



DEPARTMENT OF ANTHROPOLOGY

GRADUATE HANDBOOK

2018-2019

UNM DEPARTMENT OF ANTHROPOLOGY
MSC01 1040, 1 University of New Mexico
Albuquerque, NM 87131

UNM Department of Anthropology Graduate Handbook

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Department Website: <http://anthropology.unm.edu/>

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MSC01 1040
1 University of New Mexico
Albuquerque, NM 87110

Facilities:

Anthropology Building (Main)
Anthropology Annex
Hibben Center for Archaeological Research
Maxwell Museum

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Main Office	277-4405	
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THE UNM DEPARTMENT OF ANTHROPOLOGY GRADUATE PROGRAM

The mission of Anthropology at UNM is the study of human cultural and biological diversity in past and present environments. We present our discipline's contributions through teaching, research, and service. Our studies transcend time and place, linking the variety of forms, behaviors, and the meanings that underlie human experiences over the millennia of our existence. The three subfields, archaeology, ethnology, and evolutionary anthropology, apply a variety of perspectives and methods to this task. At UNM, Anthropology is focused on four themes that cross-cut the subfields:

1. Environment, ecology, and evolution;
2. Expressions of meanings, rituals, and performances through culture;
3. Landscapes of and perspectives on places; and
4. Cultural dimensions of change and development.

We challenge students at the undergraduate and graduate levels to explore the dimensions of culture and biology in their lives and those of others, along with the role that human diversity plays in understanding ourselves and adapting to various environments.

Research informs our teaching at every level, and public service provides one means for applying our knowledge to the world around us. Anthropology is the most inclusive discipline in the arts and sciences with the greatest breadth of interests encompassing the entire human experience studied in the humanities, social and natural sciences. Our field is a microcosm of disciplinary diversity. We do this by virtue of the long time depth (in the millions of years), geographic span (the planet), and variety of peoples included in our studies. The three subfields of Archaeology, Ethnology, and Evolutionary Anthropology provide the organizational structure by which our discipline's breadth is expressed in Anthropology at the University of New Mexico.

As anthropologists we share the unifying concept of culture—the means by which we as humans transmit learning across generations, on which we are extraordinarily dependent for our ongoing survival, and through which we express ourselves, our worlds and connect with a variety of environmental settings. Simultaneously, these subfields encompass a variety of perspectives and methods through which the lens of culture is applied to human diversity and change in the past, present and future. This diversity is a strength of the discipline providing anthropologists with several different frameworks for their studies. At UNM, we have built a tradition of empirically-based field and laboratory work across Archaeology, Ethnology, and Evolutionary Anthropology that we believe enlivens our work, reinforces our commitments to diversity, and provides opportunities for our students to learn in realistic settings.

Our vision of Anthropology at UNM articulates its long and distinguished history in New Mexico with the expectations of a modern research-intensive university that also functions as one of the

leading Hispanic- and Native American-serving educational institutions in the country. It can be summarized as follows:

- Anthropology's 80-year history is closely inter-twined with the University and State. Anthropologists have been essential partners in the development of New Mexico and its educational institutions over the past century.
- Anthropology is one of the top programs, not only within Arts and Sciences but across all of UNM. Its graduate and archaeology programs are ranked among the best in the country, among the highest rankings for any department at UNM. Faculty and graduate students are active in conducting highly regarded research, publishing, and other professional service regionally, nationally, and internationally.
- Anthropology plays a key role in examining culture, language, and biology; the future, present, and past; across humans, their ancestors, and related species.
- At UNM, Anthropology is organized by the subfields of archaeology, ethnology, and evolutionary anthropology, each of which contributes its view of human nature and experience. The Department of Anthropology and the Maxwell Museum of Anthropology are partners in research, teaching, and service. Anthropology is quintessentially interdisciplinary and integrative, especially with diverse programs such as History, Biology, Sociology, Earth and Planetary Sciences, Geography, and Psychology.
- We have made good use of our geographic advantage, near the international border, in a region where many native groups have maintained their distinctiveness, and in a State that promotes its multicultural-bilingual heritage and commitment to intercultural understanding. Our work in Anthropology is focused on the Greater Southwest, Latin America, Hispanic cultures in the Old and New Worlds, Native Peoples of the Americas and Oceania, and portions of Africa and Asia.
- Excellence in Anthropology at UNM has been achieved by setting exacting standards for faculty, staff, and students in instruction, research and service. Our faculty members are known as leaders within the University for their international and national contributions. Programs in Anthropology are supported by award winning staff members who go beyond our expectations.
- We are also central to the mission of liberal arts education. One in every 10 students at UNM enrolls in one or more of the five general education undergraduate core classes that we teach an indication of our commitment to demonstrating the relevance of anthropology today.
- We are one of the largest anthropology programs in the country—with over 150 graduate students (the largest in Arts and Sciences), nearly 300 undergraduate majors, and several thousand alumni and friends who live and work in New Mexico and throughout the country.
- We expect our research and service to promote understanding and will help people to positively transform their communities, and societies.

