

## SOCIOCULTURAL GRADUATE PROGRAM

### FIRST YEAR

As early as possible in the academic year, preferably before fall registration, students should ask a sociocultural faculty member to act as a first-year academic advisor. The first-year advisor will help the student with course selection and explain requirements. As students refine their theoretical and area interests and become more familiar with the faculty, they may wish to change advisors. Until students are able to identify an academic advisor they may consult the chair of the department, the graduate coordinator, or the sociocultural faculty member on the graduate committee.

Graduate students in sociocultural anthropology are expected to take the required theory course--Anthropology 472 (Social Theory and Anthropology)-- in their first year. They should plan to fulfill their other distribution requirements (one course in physical anthropology and one course in archaeology) sometime before their field work. In addition, students are encouraged to begin a field or research language as early as possible; reading knowledge of a foreign language is a requirement for the M.A. degree.

Students should know that funding for continuing students is decided in February of each year. Students who have outstanding incompletes or a history of incompletes are generally ranked at the bottom of the funding list or refused funding altogether. The sociocultural faculty strongly urge students to avoid taking any incompletes.

By April 1, students must submit to the entire sociocultural faculty short statements of their plans for second-year course work and research. At this time students decide whether they wish to be considered for the Ph.D. program or whether they prefer to terminate their studies with an M.A. If they choose to terminate with the M.A. degree, they should submit a plan of course work for the second year and indicate whether they are choosing the thesis or no thesis option, how they intend to fulfill their language requirement, and the name of a faculty member who has agreed to act as a second-year advisor. Students who are terminating their graduate work at the M.A. level need not write the paper and proposal required of second-year students wishing to be considered for the Ph.D. program, nor need they select a committee.

Those students wishing to be considered for the Ph.D. program must also submit an April 1 statement of plans for the second year. They should identify a faculty member whose research interests are compatible with their own and who has agreed to serve as advisor and supervise the second-year paper and research proposal. The second-year advisor need not be the same faculty member who has been advising the student in the first year. Students must also name two other faculty members who have agreed to serve on the second-year committee and act as readers for the second-year paper and research proposal. While all three committee members must be members of the anthropology department, they need not all be sociocultural anthropologists. Additional members of the committee may be added and need not be members of the anthropology faculty. Students should write a paragraph summary of their intended second-year paper and make clear the body of theoretical literature they will survey in anthropology and the world area they will study. Finally, students should list the courses they intend to take in the second year and indicate how and when they expect to fulfill their language requirement for the M.A. degree. Those students who wish to be considered for the Ph.D. program must also meet in mid-April with their committee to discuss their statement of plans. At this time the committee will specify what additional language requirement, if any, must be fulfilled to satisfy the Ph.D. language requirement.

At the end of the spring semester, the sociocultural faculty will meet to discuss these statements and evaluate the student's performance based on work completed to date. In some cases, students who intended to be considered for the Ph.D. program will not be invited to continue beyond the M.A. in the second year.

## SECOND YEAR (FOR STUDENTS CONTINUING IN THE PH.D. PROGRAM)

In the fall semester of their second year, students enroll in Anthropology 521 (Writing Papers) in order to allow them adequate time to work on their second-year papers. Two-thirds of the paper will cover a theoretical subfield of sociocultural anthropology, and one-third of the paper will cover a world area. Students should aim for a final length of 40 to 60 pages. The theoretical subfield should be a significant one in sociocultural anthropology. Examples include: ethnicity, the construction of gender identities, the ethnography of speaking, and political economy. The student's approach to this topic should be analytical and demonstrate a broad understanding of the literature. The theoretical section should also include a review of current controversies and issues specific to the chosen subfield. The area portion of the paper covers the application of this theoretical approach to a geographical area. Examples include the Middle East, Latin America, and East Africa. The student's approach to the area should also be analytical.

By October 1, students should submit a one-paragraph summary of their second-year paper and two bibliographies to their second-year faculty committee of three. Students may find it helpful to identify a particular theoretical study that serves as an ideal model for their work at this stage. The bibliographies should cover material considered relevant to the theoretical and geographic areas of their second-year paper. Students should arrange individual meetings with faculty members to ensure that each member of the committee is satisfied with the comprehensiveness of the bibliographies.

