committee, ultimately the choice of committee members rests entirely with the student. The student also has the right to remove a committee member and is not required to justify this decision (but the student must still end up with a complete committee). Faculty members have the right to decline membership on a particular committee. Committee members outside the University of Michigan may be appointed under special circumstances, but never as the cognate member. Please see the Rackham website for specific information and necessary forms.

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

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

The Chair (or one Co-chair) and at least one other member must be permanent members of the student’s Department. The Cognate member must hold a permanent appointment in a Rackham approved doctoral program and may not hold any appointment in the student’s Department. It is ordinarily desirable that the Cognate member is in a relevant discipline. The Cognate member’s primary responsibility is to represent the entire Graduate School and its faculty. As such, s/he monitors the quality of the dissertation for the Graduate School. The Cognate member may also be a Co-Chair.
Additional member(s) must hold a regular appointment in a Rackham doctoral program or be appointed as a Special Member, and one must be a permanent member of the student's Department.

ALL SUBFIELDS - OTHER REQUIREMENTS

For regulations governing residence, fees, submission of the dissertation and other administrative procedures required for the granting of the Ph.D., please see Handbook for Doctoral Candidates and Regulations, Horace H. Rackham School of Graduate Studies.

CHANGING SUBFIELDS

To Sociocultural Anthropology
Students who desire to change from any subfield to Sociocultural Anthropology must submit an application to the Sociocultural Anthropology faculty. The application will include: a 3-5 page (1200-1500 word) statement of purpose describing their past progress and reasons for aspiring to the new area of study; a timeline indicating plans for progress to the Ph.D. degree; a letter of support from the Sociocultural Anthropology faculty member who agrees to serve as principle advisor; two other letters, at least one of which should be from a member of this faculty; an up-to-date transcript; GRE and/or TOEFL scores from the original application. These materials should be submitted to the GPC, who will prepare them for distribution to the faculty. This should take place prior to or, at latest, concurrent with the SC Second Year Review.

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

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

To Linguistic, Biological or Archaeology Subfields
Students wishing to change into any of the above subfields should contact the appropriate subfield head for guidelines.

JOINT DEGREE PROGRAMS

ANTHROPOLOGY AND HISTORY
Doctoral Program in Anthropology and History
University of Michigan 1029 Tisch Hall
Ann Arbor, Michigan 48109-1003
(734) 764-2559
Joint-Degree Students: Graduate students in one of the joint-degree programs who, at some point, opt to pursue a degree only in anthropology (i.e., in one of the four subfields), must apply to the Department (i.e., a subfield) as if they were a new, prospective student. Simply abandoning the non-anthropology component of the joint degree does not guarantee such student’s entry into the Department. Acceptance into one of the Department’s subfields is quite separate from acceptance into a joint-program.

Program in Anthropological Demography
Information on this program can be obtained by contacting:
  Tom Fricke (734) 764-9940
  Elisha Renne (734) 647-9622

Area Programs
The University of Michigan has nine area programs in which the Department of Anthropology plays a prominent role. These Centers offer courses and, in some cases, Graduate Certificates, sponsor lectures, conferences, and other events. Many also have funding sources for research in the respective areas. Students may take part in the programs of the:
  Center for African Studies
  Center for Chinese Studies
  Center for Japanese Studies
  Center for Korean Studies
  Center for Latin American and Caribbean Studies
  Center for Middle East and North African Studies
  Center for Russian and East European Studies
  Center for South Asian Studies
  Center for Southeast Asian Studies

Interdepartmental Ph.D. Programs
Individual Interdepartmental Degree Program (IDP): This program may be arranged combining Anthropology with some other field or specialization such as Human Genetics, Linguistics, Zoology, Near East Language and Literature, etc. Students on an IDP receive a single PhD which names two specializations (for example “Anthropology and Psychology”). Please note that the IDP is distinct from other types of of “Student-initiated” programs which are discussed in the next section. Combining existing field citations, e.g. Anthropology and Psychology, designates the combined field of specialization. Students wishing to pursue
IDPs are urged to successfully complete two terms in the program in which they were admitted.

An IDP may be authorized by petition to the Graduate School following the guidelines below.

The student selects one co-advisor from each of the two departments.

The student and co-advisors draw-up the program of study. The program must be specific and include requirements needed to satisfy the individual program including language requirements, qualifying for candidacy, etc. Both programs must approve the proposal. There are no minimum credit hour requirements beyond the Graduate School requirement.

For more information on the regulations covering individual degree programs see the Graduate School Bulletin HORACE H. RACKHAM SCHOOL OF GRADUATE STUDIES STUDENT HANDBOOK: http://www.rackham.umich.edu/policies/

CANDIDACY FOR THE DOCTOR OF PHILOSOPHY DEGREE

The Rackham Graduate School requires students to reach candidacy by the end of their sixth term (normally, the third year). Although exceptions may be granted in special circumstances, students who are late in reaching candidacy are considered “not in good standing” by Rackham and are often at a disadvantage with, or even disqualified from, such things as remaining Rackham Merit Fellowship terms, Rackham Pre-Doctoral and Humanities Fellowships competitions. The basic requirements for candidacy are (1) completion of the core courses, (2) fulfillment of the language and cognate requirements, (3) passage of the qualifying preliminary examinations. Prior to undertaking the preliminary examinations, anthropology students undergo the Mid Program or Second Year Review (depending on their subfield).

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

SOCIOCULTURAL ANTHROPOLOGY, SECOND YEAR REVIEW

In addition to the annual review, the Sociocultural Anthropology faculty conducts an intensive and detailed evaluation of students in the second term of the student’s second year. This evaluation is much more detailed than the annual review. The major purpose of the Second Year Review is to solicit advice for the student from a wide range of faculty members, and establish a list of those members willing to serve on the student’s dissertation committee. In some cases, the faculty may instead determine that a student should not be continued in the program.

Application Procedure for Second Year Review in Sociocultural Anthropology

To be eligible to apply for the Second Year Review, a student must make application with the Departmental Graduate Program Coordinator and complete the proper forms, available from the GPC, outlining past performance and progress, a proposed course of final
preparation (coursework, independent research, language preparation, etc.) and a plan for doctoral research.

For the purpose of the review, work done at another university may, with the approval of the department, be counted as equivalent to some of the departmental requirements.

On petitioning for the Second Year Review, students must declare a subfield (normally one of the four departmental subfields), a topical specialty, and a geographic area in which they wish to specialize, as follows.