DEPARTMENT ADMINISTRATIVE STRUCTURE

The Department is headed by the Chair, who oversees management of the department regarding fiscal, personnel, academic affairs, disciplinary actions, and facilities.

The Department Chair convenes an Advisory Group with representatives from each subfield, as well as the directors of the graduate and undergraduate programs.

A Convener coordinates business within each subfield, including funding, graduate and teaching assignments, scheduling, and progress reports for students.

The Department Graduate Committee and the Department Undergraduate Committee have representatives from each concentration.

The Department Administrator provides administrative oversight of daily operations and staff, provides direct support to the Department Chair, deals with publicity matters, and coordinates support activities for students and faculty.

The Department Accountant provides fiscal monitoring, processes reimbursements for travel and other expenses, provides guidance on policies and procedures related to grant submissions and other fiscal matters, and monitors and oversees grants.

The Graduate Advisor provides graduate advisement on all matters pertaining to course of study, processes contracts for Graduate, Teaching, and Research Assistantships, and provides information regarding deadlines, award and funding opportunities, and campus resources.

The Coordinator of Education Support provides support for curriculum, scheduling, inventory control, and facilities management.

The Undergraduate Advisor works with the College of Arts and Sciences advisement center and provides academic advisement to undergraduate students.

The Administrative Assistant provides office support including reception, mailing services, supplies, and copy equipment.

ID, EMAIL, KEYS, COPY CODES BANNER IDENTIFICATION (ID) AND LOBO IDENTIFICATION CARD

Your Banner ID is the 9 digit identification code assigned to you by UNM. It serves the same function as a social security number, and can be tied to your identity, so be sure to keep this number safe from theft or misuse. The Banner ID serves as both your student ID as well as your

employee ID, should you receive employment at UNM. This number can be accessed through Loboweb (see below) or can be found on your UNM Lobo ID.

Your Lobo ID card may be required for many functions, including in person changes to your registration, verification of your status as a student, access to Johnson Gym and other campus facilities, library resource access and checkout, and others. You can obtain your Lobo ID at the Lobocard office in the basement of the Student Union Building (SUB) on main campus.

UNM NET ID AND EMAIL

Once you have been admitted to UNM, you will create a Net ID. This is different from your Banner ID, which is a 9 digit numerical code assigned to you for identification purposes. The Net ID will become the first part of your UNM Email address and will be used for a variety of login functions. <http://it.unm.edu/accounts/>. You will be required to change your password every 6 months for security purposes.

Your UNM Email address will be the default, primary address to which information and notifications are sent. Be sure to monitor this account regularly to receive current information regarding your academic career, any financial aid or work assignments/contracts you may receive, course announcements, etc.

MY UNM AND LOBOWEB

My UNM is the primary portal to access applications such as UNM Learn, UNM Libraries, Loboweb, and UNM email. There is a link to My UNM in the upper right hand side of the UNM home page. Your login for My UNM is your Net ID (the first part of your UNM email address), and the password you established when setting up your UNM email account.

Loboweb is the application used on the UNM campus for a variety of purposes, including self-service demographic data, review of direct deposit and paystubs, bursar accounting, registration, and many others.