A rough draft of the second-year paper should be submitted to the advisor by approximately December 1. The advisor will make suggestions for revision prior to submission of the final draft to the student's committee on the first Monday of reading week. The student's advisor will schedule a meeting of the entire committee to discuss the paper with the student sometime prior to the end of the semester. At that time the committee will make suggestions for revision, if any; the student's advisor will also submit a grade at this time for Anthropology 521. No incompletes will be allowed in Anthropology 521 and completion of this requirement is necessary for maintaining good standing in the department.

Students are expected to revise their second-year papers over the semester break, and by the first Monday after classes begin in the spring semester, students will submit a final version of the paper to their advisor and committee of two faculty members. The two committee members will notify the student's advisor within a week whether they grant the paper a "pass" or "no pass." Two passes are required in order to maintain good standing in the department. The entire sociocultural faculty will meet in early February to discuss the second-year students with a view toward their future in the program. Students should also bear in mind that funding for the third year (decided in February) is contingent upon the submission and quality of the second-year paper.

In the spring semester, second-year students should take Anthropology 5011 (Methods: Proposal Writing) in order to allow them to work on a research proposal. (If 5011 is not offered in any given year, or if students have unusual proposal needs, they may be advised instead to substitute Anthropology 521 and work directly with their advisors on a proposal.) The proposal produced in Anthropology 5011 will also be submitted to each member of the student's committee. In most cases this will be the same committee that read the second-year paper, but a student can reconstitute the committee. The proposals set out the problem to be studied, review the relevant

theoretical and area literature, state the hypotheses to be tested, and review the methods to be used. Before the end of the semester, the student's advisor will schedule a meeting of the second-year committee with the student to discuss the proposal and suggestions for future revision. At this time the committee will notify the student of any further requirements deemed essential to the student's research training and required of the student prior to admission to candidacy. Submission of the draft research proposal is a condition for remaining in good standing in the department.

When a student has completed all of the requirements for the M.A. degree, usually in the second year, the student will petition the chair in a formal memorandum listing the courses and other requirements the student has completed. These requirements consist of: the theory course (472), at least one course in physical anthropology and one in archaeology, courses with a minimum of six different faculty members, reading knowledge in a foreign language, and a total of 36 credit hours or 24 hours plus a thesis with an average of "B" or better. While there is no specific policy concerning incompletes, students generally are expected to have made up all incompletes before petitioning for the M.A. degree.

The entire sociocultural faculty will meet prior to the end of the semester to evaluate the work of first and second year students and invite those in good standing to continue work toward Ph.D. candidacy. Students who are not in good standing will not be permitted to accept funding awards previously granted for the third year.

### THIRD YEAR

In the third year students will identify the faculty person under whose primary supervision they will continue work toward the Ph.D. degree. With this advisor they will identify two other faculty members who will join in overseeing the student's doctoral work. While many students will retain their second year committee for this purpose, they have the right to change advisors and committee members at any time. Faculty members need not agree to work on a doctoral committee, and if a student by the third year fails to find three faculty members willing to serve on the doctoral committee, that student should not expect to continue in the program.

Students at this point come under the direct supervision of the doctoral committee. Under its supervision students will finalize their research proposals, pursuant to admission to Ph.D. candidacy. The doctoral research proposal should normally be completed and accepted in the third year.

Students who have satisfied all of the requirements for the M.A. degree and have successfully defended a research proposal before their committee and fulfilled any other requirements set by their committee (about which they were informed in their annual year-end meeting with their committee), may petition the entire faculty for advancement to Ph.D. candidacy in a formal memorandum to the faculty, summarizing the requirements fulfilled by the student. While there is no specific policy concerning incompletes, students generally are expected to have made up all incompletes before petitioning for admission to candidacy. Upon successful completion of these requirements, the chair will notify the graduate school of the student's advancement to candidacy.

During the year students should also submit their proposal to outside funding agencies. The objective is to have funds for the research project by the fourth year. Each funding agency has different specifications for length and emphasis of proposals, and many of these agencies have deadlines early in the fall semester. The doctoral committee will also advise doctoral students on special programs of study, such as statistics, that may be necessary to prepare for the research project.

## FOURTH YEAR AND BEYOND

Students are normally expected to be in the field in their fourth year. There are no formal requirements governing fieldwork. However, students are expected to consult closely with their advisors and committees and go to the field with a clear understanding of what sorts of data will be considered sufficient for the dissertation.