**Topic:** A subject of specialization within the subfield. The choice of topic is flexible and should be made in consultation with the student’s advisor. (Some examples include: religion; performance; nationalism; race and ethnicity; family studies; visual, feminist or educational anthropology).

**Area:** A geographic culture area (for example, Europe, South America, Africa, Southeast Asia, USA). Students specializing in a topic where an area definition is not appropriate may substitute another appropriate category (e.g., a second topic) for the geographic area.

**Program of Study:** An applicant’s specific program of study leading to candidacy for the Ph.D. will be arranged in consultation with their advisor. *Students are expected to maintain at least a B+ grade average.*

Students who wish to combine subfields may petition the Departmental Executive Committee.

**Second Year Review Applications for Sociocultural Anthropology**

Every student must submit a Second Year Review application *no later than mid February in the Winter term of their second year* regardless of the number of courses taken to date. (The rare exceptional student with legitimate extenuating needs, such as part-time status for child care purposes or health issues, may petition for special consideration.)

The application should address theoretical problems and methodological strategies that underlie the proposed research, with appropriate citations to the principal bodies of literature to which the research will contribute. A selective, 1-2 page bibliography of sources cited in the proposal and a modest number of other relevant texts should be appended. Students are urged to seek advice from at least one faculty member on drafts of the proposal.

The progress report submitted by a student should be no longer than 2000 words and should be organized as responses to the following questions:

1. What are your main research interests? Include a description of your proposed dissertation project.
2. List your coursework to date and include the term and the grade.
3. List the courses you propose to take in the future.
4. What predissertation fieldwork and/or archival work have you undertaken to date and propose to do in the future?
5. What predissertation fieldwork and/or archival work do you plan to undertake in the future?

6. What grants and fellowships have you applied for, plan to apply for, or have received? (including both predissertation and dissertation research)

7. What GSI and/or academic service have you undertaken?

8. Include with this report a paper that you have written for a graduate class at the University of Michigan. Include the name of the course, name of the professor and date of submission. (you may choose to submit a freshly printed and not the graded and marked up version).

The application is distributed to the entire subfield faculty (including those on leave). The entire Sociocultural faculty is asked to read each application and statement, in preparation for a meeting of the subfield faculty. At the end of the discussion, a poll is taken of the faculty members. There are three possible outcomes: (a) a positive evaluation, in which case the student is encouraged to continue in the program; (b) “probationary status”, in which case the student is asked to revise and resubmit his/her application and/or to address any other requests made by the SC faculty. Failure to do so will likely result in termination; (c) a negative evaluation, in which case the student is not permitted to continue in the program toward the PhD. Following the Second Year Review, the subfield head, or student’s advisor will send a letter to the student highlighting the faculty’s evaluation and suggestions (a copy of which is added to the student’s file.) Students admitted with relevant masters or in joint degree programs may be approved, asked to write a revised statement, or given one term to complete the terminal M.A. (except in the case of a previously approved “relevant” MA from another institution) or otherwise complete their program.

For a positive evaluation, at least five members of the Sociocultural faculty must approve the application and at least four (or, three, in the case of students on joint and dual degree programs) must indicate their willingness to serve on the student’s dissertation committee if requested to do so by the student. These names are included in the subfield head/advisor’s letter to the student, and it is usually the case that the student forms a committee from the names on this list.

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

A student who does not pass the Second Year Review will be given one term to complete the M.A. if they have not already fulfilled its requirements. The Graduate School cognate requirement must be fulfilled (see above) before a terminal Master’s Degree is conferred upon the student.
Sociocultural Anthropology students who have passed their Second Year Review should then select a prelim committee of three or four members from the list of names provided in the letter reporting the outcome of the review. Students in joint degree programs and students pursuing dual degrees select at least two anthropology faculty members to be members of their committee. The student should obtain the proper forms for constituting his or her committee from the GPC (available on the CTools “Anthro PhD Info” site).

**SOCIOCULTURAL ANTHROPOLOGY CANDIDACY**

In order to qualify for Ph.D. candidacy, a student must: 1) successfully undergo the Second Year Review, 2) fulfill the foreign language requirement; 3) complete all required course work (including cognates); and, 4) pass the qualifying preliminary examination.

**Preliminary Examination**

Once the Second Year Review is passed and the preliminary committee is set up, the student begins the process of developing the reading lists upon which the prelim exams will be based. The lists are developed in consultation with all members of the committee. The Graduate School requires that students be enrolled for at least one hour the term in which preliminary exams are taken.

The written prelim will normally be taken *before the end of May immediately after the student’s 6th term*. Although exceptions may be granted to this deadline for special needs, students should bear in mind that entering candidacy any later than their sixth term may jeopardize their eligibility for fellowships and other support from the Department and Rackham in subsequent years. (Students working as GSIs may wish to schedule their written exam during spring break to avoid conflicts with their teaching obligations.)

The Graduate Program Coordinator maintains a file of reading lists and bibliographies. Current students must file their lists when they are completed. The Department also maintains a file of preliminary examination questions. It is the students’ responsibility to see that the questions are filed with the Graduate Program Coordinator. These files are stored on the “Anthropology PhD” CTools site.

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

The written exam will consist of three ten-page (3000-4000 word) essays in 12 point font, double spaced, with 1 inch margins, one for each of the questions the student has chosen. The student will have 10 days to complete the essays, which must be polished (based on several drafts), succinct, coherent and well-grounded. Students in the Joint Anthro-SW, or IDP students, will have 7 days to complete two ten-page essays covering Ethnology and combined (if necessary) topic/area.

The oral exam will take place within 2-3 weeks of the written exam and will cover both the written essays and other materials in the readings lists. Students will also be expected to discuss the design and content of their bibliographies in a general way. At the end of the
oral exam, the committee will decide whether or not the student has passed. Possible grades include: No Pass, Pass with Conditions, Pass, and Pass with Distinction. The chair of the committee and/or the members collectively will provide the student with either or both a written and an oral evaluation of the prelim exam.

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

**Dissertation Proposal Workshop**
Once a student has successfully passed Second Year Review, he or she will begin to draft a dissertation proposal, in addition to preparing for the prelims. Working on the proposal will significantly help the student in preparing for the prelims (by developing breadth and depth in area and topic) and will provide the student with important suggestions to incorporate into grant proposals.

Once the student has passed the prelims, he or she will have a dissertation proposal workshop attended by the student's full committee and all interested parties. The purpose of the workshop is to provide a student with an opportunity to present and refine her/his fieldwork project in a constructive and professional setting. This exercise, along with the prelim essays, will facilitate the drafting and polishing of grant proposals.

The workshop may be scheduled any time during the year except summer (May 15 to September 1).