ANTHGRAD-L EMAIL LISTSERVE

The Department of Anthropology maintains an email listserv for all current graduate students in the department. The listserv is used for a variety of purposes including job announcements, talk and event announcements, safety/security information, housing/roommate opportunities,

funding opportunities, etc. You can add or remove yourself from this listserv at the following link: <http://it.unm.edu/email/listsSignup.html>

UNM LOCKSHOP/KEYS

All keys are issued by the UNM Lockshop. In order to obtain a key to an office, student space, or building, you must request the key via email. A key card will be issued to you for each individual key. Once you have the key card(s), you will take them to the lockshop, present your UNM Lobo ID and they will issue the keys to you. You are responsible for securing your keys, as well as any space where you are the last person to leave. There is a \$10 charge for any lost, stolen or unreturned keys. In the event that you have lost your keys, you need to pay the \$10 fee to the Cashier before obtaining a new key card(s) and getting your new key. In the event that your keys have been stolen, you must file a police report with UNM Police and pay the \$10 fee to the Cashier before obtaining a new key card(s) and getting your new key(s). You must return all keys issued to you upon graduation or separation from the University. The UNM Lockshop is located in the building at the northwest corner of Yale and Lomas, and is open from 8-5 Monday through Thursday, closed on Fridays and weekends.

COPY CODES

The Department provides 500 copies per semester for each graduate student on our copier. The copies are allocated per semester and are not rolled forward in an accumulating balance. You can request your copy code from the main office.

MAIL ROOM/MAIL BOXES

Students who are assigned a Teaching Assistantship (TA) will have an individual mailbox assigned to them to allow students to submit papers, etc. We also provide general mail boxes for all graduate students, categorized alphabetically (In other words, students whose last name begins with G will receive mail in the G mailbox.) We have office supplies such as staples, tape, etc. available in the mail room, but please do not remove any supplies without permission. Please note, copy/prINTER paper is not available for individual students.

LABS, OFFICE ASSIGNMENTS, STUDY RESOURCES

STUDENT LABS/STUDY SPACES

The Archaeology Student Lab/Study Space is located in Annex B06 West, with a secure key pad entry computer lab located in Annex B06A. The computer lab provides three Dell PC computers with ARC GIS and other software installed. B06 is an open area that does not require keyed entry and includes an audio/visual unit, while B06A Computer Lab requires a security code to be assigned to you. You may request a key to the exterior doors and a building alarm code for after-hours access. This space also includes a microwave, refrigerator and sink for student use.

The Ethnology Student Lab/Study Space is located in Patio 105. It provides two MAC computers and one Dell PC for student use. The room also includes meeting space. You may request a key to the room, as well as a key to the exterior doors for after-hours access. This space also includes a microwave and refrigerator for student use.

The Evolutionary Anthropology Lab/Study Space is located in Anth 150. It provides two Dell PC computers with SPSS and other software for student use. In addition, the room includes audio/visual capability and meeting space. You may request a key to the room, as well as a key to the exterior doors for after-hours access. This space also includes a microwave, refrigerator and sink for student use.

IMPORTANT NOTE: As a keyholder and/or individual with secure or alarm access, you are responsible for helping us to maintain security in these spaces. If you are the last person in the room, make sure windows are closed and locked and lock and/or alarm the space before you leave. Please report any maintenance or security issues to the main office.

OFFICE ASSIGNMENTS

Due to limited office space in the department, offices are only provided for students holding an active GA or TA position. These spaces are meant to be used to hold office hours to meet with students taking classes. In any given semester, multiple people will be assigned to shared office space. Please coordinate your office hours with others in the shared space, and contact the main office if you encounter any issues regarding the shared space/access to office.

DEPARTMENT RESOURCES FOR STUDY

Alfonso Ortiz Center for Intercultural Studies, which promotes the participation of community scholars, artists, healers, performers and writers at the university through collaborative projects with faculty, museum professionals, and students.

Clark Field Archive and Library, a collection of anthropological books, journals, and field data, jointly curated by the Anthropology Department and the Maxwell Museum.