The doctoral dissertation will be supervised solely by the doctoral committee, subject to the guidelines established by the graduate school. Students should refer to current graduate school documents for specific details, especially regarding the lead time necessary for the oral examination and the format of the finished dissertation. Doctoral examination committees normally contain at least six tenure track faculty members, four from within the department and two from outside the department. However, by special agreement of the department and the Dean, the Committee may be structured differently. In practice, students generally work extremely closely with their advisors on early drafts of the dissertation. Sometimes there is also considerable consultation with other members of the committee, especially regarding portions of the thesis in their area of expertise. After the dissertation is completed to the satisfaction of the members of the committee, a date is set for the oral defense.

Doctoral students are expected to develop contacts with faculty members in other departments who are interested in their research and they may suggest the names of interested faculty as possible outside examiners at the time the date for the oral defense is set. The Dean of the Graduate School must approve the doctoral examination committee.

Students should bear in mind that the Graduate School has a four year limit for completion of master's degrees and a seven year limit for completion of doctoral degrees from the time of registration in the Graduate School. Students exceeding these deadlines must petition the faculty in writing for a formal extension. Students should not anticipate that such extensions will automatically be forthcoming.

SUMMARY OF GRADUATE STUDENT DEADLINES  
AND FACULTY MEETINGS

FIRST YEAR

Before Fall Registration (Or as Early as Possible)	Identify a <u>first-year advisor</u>
February	DEPARTMENTAL FACULTY MEET to discuss funding of continuing students
April 1	Submit statement of plans for second year to entire <u>sociocultural faculty</u>  M.A. Track (Submit the following) 1. Name of <u>second-year advisor</u> 2. Choice of thesis or no thesis option 3. Proposed courses for second year, including satisfaction of the rule requiring courses with a minimum of six faculty members 4. Plan to fulfill language requirement  Ph.D. Track (Submit the following) 1. Name of <u>second-year advisor</u> 2. Names of two <u>second-year committee</u> members 3. Paragraph summary of second-year paper 4. Proposed courses for the second year, including satisfaction of the rule requiring courses with a minimum of six faculty members 5. Plan to fulfill language requirement
Mid-April	FIRST-YEAR COMMITTEE MEETS with student
End of Spring Semester	SOCIOCULTURAL FACULTY MEET to evaluate progress of first-year students
End of Spring Semester	DEPARTMENTAL FACULTY MEET to evaluate progress of first year students and notify them in writing of the evaluation results
Summer	Begin work on bibliographies for second-year paper

## SECOND YEAR

October 1	Paragraph summary and two bibliographies of second-year paper due to <u>second-year committee</u>
December 1	Rough draft of second-year paper due to second-year advisor
Monday of Reading Week	Second-year paper due to <u>second-year committee</u>
By End of Semester	SECOND-YEAR COMMITTEE MEETS with student for discussion of second-year paper
First Monday after Classes Begin in January	Student submits final version of second year paper to entire committee
Within one week	SECOND-YEAR COMMITTEE evaluates student's second-year paper
Early February	SOCIOCULTURAL FACULTY MEET to discuss funding to continuing students
February	DEPARTMENTAL FACULTY MEET to discuss funding of continuing students
End of Spring Semester	First draft of departmental research proposal due to <u>second-year committee</u>
End of Spring Semester	Second-year COMMITTEE MEETS with student to discuss proposal
End of Spring Semester	SOCIOCULTURAL FACULTY MEET to evaluate progress of second-year students
July 1	All revisions of second-year paper must be accepted by at least 2 <u>second-year committee</u> members to be eligible for third-year funding
Summer	Begin revising research proposal

### THIRD YEAR

Fall Semester	Revise research proposal and submit to funding agencies
Spring Semester or Earlier	Submit and defend final departmental research proposal to committee of three faculty for advancement to Ph.D. candidacy

NOTE: Students are responsible for ensuring that all documents (such as the April 1 statement, bibliographies, second-year papers, and research proposals) are distributed directly to all relevant faculty members by the deadlines indicated above. Advisors are responsible for scheduling all committee meetings in order that they take place prior to the relevant meetings of the full sociocultural and departmental faculty.