**Post-Fieldwork**
Soon after the student's return from fieldwork, he or she should meet with the committee for a debriefing. This will provide the student with a valuable opportunity to begin thinking strategically about the content and narrative shape of the dissertation.

**LINGUISTIC ANTHROPOLOGY, MID-PROGRAM REVIEW**

The graduate program in Linguistic Anthropology requires student to acquire sufficient background in Linguistics in addition to a comprehensive grounding in Anthropology. To meet this expectation, students are required to take the following courses or types of courses, in addition to department requirements:

Anthrcul 578; 2 Linguistics courses; attend Ling Anth lab.

Students should discuss with their advisors the timing and the appropriateness of their choices in Linguistics. Students are also encouraged to take at least one methods course.

The Linguistic Anthropology faculty conducts an intensive and detailed evaluation of students in the second term of the student’s second year. This evaluation is much more detailed than the annual review. The major purpose of the Mid-Program Review is to solicit
advice for the student from the full Linguistic faculty. In some cases, the faculty may instead determine that a student should not be continued in the program.

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

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

Applicants must have completed the departmental core course requirements for the M.A. degree, have a minimum grade average of B+ in their graduate work and preferably have passed one of the required foreign languages at the basic reading level. For the purpose of Mid-Program Review, work done at another university may, with the approval of the department, be counted as equivalent to some of the departmental requirements.

A student who does not pass the Mid-Program Review will be given one term to complete the M.A. if he or she has not already fulfilled its requirements. The Graduate School cognate requirement must be fulfilled (see above) before a Master’s Degree is conferred upon the student.

Application Procedure for Mid-Program Review in Linguistic Anthropology
To be eligible to apply for the Mid-Program Review, a student must make application with the Departmental Graduate Program Coordinator and complete the proper forms, available from the GPC or on the “Anthro PhD Info” CTools site, outlining past performance and progress, a proposed course of final preparation (coursework, independent research, language preparation, etc.) and a plan for doctoral research. If the student would like faculty in other subfields to review the application as well, those faculty reviewers should be identified at this time.

On petitioning for Mid-Program Review, students must declare their subfield as Linguistic Anthropology and elect “Social Theory” as their topic. In addition, they must specify a geographic area (for example, Europe, South America, Africa, Southeast Asia, USA, etc.). Students specializing in a topic where an area definition is not appropriate may substitute another appropriate category (e.g., a second topic) for the geographic area.

Program of Study: An applicant’s specific program of study leading to candidacy for the Ph.D. will be arranged in consultation with their advisor. Students are expected to maintain at least a B+ grade average.

Students who wish to combine subfields may petition the Executive Committee.
Mid-Program Review Applications for Linguistic Anthropology

Every student must submit a Mid-Program Review application no later than mid-February in the Winter term of their second year. Anthro/SSW (w. Ling Anth concentration) should apply during the term in which they are taking their 10th anthropology course.

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

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

The application should address theoretical problems and methodological strategies that underlie the proposed research, with appropriate citations to the principal bodies of literature to which the research will contribute. A selective, 1-2 page bibliography of sources cited in the proposal and a modest number of other relevant texts should be appended. Students are urged to seek advice from at least one faculty member on drafts of the proposal.

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

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

Students applying for Mid-Program Review may be approved, asked to reapply, or given one term to complete a terminal M.A. Students admitted with relevant masters or in joint degree programs may be approved, asked to write a revised application, or given one term to complete the terminal M.A. or otherwise complete their program. The subfield chair notifies students of the outcome.

**LINGUISTIC ANTHROPOLOGY, CANDIDACY**

Before qualifying for Ph.D. candidacy, a student must: 1) successfully undergo Mid-Program Review, 2) fulfill the foreign language and cognate requirements; 3) complete all required course work; and, 4) pass the qualifying preliminary examination.

**Preliminary Examinations**

Once the MPR is passed and the preliminary committee is set up, the student begins the process of developing the reading lists upon which the prelim exams will be based. The lists are developed in consultation with all members of the committee. The Graduate School
requires that students be enrolled for at least one hour the term in which preliminary exams are taken.

The written prelim will normally be taken before the end of May, after the student’s 6th term. Although exceptions may be granted to this deadline for special needs, students should bear in mind that entering candidacy any later than their sixth term may jeopardize their eligibility for fellowships and other support from the Department and Rackham in subsequent years. (Students working as GSIs may wish to schedule their written exam during spring break to avoid conflicts with their teaching obligations.)

Once the preliminary committee is set up, the student begins the process of developing the reading lists upon which the prelim exams will be based. The lists are developed in consultation with all the members of the committee. Linguistic Anthropology students will schedule a meeting with their prelim committee at least two weeks prior to the intended start date of their exam to review final reading lists and the dissertation proposal. The Graduate Program Coordinator maintains a file (on CTools) of reading lists and bibliographies. Current students must file their lists when they are completed. The Department also maintains a file (on CTools) of preliminary examination questions. It is the students’ responsibility to see that the questions are filed with the Graduate Program Coordinator.

Although a demonstration of knowledge is expected, preliminary exams are meant also to engage the student’s creativity and to discover whether the student has interesting things to say about the materials. The student’s wishes on whether the exams will be sit-downs or take-homes will be taken into account, but the final decision on this question is largely up to the advisor and the committee. If the student is taking take-home exams, the usual procedure is that each exam is given for 24 hours (plus 8 hours to sleep), with a 24-hour break in between. Sit-downs are normally given as follows: four hours for Linguistic Anthropology, and three hours each for Sociocultural Anthropology, topic and area, with 24 hours between each exam. Access to books, notes, etc. is obviously possible with take-home exams but not with sit-downs.

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

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

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

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

**Post-Field**
Soon after the student’s return from fieldwork, he or she should meet with the committee for a debriefing. This will provide the student with a valuable opportunity to begin thinking strategically about the content and narrative shape of the dissertation. Students are encouraged to index their field notes and recordings in preparation for this debrief and either create a tentative outline or a 20 pp. summary of their research.

**ARCHAEOLOGY, PRELIMINARY EXAMINATION**

*Note: in addition to the information given here, more detail on these topics and other matters unique to archaeology can be found in the Archaeology Graduate Student Handbook, posted on the department web site and CTools each year.*

The Preliminary Examination must demonstrate, in the judgment of the Department, a firm understanding of basic methodological, substantive, and theoretical issues in general archaeology, based primarily but not exclusively on materials covered in the three archaeology core courses (581, 582, 593). When preparing for the examination, the student should consult with his/her advisor and with other members of the subdisciplinary faculty. Students are expected to take the exam at the end of their third semester in residence. In exceptional cases where this schedule is inappropriate the student may, with the endorsement of his/her advisor, apply to the faculty in archaeology for permission to take the examination at a specified later date. (Archaeology students advance to candidacy after fulfillment of coursework [including “core” Anthro courses] and passing prelim exams).