Human Nature: An Interdisciplinary, Biosocial Perspective, which publishes articles in the evolution of human behavior and human behavioral ecology and is one of two major journals in the field of evolutionary biology and human behavior.

Journal of Anthropological Research, which has published articles in all areas of anthropology since 1945 and is internationally recognized as one of the leading professional journals.

Latin American and Iberian Institute (LAI), which coordinates faculty, student programs, special projects, exchanges with Latin American countries, as well as opportunities for fellowships and grants.

Maxwell Museum of Anthropology, with world-wide ethnological collections, extensive southwestern archaeological materials, osteological collections, research laboratories, and photographic and paper archives.

Office of Contract Archeology (OCA), the oldest and largest cultural resource management organization in the Southwestern United States.

Southwest Hispanic Research Institute (SHRI), an interdisciplinary center for faculty and student research, academic programs, and regional studies of historical, contemporary and emerging issues involving Hispanic communities of the greater Southwest.

The Department also maintains well-equipped computer pods and study spaces where students can process information for study.

UNM GRADUATE STUDIES OFFICE

The first Committee on Graduate Study was formed at UNM in 1916. A year later the first Masters degrees were awarded in Chemistry and Latin. In 1919 the Graduate School was formally constituted and in 1947 the University's first PhDs were graduated in American Studies and Latin

American Studies. The first Anthropology PhD was awarded to John Adair in 1948. In 1977 the Graduate School was decentralized and the Office of Graduate Studies created. The Faculty Senate Graduate Committee and the Dean of Graduate Studies in conjunction with the college graduate committees are now responsible for coordinating and monitoring graduate student activities throughout the university.

Graduate Studies has established policies and regulations for students available on their website. Graduate Studies defers to the official UNM Catalog, which constitutes a written contract between the University and the student. The official catalog may be accessed online at <http://catalog.unm.edu/catalogs>. We strongly advise that you familiarize yourself with the catalog and when in doubt, always consult this guide or the Department Graduate Advisor, Matt Tuttle.

Under the College of Arts and Sciences Department of Anthropology section of the catalog, students may graduate under the requirements listed in the Graduate Program section for the year in which they were first enrolled in a UNM graduate program. The requirements listed in subsequent UNM Catalogs may apply, provided that the graduation requirements for the degree sought are completed during the appropriate time scale as prescribed in the catalog under which the student was originally admitted. ***The catalog under which the student will graduate must be specified on the Application for Candidacy (PhD) and the Program of Study (MA,MS).***

If a student is not enrolled for one year, they will need to reapply for admission into the graduate program. In this case the current UNM Catalog and current Department of Anthropology Graduate Handbook requirements would be in effect. For more information about the Graduate Studies Office or to access information regarding degree requirements, due dates, etc., visit: <http://www.unm.edu/grad>

Pathfinder, UNM's annual Student Handbook and Calendar, is the source of much crucial information. The policies section summarizes UNM's Rights and Responsibilities, Sexual Harassment Policy, Student Employee Grievance Procedure, Student Standards and Grievance Procedures, Discrimination Complaint Procedure, Student Records Policy, and various University Standards, Policies, and Regulations. These policies are printed in the Pathfinder appendix. They are binding on all members of the University. The Pathfinder can be found on the Graduate Studies webpage at the following link: <https://pathfinder.unm.edu/>

To comply with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, UNM and the Department of Anthropology provide alternative testing environments for students who have been certified through the Disabled Student Services at UNM. If you need further information please contact Matt Tuttle, Department Graduate Advisor at 277-2732 or mattt@unm.edu

NEW MEXICO RESIDENCY DEFINITIONS

We highly recommend that students apply for residency after your first year at UNM, even if you are in an assistantship contract (assistantship contracts allow the student in-state tuition for only the time that they are under the contract). By being in-state, you will have flexibility with other funding sources that may not offer the in-state tuition differential and you will be ready at the end of an assistantship to receive the lower rate.

A student who enters and remains in New Mexico principally to obtain an education is presumed to be a non-resident for tuition purposes. A student is classified as a resident or a non-resident for tuition purposes based on information supplied on the application at the time of admission. The residence classification is only changed upon re-application for admission or submission of a petition to Office of the Registrar, Room 261, Student Services Center, or if the student has an active Graduate Assistant (GA), Teaching Assistant (TA) or Research Assistant (RA) contract. Residency petitions will be accepted for each semester until 21 days after the start of classes. No petitions will be accepted after that date. Residency requirements for tuition purposes are established by state law. Each person must meet the requirements individually.

To become a legal resident of New Mexico, the student must satisfy four basic requirements:

- Twelve months' consecutive presence
- Financial independence
- Written Declaration of "Intent"
- Overt act Acts Requirement

Other relevant factors may be considered along with those itemized above. See the UNM Catalog for more detailed information on basic requirements as well as guidelines on exceptions/additional regulations. To insure in-state tuition rates, students must file a petition establishing New Mexico residency.

A brochure and petition form explaining all requirements for establishing New Mexico residency and residency petitions is available from the Office of the Registrar, Student Services Center 261 or through the following link: <https://registrar.unm.edu/residency/>. Persons who have special problems concerning residency should arrange for a conference with the Registrar.

FINANCIAL AID, AWARDS, AND FELLOWSHIPS

The primary source for UNM funding information is the **Department of Anthropology Funding Guide** (see the **Department Website/Graduate Tab/Resources Tab** for the most current

version), which includes descriptions, application procedures, and timelines for a variety of funding through the Department, Graduate Studies, and other UNM organizations.

Students who are awarded GA/TA or PTTA contracts will receive their contracts electronically through UNM email. While on an active GA/TA or PTTA contract, you are classified as a NM resident for tuition purposes. The contract will include information regarding your contract dates/duration, tuition, and approval process through Graduate Studies. If you are a new employee or have not been employed for at least 2 semesters, you must complete all new hire paperwork 3 days prior to your contract start date. In the case of PTTA contracts, final approval is dependent on class enrollment thresholds being met (15 for undergraduate classes), and may be cancelled if enrollment for the class is not met.

IMPORTANT NOTE: Students on an approved GA/TA or PTTA contract normally receive UNM Health Insurance. However, they will only receive funded health insurance during their active contract dates. If there is a gap in your assignment/contract dates, you will need to make arrangements through your insurance provider for interim coverage. Advice and information can only be given by UNM HR and Graduate Studies. Here is a link to the 2017-2-18 plan. <https://hr.unm.edu/docs/benefits/student-health-plan-summary-2017-2018.pdf> .

STUDENT ORGANIZATIONS

ANTHROPOLOGY GRADUATE STUDENT UNION (AGSU)

AGSU meets regularly to discuss issues particular to Anthropology Graduate students. AGSU strives to develop a Graduate Symposium each year. Students participating in AGSU may occasionally be asked to volunteer for such things as committees for faculty hires and promotions. In addition there is representation from AGSU at some faculty meetings and at the University wide Graduate Association (GPSA below).

GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION (GPSA)

GPSA is the independent service organization that was established in 1969 to serve all part-time and full-time graduate students. The GPSA is governed by a Council comprised of representatives from all graduate student departments on campus. The Council selects a chairperson each fall and meets at 9:00 a.m. on the first Saturday of every month during the academic year. The GPSA budget, made up of student fees, supports various campus organizations such as the Child Care Center, the Teaching Assistant Resource Center, the ASA Gallery, and UNM Daily Lobo. In addition, the GPSA Student Research Allocation Committee (SRAC) provides funds for student research projects (thesis and dissertation) and travel to research-associated conferences such as the American Anthropological Association annual meetings. The applications are due early each Term, check their website for more dates. For more information about the GPSA, visit: <http://www.unm.edu/~gpsa>

GPSA allocates funds to the Anthropology Graduate Student Union (AGSU) based on number of students enrolled in the department. These funds can be used to supplement SRAC allocations,

as stipends for guest speakers, etc. Disbursement of the Anthropology GPSA funds is determined by the Anthropology Graduate Student Union Council. GPSA provides other services and regularly appoints graduate representatives to some eighteen standing University committees and policy-making boards.