**ARCHAEOLOGY, MID-PROGRAM REVIEW**

Students must complete their mid-program review by the end of their sixth term in residence. At the time a student submits the application for Mid-Program Review, a dissertation committee is formally constituted. This process is discussed completely in the Archaeology Graduate Student Handbook.

The chair and all committee members must sign this application form to affirm their willingness to serve on the student’s doctoral committee (cognate committee members are not required at this point, though it is recommended that students identify their cognate member as early as possible). All other members of the Department who are acquainted with the student’s work will be invited to participate in the discussion of the application. Letters of recommendation may be submitted by absent faculty members or by members of faculties outside the Department. The completed form should then be submitted to the archaeology subfield head (i.e., the Museum Director) for approval at an archaeology subfaculty committee meeting. Copies of the approved form will be forwarded to the Department’s Graduate Student Services Associate and placed in the student’s file.
The application for Mid-Program Review in Archaeology includes a (1) Statement of purpose and research plans; (2) Statement of research interest and professional goals; (3) Proposed course of preparation; and, (4) Nomination of proposed chair and potential committee members.

The entire Archaeology faculty will evaluate the student’s application.

ARCHAEOLOGY, CANDIDACY

Before qualifying for candidacy for the Ph.D., the student must pass the preliminary examination in general archaeology and, fulfill all Rackham and Departmental requirements for candidacy (summarized elsewhere in this manual).

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

Once the paper topic is approved, the student will begin the research and preparation of the manuscript; students are encouraged to consult with their committee members throughout the process. On completion, the student will submit the finished manuscript to the reading committee. The committee will provide comments and suggestions for revision. When the committee is satisfied that the paper meets appropriate standards of quality and completeness, the student and the Graduate Student Services Associate of the Department of Anthropology will be notified that the requirement has been satisfied. The student must supply a copy of the approved paper. Complete guidelines for pre-doctoral research paper including purpose and rationale; requirements; procedures; and, schedule are to be found in the “Archaeology Graduate Student Handbook”.

Dissertation Proposal and Proposal Defense
All archaeology students are required to produce and defend a dissertation proposal. It is expected that this will occur subsequent to the completion and approval of the pre-doctoral research paper. This requirement must be completed no later than the student’s ninth (beginning of 5th year) semester in residence.
The proposal should include:
• a clear statement of the problem you intend to investigate
• a review of previous efforts to solve it
• a review of the theoretical questions guiding your research
• a description of your field or research locality
• the methodologies you will employ in your fieldwork and analysis
• the means of funding your research
• the timetable for your fieldwork and write-up

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

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

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

Other requirements
1. Quantitative Method Requirement: All archaeology students are required to complete one graduate level course on statistics/quantitative methods. Courses taught in a number of departments fulfill this requirement. Particularly recommended are: Antharc 694: “Analytical methods in archaeological research,” and NRE/Environ 438: Natural Resource Statistics (taught every fall). GIS courses do not fulfill this requirement, but may serve as cognates. Consult your advisor before enrolling for any course outside of anthropology. Requests to waive this requirement will be considered by the archaeology subfaculty for
students with an advanced statistical background. This requirement must be fulfilled by the seventh semester in residence (before advancing to candidacy).

2. **Annual committee meetings:** it is recommended that each doctoral student convene an annual meeting with her/his entire dissertation committee for a progress assessment. Committee members who are on formal leave from the university need not attend the meeting. Cognate and non-University of Michigan faculty members of committees are encouraged to attend the annual meeting. This meeting, although not required, is strongly encouraged, and it is expected that all students will make a good-faith effort to convene an annual committee meeting. This is for the student's benefit. It provides a valuable opportunity to apprise the committee of progress in the dissertation research and to gain assistance with any unexpected problems that may have emerged. From the student perspective, bringing the entire committee together will assure that you are receiving consistent feedback from committee members and will allow you to take maximum advantage of the diverse expertise of the faculty. From the faculty perspective, this meeting allows us to keep abreast of your progress, and to be aware of any potential pitfalls that you may face.

3. **The Dissertation Defense:** Students wishing to schedule a dissertation defense must submit to the full dissertation committee a complete and defensible draft of the dissertation. The dissertation draft must be provided to the committee at least 30 days prior to the intended defense date. Within a 30 day period, the committee will notify the student as to whether the formal defense may proceed as scheduled. The archaeology dissertation defense is divided into two sequential parts. First, the defending candidate is required to present a one-hour public lecture summarizing their dissertation research. Second, the candidate meets with their committee members (and other interested faculty) for a formal oral defense.

**BIOLOGICAL ANTHROPOLOGY. COURSE REQUIREMENTS AND ADVISING**

**Breadth (Core) requirements**
In advancing towards candidacy, graduate students in Biological Anthropology must fulfill the departmental core requirement of one core course in each of the other traditional subfields of anthropology. In addition, they must take graduate-level courses (500-level or above) in each of the following areas: (1) evolution and genetics; (2) ecology and behavior; (3) paleoanthropology and morphology; and (4) human adaptation.

**Depth requirements**
A student’s advisor or graduate committee may require additional courses in the student’s specialty. In total, a student can expect that their coursework pre-candidacy will be completed with 18 courses taken over three years. These courses should consist primarily of substantive lecture or lab courses.

**Lab requirement**
All students are required to affiliate with a working laboratory to be trained in the specific analytical techniques of their area of specialization. A student must file an election of a laboratory and lab supervisor with the graduate office annually, beginning in the second semester of their first year. The lab supervisor need not be the same person as the student’s faculty advisor. In the event that they are not, the lab supervisor should be a
member of the student’s graduate committee, and their role on the committee will have special status, comparable to the chair and the outside member

**Elective courses and breadth**
Students in Biological Anthropology should be encouraged to integrate other relevant social science and life science disciplines into their training. Rackham requires four (4) hours of cognate credit to advance to candidacy.

**Advisors**
All beginning graduate students should be assigned a temporary first-year advisor, whose primary responsibility is to make sure that the student is adjusting to life at the University of Michigan, and has begun fulfilling the core and breadth requirements. Students may elect a “permanent” advisor no earlier than the beginning of the second semester. This relationship must be formalized in writing, using the appropriate form at the graduate office. Permanent advisors serve at the discretion of the student, but all changes of advisor require that the new advisor agree to the responsibility in writing.

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

**BIOLOGICAL ANTHROPOLOGY, 2nd YEAR REVIEW**
In anticipation of the Preliminary Exam at the end of the second year, student coursework, proposed prelim exam committee, and initial dissertation research plans will be considered by the Bio faculty via a 2nd year review. The 2nd year review includes a self-assessment by the student of their progress, a plan of study, a proposed schedule for prelim exams, and a discussion of their proposed dissertation goals. 2nd year review materials should be submitted to the Graduate Office no later than mid-February in the winter term of the second year (fourth semester) using the forms provided by the Graduate Office.

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

As part of the review process, students will form a preliminary exam committee consisting of at least three members of the Biological Anthropology faculty. This committee will be in charge of preparing and administering the preliminary exam. Faculty members comprising the preliminary exam committee may also later form the basis for the proposal defense committee and ultimately the Graduate committee, but the members may shift as the student develops a research plan. After the preliminary committee is formed, it should meet
with the student to advise them on coursework and other training leading up to their Preliminary Exam.

BIOLOGICAL ANTHROPOLOGY, PRELIMINARY EXAMINATIONS

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

Timing. Students are expected to take the preliminary exams before the beginning of the 5th semester, based on coursework completed by the time of the exam. In some rare situations, a student may require additional coursework beyond the fourth semester, in which case an extension to take exams may be granted. Such exceptions to the normal schedule require approval of the advisor.

Preliminary Exam Committee. As described in the 2nd year review above, students are expected to form a preliminary examination committee with at least three Biological Anthropology Faculty. Students will be responsible for scheduling examination dates with their committee members. Questions will be written by this committee, in some cases in consultation with faculty who have taught or engaged with the student.

Format. Preliminary examinations include two components: a written examination and an oral examination.

(1) Written examination. The exam will include questions in each of the following areas: (1) evolution and genetics; (2) ecology and behavior; (3) paleoanthropology and morphology; and (4) human adaptation. Exams will consist of 16 questions, 4 in each of the 4 areas listed above. Students must answer 3 of the 4 questions posed in each area. Students will be given 5 days to complete take-home examinations. Students will be given questions at 8:00 AM on Monday morning. They are responsible for submitting their answers by 5:00 PM on the following Friday.

(2) Oral examination. Nine to thirteen days after submission of the written component of the preliminary examinations, students will be required to complete an oral examination. Oral examinations will be used as a means to evaluate a student’s general knowledge of biological anthropology. The student’s preliminary examination committee will administer oral examinations, although other faculty members in biological anthropology may be invited to attend.

Evaluation. The preliminary examination committee will seek input from other faculty members in biological anthropology when evaluating a student’s performance on the written exam and oral exam, but final decisions regarding a student’s evaluation will rest solely with the members of the preliminary examination committee. The committee may award any of the following evaluations for the written exam and oral exam: high pass; pass; low-pass; low-pass with remediation; fail. The evaluations of high pass, pass, and low-pass allow the student to continue in the program and plan ahead to the proposal defense. A student who receives a low pass with remediation does not pass the exam until they have completed the remediation to the satisfaction of the committee within six months of the original exam. In the event that the committee cannot agree on an evaluation, two assessments must be submitted to the graduate chair, along with a written explanation of the disagreement. Under that circumstance, the chair of the department and the graduate chair will adjudicate the evaluation. A failed evaluation will result in dismissal from the
program. This decision may be appealed to a two-person committee consisting of the Chair and the Graduate Chair, unless one of them was involved in the first stage of the decision, in which case the Associate Chair will substitute. The process may be appealed; the judgment of the faculty may not.

**BIOLOGICAL ANTHROPOLOGY, PROPOSAL DEFENSE**

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

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

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

**Format.** The proposal defense includes two components; a research proposal and an oral defense of their research proposal.


2. **Oral proposal defense.** Nine to thirteen days after submission of research proposal, students will be required to complete an oral defense of their research proposal. The student’s proposal defense committee will administer the oral proposal defense, although other faculty members in biological anthropology may be invited to attend.

**Evaluation.** The proposal defense committee can seek input from other faculty members in biological anthropology when evaluating a student’s performance on the written research proposal and oral defense, but final decisions regarding a student’s evaluation will rest solely with the members of the proposal defense committee. The committee may award any of the following evaluations for the research proposal and oral defense: high pass; pass; low-pass; low-pass with remediation; fail. The evaluations of high pass, pass, and low-pass admit the student to ABD, assuming that all other ABD requirements have been met. A student who receives a low pass with remediation does not advance to ABD until they have completed the remediation to the satisfaction of the committee. Under extenuating
circumstances, the student’s graduate committee may allow a failed research proposal to be redone once, no later than six months from the date of the original exam. In the event that the committee cannot agree on an evaluation, two assessments must be submitted to the graduate chair, along with a written explanation of the disagreement. Under that circumstance, the chair of the department and the graduate chair will adjudicate the evaluation. Ultimately, failure to complete the proposal defense to the satisfaction of the committee requires that the student withdraw from the program. This decision may be appealed to a two-person committee consisting of the Chair and the Graduate Chair, unless one of them was involved in the first stage of the decision, in which case the Associate Chair will substitute. The process may be appealed; the judgment of the faculty may not.

The Graduate Committee

Following the Proposal Defense and advancement to candidacy, the student needs to assemble a formal Graduate Committee. This committee may be developed from the Preliminary Exam and Proposal Defense Committees but also may differ to reflect the student’s dissertation focus. This committee takes responsibility for the student’s graduate training (although the student continues to be reviewed annually by the biological faculty). A graduate committee must include at least two Biological Anthropology faculty members with primary appointments in anthropology, one of who should be the dissertation chair. In addition, there should be a cognate member of the committee who is outside the Anthropology Department. Additional committee members may come from the other subfields of anthropology or from other related areas at the University.

ALL ANTHROPOLOGY CANDIDATES: THE DISSERTATION COMMITTEE AND THE DEFENSE

After the student reaches candidacy, he or she must formally file the names of the members of the doctoral committee with the Department and with Rackham. Normally this includes the student’s graduate committee plus a member of the University of Michigan faculty who does not hold a professorial appointment in the anthropology department. (For these purposes, adjunct members of the anthropology faculty may serve as external members, although they must have a faculty appointment elsewhere at the University of Michigan). The committee normally consists of four members; a chair (or two co-chairs), an external (cognate) member and two others. The chair (or one co-chair) and at least one other member must be permanent members of the student’s Department.