GENERAL DEPARTMENT OF ANTHROPOLOGY DEGREE POLICIES

ALTHOUGH THE FOLLOWING SECTIONS APPLY TO ALL GRADUATE STUDENTS IN THE ANTHROPOLOGY DEPARTMENT, EXCEPTIONS, ADDITIONS, OR SPECIFICS MAY BE NOTED UNDER A SPECIFIC CONCENTRATION HEADING. PLEASE REFER TO THE SECTION IN THIS HANDBOOK PERTAINING TO YOUR SUBFIELD.

ADVISING

New students are assigned a temporary faculty advisor during their first semester of study. After two semesters of course work, no later than the completion of twelve (12) hours of course work, students should choose a permanent faculty advisor and notify the Department Graduate Advisor, Matt Tuttle, of the faculty member's agreement to oversee their progress and exams. The Department Graduate Advisor should also be apprised of any changes in this selection.

All students meet at least twice a semester with their faculty advisor:

- 1) Before registering for classes to discuss appropriate course work [NOTE: This should be done during the previous semester. Do not wait until breaks or holidays.]
- 2) During the course of the semester to discuss their progress in the program.

MASTER'S DEGREE TRANSFER CREDITS

If a student who is admitted to the Department's graduate program already has a Master's degree from another accredited institution in a discipline acceptable to the concentration, the student is eligible to take the Comprehensive Examination* as a Qualifying Exam for admission into the Doctoral program as soon as the student feels prepared. The concentration has the option of requiring or recommending that the student take its core curriculum before attempting the Comprehensive Examination* or a selected subset of courses.

If a student transfers into the graduate program with some graduate credit, it is up to the concentration to determine which credits are acceptable for the Master's degree in that concentration. A student wishing to transfer credits must petition the concentration faculty. Petitions must include a description of the course for which the credit is being requested, the program requirement for which the course credit will serve, and a report of the grade received in the course.

The Graduate Office has the following restrictions on such transfer credits towards a degree:

- Must come from an accredited institution;
- Must carry letter grades of B or better (does not include a B-);
- At least ½ of the credit hours required for a MA/MS must be taken after admission to the UNM program;
- Course work older than 5 years cannot be used to meet requirements for a Master's degree.
- Students who enter the program with an acceptable MA/MS degree in Anthropology or a related field and who pass the Comprehensive Examination for admission into the doctoral program, have the following formal coursework requirements: 24 hours of course work at UNM, 18 of which must be taken after admission to the Ph.D. program, plus 18 hours of dissertation.

REQUIREMENTS FOR A PHD DEGREE

All students will be expected to complete the following minimum requirements for the PhD:

1. Be accepted into a PhD. program with the support of two faculty members.
2. Write a proposal to be submitted to the concentration and/or pass a "Specials" exam.
3. Form a dissertation committee.
4. Pass PhD. comprehensive exams*
5. Fulfill methods, language, and skills requirements.
6. Submit an Application for Candidacy.
7. Write a dissertation that conforms to Graduate Studies office guidelines.
8. Defend the dissertation before the university community.
9. Complete all required forms and submission for Graduate Studies.

Requirements 1-7 must all be completed before the defense is scheduled.

ANNUAL PROGRESS REVIEW

The faculty is concerned that all students make consistent and timely progress toward their degrees. To this end, each concentration annually reviews its students' files, hears the faculty advisor's report, and checks on the committee formation and appropriate completion of requirements. All students whose record appears to indicate current or potential difficulty are notified in writing. Each graduate student's record is on file in the Department Graduate Advisor's office. Student Progress reports are due April 1st to subfields. Progress timelines can be found in the subfield sections of this handbook.

If a student shows little promise of completing the degree program, the Department will notify the student and the Dean of Graduate Studies in writing that the student is suspended from further work in that program. Suspended students are not eligible to continue work in any graduate degree program in the university for a period of one calendar year from the date of Suspension. Readmission after the suspension period requires the approval of the department to which the student has reapplied for readmission and the Dean of Graduate Studies.