Both committee members and students should be fully aware of appropriate ethical norms of research subscribed to by the University of Michigan and by the American Anthropology Association. They are required to abide by both. In addition the University of Michigan subscribes to a Federal Workplace Agreement with the United States Government that requires that research be reviewed on a regular basis by an Institutional Review Board (IRB). It is the student’s responsibility—as a matter of law—to apply for necessary research clearances from the IRB (and for international research, from appropriate agencies of the host country) before beginning research, and periodically during the course of the research write-up, and completion of the dissertation. Students must have their committee’s approval of their research proposal before they begin their research. Research relevant to human or animal subjects may not begin before IRB approval is received.
The Department of Anthropology values interdisciplinary training by graduate students and participates in combined degree programs with the Department of History and the School of Social Work. In addition to these established combined degree programs, described in the previous section, two other options for interdisciplinary training are available. The Rackham Graduate School permits students to initiate MA/Certificate/or Professional School level Dual Degrees, especially when the research area in which the student plans to work falls outside an area of study in which a regular graduate program has been established.

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

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

All Rackham initiated degree (SIPP or SIDD) students must designate a subfield in anthropology as their anthropological field. They will be considered full members of the subfield. A students’ progress will be reviewed following normal procedures for the subfield that they have designated.

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

**Student-Initiated** Dual Degrees (SIDD)

A student currently enrolled in a Rackham Doctoral program other than anthropology can initiate a Dual Degree program by applying to the anthropology department for admission, using the Rackham “Change of Degree” application form. Such a student would ordinarily be admitted without any expectation of support from the anthropology department. The application follows standard admission procedures for the relevant subfield, although an application for a Student-Initiated Dual Degree Program may be considered out of season. The applicant must meet all current Departmental standards for admission. Dual degree students must meet all departmental degree requirements. Doctoral students in other programs who apply for a Student-Initiated Dual Degree Program can work only up to the Master’s degree in anthropology.
Students whose home department is anthropology can apply for a Student-Initiated Dual Degree Program by applying to the relevant other field. Acceptance into a Student-Initiated Dual Degree Program does not affect anthropology degree requirements or support.

**Student-Initiated Ph.D. Program (SIPP)**

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

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

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

1. The application can be submitted for special consideration out of season. Students admitted on a SIPP out of season are treated as full members of the anthropology department with one exception. The exception is that they are treated the same as non-department students for purposes of deciding departmental support, such as GSI positions, fellowships, and so forth. Usually this means they are not eligible for such support.

2. The application can be submitted during the regular admissions process and considered competitively along with all other candidates for graduate admission by the normal departmental admissions procedures. Under such circumstances, the student is eligible for departmental support under the same rules as any other student who has been regularly admitted (including all restrictions imposed by the College or by the Graduate School, especially the 10-term rule). These two cases are distinguished because regular admissions decisions are made with regard to the availability of support; SIPP candidates admitted during the regular admissions process count fully against the admissions quota of a subfield or program. Students who apply for admission to a Student-Initiated Ph.D.
Program as part of the regular admissions process must submit the same materials to the department as any student applying for admission, except that they use the Rackham Change of Program form instead of the regular admission form. (This is designed to provide a way for SIPP students to gain access to departmental support.)

In either case, the applicant must meet all current Departmental standards for admission. Students who initiate their SIPP from anthropology must apply to the other program and have their proposal approved by the chair of the Anthropology Department in consultation with Department’s Executive Committee.

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

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

**Proposed program of study.** The applicant must propose a program of study for the combined program, including courses relevant to the purposes of the combined degree and other courses that ensure the breadth and depth of their graduate training in anthropology. Students in SIPP’s should make certain that they are exposed to broad range of faculty and should take care to avoid premature narrowing of their intellectual vision. (For cultural anthropology, the student should expect to take courses with at least 5 members of the regular faculty.) The Graduate School requires that “the proposed program of study should reflect the majority of the requirements of each participating department”. The Anthropology Department will not approve any application for a combined degree that does not ensure substantial breadth and depth of coursework or that is like a standard program of study in one of the subfields of anthropology with some of the standard degree requirements eliminated. Similarly, our experience is that the Anthropology Department’s Executive Committee will not approve a plan of study that does not have the four traditional subfields represented in the coursework, usually by the core courses in each subfield.

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

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

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

RESOURCES AVAILABLE TO ANTHROPOLOGY STUDENTS

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

The following collections are of special interest to anthropologists.

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

University Library The University Library is the main depository for anthropological books and serial publications. It contains a complete card catalog of publications to be found in all campus libraries.

Undergraduate Library The Shapiro has a sizable collection of books and periodicals with special emphasis on the archaeology and ethnology of North America.

Human Relations Area Files HRAF contains a vast collection of cross-indexed ethnographic and historical information on over 300 societies from around the world. The HRAF are located in the University Library.
**Natural Science Library** The Natural Science Library contains books and serial publications in zoology, botany and geology.

**A.G. Ruthven Museums Library** The Museums library contains publications related especially to natural history and systematic. The anthropology section is housed in the Museum of Anthropology (on the fourth floor). Other sections of interest to anthropology students include a mammalogy Library on living primates and a Paleontology Library containing works on fossil primates. These are housed on the second floor of the A. G. Ruthven Museum.

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

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

**Counseling Services**

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

**Research Facilities in the Department of Anthropology**

*The Laboratory Of Linguistic Anthropology* (232-C WH) The Department of Anthropology is in the process of establishing a laboratory of Linguistic Anthropology, including state-of-the-art computer and sound equipment for transcribing and analyzing field data. In addition to supporting student and faculty research in Linguistic Anthropology, lab meetings provide a supportive forum for discussing current research.

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

*Student Lounge* (236 West Hall) This lounge area for graduate students includes a refrigerator, microwave oven, coffee maker, a sink, comfortable chairs and couches, lockers, and computer access. The area outside the Mischa Titiev Library also has tables and serves as an informal lounge.
Computing Center Sites
In West Hall, computers are available for student use in the Mischa Titiev Library and the Student Lounge (236 West Hall). A computer for the use of GSIs is also available in the main department office, 101 West Hall.

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

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

Central and Medical Campus

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

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

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

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

FINANCIAL AID

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

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

As noted above, most of the area centers offer FLAS (Foreign Language and Area Studies) fellowships and the Museum of Anthropological Archaeology offer research assistantships.
LS&A limits students to 10 terms of support in total. Among the major sources of LS&A support covered by this rule are Regents Fellowships, GSI positions, and GSRA support in the museums. Aid from sources outside LS&A, however does not count toward this total. Such sources include external funding agencies, such as NSF, some university administered funds, such as FLAS, and university funds from units outside LS&A such as Rackham Merit Fellowships. Spring or Summer GSI positions awarded to candidates that are teaching their self-designed courses are LSA GSI positions, but DO NOT count toward the 10-term rule.