***NOTE: A student record reflecting two Incompletes or Unsatisfactory that extend beyond one semester will be considered grounds for automatic suspension.**

LEAVE OF ABSENCE AND READMISSION

The leave of absence is a departmental policy. Should a leave become necessary, students must contact their major faculty advisor before beginning the leave of absence from course work. Students must then notify the Department Graduate Advisor in writing about the timing and intended length of the leave. Dissertation students planning a leave of absence must petition Graduate Studies or they will be responsible for paying tuition costs for the semesters not in attendance. These are granted for catastrophic circumstances only and for a period of one year total.

A student who is admitted and completes at least one semester of graduate studies in the Department is allowed three subsequent semesters, including summer, without taking classes. An absence of more than three semesters, including summer sessions, will result in a student being automatically dropped from the program. In this case, the application form for readmission must be filed with the Department at least six (6) weeks prior to the beginning of the semester in which the student will be returning.

Students should keep in mind that absences from graduate study are included in the MA and Ph.D. time limits. Once enrollment for ANTH 599 (Thesis) or ANTH 699 (Dissertation) has begun, **continuous enrollment** must be observed.

GENERAL COURSE WORK AND FORM REQUIREMENTS (GRADUATE STUDIES)

The following are guidelines dictated by Graduate Studies. The department and subfield concentrations must work within this framework. The following minimum requirements must be observed.

ROAD MAP

Graduate Studies provides road maps, they give an overview of the process with links to information and necessary forms for each step along the way. We recommend that you use them as a reference and guide to your graduate passage. <http://grad.unm.edu/resources/start-to-finish-unm/start-to-finish.html>

MASTER'S DEGREE

The following are the minimum requirements at each level. Programs meeting the minimum requirements do not automatically constitute a master's or doctoral program. Each program must be approved by the major department and by Graduate Studies.

All courses must carry graduate credit within the department offering them. In the case of Anthropology, this means some courses numbered 300 or 400 and all those above 500.

Graduate Studies requires that all students pursuing a Master's Degree file a Program of Study form and Master's Examination form. These forms are essential to the completion of your Masters, without them your degree is not complete. Please refer to the [roadmap](#) for more information.

Plan I (Thesis)

- A minimum of 24 hours of course work, with a minimum of 15 hours in the major field
- A minimum of 6 hours of 500-level course work
- At least 18 hours completed in residence at UNM
- A minimum of 6 hours of Thesis (599) credit
- A limit of 6 hours of problems courses (597) and a maximum of 5 hours of field research (499,598)
- If a minor is declared, a minimum of 14 hours in the major and 7 hours in the minor
- Completion of a Master's Thesis

Plan II (Non-Thesis)

- A minimum of 32 hours of course work, with a minimum of 18 hours in the major field
- A minimum of 12 hours of 500-level courses
- At least 26 hours completed in residence at UNM
- A limit of 6 hours in problems courses (597) and 8 hours of field research (499, 598)?
- If a minor is declared, a minimum of 18 hours in the minor

*Evolutionary Anthropology and Archaeology students who are admitted to the PhD program should follow Plan II (Non-Thesis) option unless otherwise directed.

MASTER'S EXAMINATION (Comprehensive or Paper) Process

There are two possible types of Master's, available to Anthropology Students, Plan I (Thesis) and Plan II (Non-Thesis). The Plan I Master's Examination is a three-step process, requiring a Program of Study, a Thesis and a Masters Examination. The Plan I is a terminal option, students who want to continue on to the PhD. should select Plan II. The Plan II Master's Examination is a two-step process, it requires both a Program of Study and a Masters Exam.