Fellowships
University Fellowship and Scholarship awards range from tuition scholarships to full fellowships with stipends of at least $15,000 per academic year.

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

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

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

The Museum of Anthropological Archaeology normally has a number of RESEARCH GSRA positions. The stipend is approximately equivalent to that of a teaching GSI. The Director of the Museum of Anthropological Archaeology makes appointments with the advice of the curators. Applications are obtained from the Director of the Museums, 4009 Museums Building.

*Eligibility for Graduate Student Instructor employment*

http://www.lsa.umich.edu/

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

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

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

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

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

- University Graduate Fellowship
- Foreign Language and Area Studies Fellowship (FLAS)

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

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

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

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

The following outline is the expected student progression toward the Ph.D. in anthropology with a focus on archaeology. It specifies the necessary sequence of requirements. This list thus serves as a checklist to monitor students’ progress.

Enter date completed in the blanks below.

Date Admitted: ____________
Current Status: ____________

Year 1 & 2: Coursework (dates taken; it is expected core courses will continue into Year 2)

Date (term/year)

_________ Anthrac 581  Archaeology I
_________ Anthrac 582  Archaeology 2
_________ Anthrac 593  Archaeological Systematics

An advisor must be selected by end of Year 1. Advisor’s name

Advisor: ______________________

Cognate courses (list two):

Course one: ___________ completed: ___________
Course two: ___________ completed: ___________

Core courses:

Biological anthropology core course (Anthro 570) ___________
Cultural anthropology core course (Anthro 526 or 527) ___________
Linguistic Anthropology core course (Anthro 576) ___________
YEAR 2: COURSEWORK, PRELIMINARY EXAMS, LANGUAGE REQUIREMENT, ESTABLISH COMMITTEE FOR PRE-DOCTORAL RESEARCH PAPER

(Preliminary exams are typically taken at the end of a student’s third semester; changes in this schedule require approval of the faculty in response to written request from student)

Language: __________________________
Language requirement fulfilled (date): __________________________

(Advisor: send written notification of completion to Graduate Student Services Associate; Memo copy in Museum file).

Semester 3:
PRELIMINARY EXAMS COMPLETED: __________________________

ESTABLISH COMMITTEE FOR THE PRE-DOCTORAL RESEARCH PAPER.
Committee members: __________________________, Chair

___________________________
___________________________
___________________________

PAPER TOPIC APPROVED BY COMMITTEE __________________________

YEAR 3: ADMISSION TO CANDIDACY/COMPLETE PRE-DOCTORAL RESEARCH PAPER

Date Masters completed: __________________________
Date Candidacy achieved: ______________
(NOTE: ADVISOR MUST SEND LETTER AFFIRMING COMPLETION OF REQUIREMENTS TO GRADUATE SECRETARY.)

Mid-program review (Creation of Dissertation Committee):
Submitted: ______________
Approved: ______________
List doctoral committee:
___________________________, Chair
___________________________
___________________________
___________________________

YEAR 4: COMPLETE AND DEFEND DISSERTATION PROPOSAL; COMPLETE
QUANTITATIVE METHODS REQUIREMENT

Pre-doctoral research paper completed: (by end of 6\textsuperscript{th} semester)
Quantitative methods requirement (by end of 7\textsuperscript{th} semester)

Course Department and number
Term completed

Date dissertation proposal submitted:
Date proposal approved by committee: (by end of 9\textsuperscript{th} semester)
Date proposal approved by faculty:

YEAR 5+

BY THIS POINT, INDIVIDUAL STUDENT TRAJECTORIES WILL VARY WIDELY, DEPENDING ON THE NATURE OF THEIR DISSERTATION RESEARCH, WHETHER OUTSIDE FUNDING (GRANTS) MUST BE GENERATED, IF SPECIAL ANALYTICAL TECHNIQUES MUST BE LEARNED, AND THE NATURE AND EXTENT OF NECESSARY FIELDWORK REQUIRED TO COMPLETE THE DOCTORAL RESEARCH.

Among the things that should be done during this period:

MEET ANNUALLY WITH THE FULL DOCTORAL COMMITTEE (EXCLUDING COGNATE MEMBER); MEET REGULARLY WITH ALL COMMITTEE MEMBERS TO DISCUSS RESEARCH.

Date of annual committee meetings:

Date of Defense:
Dissertation title:
GRADUATE PROGRAM IN BIOLOGICAL ANTHROPOLOGY  
Course Checklist

Name: ___________________________

Date admitted: ___________________________

Current status: ___________________________ (pre-candidate, Ph.D. candidate)

To advance to Ph.D. candidacy, the Department of Anthropology requires graduate students to fulfill course requirements: 1) in the Department; 2) in Biological Anthropology; and 3) outside of the Department. In addition, the Rackham Graduate School requires students to complete a cognate requirement outside of the Department of Anthropology. The Departmental foreign language requirement may be satisfied through coursework or by other means.

For the Master's degree, students are expected to complete 36 credit hours of course work, typically in their first two years in the program. These include the Departmental core course requirements and Biological Anthropology course requirements (see below). Eighteen hours of undergraduate course work may be counted towards the Master's degree, but a minimum of 24 graduate credit hours plus four hours of graduate cognate courses are required for the MA.

A. Departmental Core Courses
Students must complete at least one core course in each of the three other subfields of anthropology.

1. Sociocultural Anthropology
   Anthro 526 ___ Anthro 527 ___

2. Archaeology
   Anthro 581 ___ Anthro 582 ___

3. Linguistic Anthropology
   Anthro 576 ___

B. Biological Anthropology courses
Students must complete at least one class in four areas of Biological Anthropology. Each class can be applied to only one of the four areas.

1. Paleoanthropology and Morphology
   Anthro 465 ___ Anthro 474 ___ Anthro 475 ___ Anthro 477 ___ Anthro 479 ___
   Anthro 476 ___ Anthro 5XX (Miocene Hominoids) ___ Anthro 665 ___

2. Ecology and Behavior
   Anthro 467 ___ Anthro 468 ___ Anthro 478 ___ Anthro 560 ___ Anthro 668 ___
3. Human Adaptation
Anthro 462 ___ Anthro 560 ___ Anthro 561 ___ Anthro 563 ___ Anthro 664 ___

4. Evolution and Genetics
Anthro 450 ___ Anthro 452 ___ Anthro 461 ___ Anthro 466 ___ Anthro 472 ___ Anthro 479 ___
Anthro 563 ___

C. Additional classes
Students must complete three graduate level lecture or laboratory courses or their equivalent outside of the Department of Anthropology. Gross anatomy can be used to satisfy two of these courses. These classes can be counted to satisfy the Rackham cognate requirement (see below).

D. Statistics requirement
Students must complete one upper division or graduate course in statistics

E. Rackham cognate requirement
Students must complete four credit hours outside of Anthropology.

F. Language requirement
The language requirement can be satisfied through completion of a 400 level graduate course. Alternatively, this requirement can be satisfied through an examination or evidence of substantial experience with the language. See the Graduate Handbook for further details.
**Name______________________   Date Submitted______________**

**GRADUATE PROGRAM IN LINGUISTIC ANTHROPOLOGY**

**Date Admitted ______**
**Current status ______ (pre-candidate, post-candidate, Leave of Absence)**

**Language requirement:** For the PhD in Linguistic Anthropology, two languages are required, one of which must be a non-Western-Indo-European language (please refer to subfield guidelines detailing qualifying languages). Ideally, students should fulfill the first requirement during the first or second year, or before Mid-program review. The second language may be fulfilled through a variety of means (see guidelines and discuss with your advisor).

Language One: _________  date fulfilled _____________

**Years 1 and 2: Advising, Course work, Mid-program review application**

Students are assigned a first year advisor and must select a permanent advisor by the end of the first year/beginning of the second:

First-year advisor __________________
Current advisor ___________________

**Course credits:** Anthropology students are expected to complete 36 hours of course work, usually in the first 3 years in the program. (required for the MA). These include 6 core courses, completion of which may continue into the second year. Four hours of graduate cognate courses are required for advancing to candidacy and for a terminal MA.

Core courses: (grade and term/year taken):

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Grade/Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology 526</td>
<td>______</td>
</tr>
<tr>
<td>Anthropology 527</td>
<td>______</td>
</tr>
<tr>
<td>Biological Anthro 570</td>
<td>______</td>
</tr>
<tr>
<td>Linguistic Anthro 576</td>
<td>______</td>
</tr>
<tr>
<td>Linguistic Anthro 577</td>
<td>______</td>
</tr>
<tr>
<td>Linguistic Anthro 578</td>
<td>______</td>
</tr>
<tr>
<td>Anthro 581 or 582 (Arch)</td>
<td>______</td>
</tr>
</tbody>
</table>

Cognate courses (including linguistics courses) at the graduate level

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Term/Year and Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course title</td>
<td></td>
</tr>
<tr>
<td>Course title</td>
<td></td>
</tr>
</tbody>
</table>

Additional courses (Ling, methods, lab, etc.) at graduate level

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Term/Year and Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course title</td>
<td></td>
</tr>
</tbody>
</table>
Course title ____________  term/year and grade __________
Course title ____________  term/year and grade __________
Course title ____________  term/year and grade __________

Mid-Program Review. The required time to apply is February of the second year
date submitted (please see guidelines) __________
date approved: __________

Application for a Masters degree is optional.
MA application: date submitted __________

Year 3: Course Work, grant proposals, research proposal, prelims
Prelim committee:
_________________________________ (chair)
_________________________________
_________________________________

The research proposal presentation and the preliminary exams take place in the same semester: prelim
lists should be submitted the same time as the proposal is submitted, and the proposal presentation
should be scheduled with the prelims following not long after (2 weeks minimum)
Research proposal:
date submitted __________
date oral presentation scheduled __________
date approved __________

Preliminary exams:
date lists submitted __________
date revised lists submitted __________
dates written exams scheduled __________
date graded __________

Candidacy:
date approved __________

Year 4: Field work
Dissertation committee __________________________ (chair)
_________________________________
_________________________________
_________________________________
Year 5+: Write-up, other requirements

Second language requirement (see guidelines and speak to advisor):
language ______________________________
date completed _______________________

Recommended: consultation with committee chair about mode of communication (frequency, content, channels and coordinates) from the field.

Fieldwork debrief: date completed __________________

Dissertation Defense: date completed ______________

Dissertation Title:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
GRADUATE PROGRAM IN SOCIOCULTURAL ANTHROPOLOGY

Checklist and Schedule

This checklist outlines expected student progress toward the Ph.D. in Anthropology with a focus on Sociocultural Anthropology. Annual updating of this checklist helps faculty and students alike keep track of students’ progress.

Date admitted
Current status ____________ (Pre-candidate, Candidate, Leave of Absence)

Years 1 and 2: Course work, language requirement, Second Year Review

Students are expected to complete thirty-six hours of course work, usually in their first three years in the program. These include five courses, completion of which may continue into the second year. Six hours of undergraduate course work may be counted toward the requirements for the MA, but a minimum total twenty-four graduate credit hours in anthropology plus four hours of graduate cognate courses are required for the MA.

Core courses (grade and term and year taken):
   Anthropology 526 (Traditions I) __________
   Anthropology 527 (Traditions II) __________
   Biological Anthropology 570 __________
   Anthropology 576 (Linguistic Anthro) __________
   Anthropology 581 or 582 (Archaeology) __________

Cognate courses:
   Course title: ______________________ term, year, and grade __________
   Course title: ______________________ term, year, and grade __________

Students are assigned a first-year advisor and must select a permanent advisor by the end of the first year.

First year advisor: _______________________
Current advisor: _______________________

Ideally, students should fulfill the language requirement by the end of the second year; otherwise, it tends to delay advancement to candidacy.

Language requirement: date fulfilled ______ Language: ________________
Second Year Review (Due in February of the students 2nd year [4th term]):
   date approved ______

Prelim committee:
   __________________________, Chair
   __________________________
Year 3: Course work, grant proposals, prelims

Application for a Masters degree is optional.

Master’s degree application: date submitted ________

Prelims: date passed ________

Research proposal (due within a few weeks after passing prelims): date submitted ________

Research proposal workshop: date completed ________

Candidacy: date approved ________

Year 4: Fieldwork

Dissertation Committee:

__________________________, Chair
__________________________
__________________________
__________________________
__________________________

Year 5+:

By this point individual student trajectories will vary widely, depending on the nature of their dissertation research.

Post-fieldwork workshop: date completed: ____________

Students should meet annually with their full doctoral committee
Dates of annual committee meetings:


Dissertation defense: date completed: ________________

Dissertation title:

___________________________________________________________________

___________________________________________________________________