PROGRAM OF STUDY

During the semester prior to taking the Master's exam and preferably after 15-18 hours of residence graduate credit, students secure a candidacy form called a "Program of Studies" (POS) from the GS website. In consultation with the student's faculty advisor and the Graduate Advisor, the candidate lists completed and projected course work and declares either Plan I (thesis) or Plan II (non-thesis). The application is submitted to the faculty advisor for signature and then to Matt Tuttle the Graduate advisor to get the Chair's signature. Finally, Matt will bring the form to Graduate Studies for Dean's approval. The Deadlines are, Summer - March 1st, Fall - July 1st, Spring - October 1st for completion and filing of POS. (See subfield requirements for specific information)

MASTER'S THESIS PLAN I

Students may opt for Plan I (thesis), usually when they are planning to complete their training at this level. The student should consult with his/her Advisor to see if the Advisor is willing to serve as chair of the Thesis Committee. Not all subfields offers this option, so check with your subfield advisor. The student needs to obtain the consent of two other faculty members to serve as members of the thesis committee. The Anthropology Dissertation Committee Form may be used for constituting a Thesis Committee. (See subfield section for thesis options/requirements)

Students opting for the MA/MS with thesis must complete a minimum of six (6) hours of Thesis (599) credit. While working on the thesis, students must continue to register for a minimum of one hour of 599 each fall and spring semester until the Dean of GS approves the thesis. Thesis candidates must be enrolled the semester in which they complete degree requirements,

including summer sessions. Enrollment in 599 theses may not begin prior to the semester in which comprehensive exams are taken.

MASTER'S NON-THESIS PLAN II

PhD. Students should opt for Plan II. The Plan II option is for students who are getting a Masters en-route to a PhD. All Master's degree students are required to file a Program of Study form and a Master's Examination form from Graduate Studies. Check the subfield requirements on the Plan II process.

DOCTORAL DEGREE

The PhD requires a minimum of 48 hours of course work (Master's Coursework is inclusive), only 6 of which may be in 697 Problems. The master's degree or its equivalent (at least 30 graduate hours) must be completed. At least 18 semester hours, exclusive of thesis and dissertation, must be earned in courses numbered 500 or above, completed at UNM, and completed in Ph.D. Status (post-master: class O3) (**Note: most students are admitted as PhD (class 03) status if they apply directly to the PhD program**).

LANGUAGE/ SKILL REQUIREMENT

By the time doctoral students are advanced to candidacy they must demonstrate competence in a foreign language and a technical skill or two foreign languages, or two skills relevant to the dissertation topic. The proper mix of skills and language must be approved in advance by the student's committee on studies. **Courses used to satisfy skill/language requirements may not be counted in the 48 hours required for the PhD degree.**

The language(s) should be relevant to the student's course of study. Competence in a language may be demonstrated in several ways, including four semesters of instruction with a grade of B or better; two graduate level reading courses with a grade of B or better; a minor in the language; or successful completion of a departmental examination (See GS language/skill requirement form). In order to fulfill the language requirement, foreign students from non-English speaking countries may use English as a foreign language, with the approval of their committee.

Skills, which must be taken outside the department, must also be relevant to the student's course of studies. For example, skills might include specific technical proficiency in advanced statistics, computer skills, demography, cartography, film/video production or photography. Specifically excluded are areas that are part of normal training for an advanced degree in anthropology, including but not limited to archaeological, ethnographic, or paleontological field and/or lab methods, applied osteology (forensics), computer literacy, and other basic skills.

COMMITTEE ON STUDIES

Each doctoral student is required to have a committee on studies, which may be or may become his/her Dissertation Committee. A committee should be chosen upon admission to the PhD program, which occurs when a student passes the Master's comprehensive exam at the PhD qualifying level [the Qualifying Exam in Archaeology and in Ethnology after the additional successful completion of the Second-Year Graduate Plan of Study]. For Specials, the Committee should consist of at least three faculty members, at least one of whom must be from the Anthropology faculty. The Appointment of Dissertation Committee form should be submitted to Matt Tuttle, Graduate Advisor for your student file. The form for committee membership can be found at: <http://anthropology.unm.edu/graduate/forms-resources.html>

Each committee member should be appropriate for the student's interest (i.e. the student's chair; one other member must be from his/her concentration; one member must be from outside the department). At least three members must be tenured or tenure-track faculty. Students are encouraged, but not required, to select an outside member prior to the dissertation proposal defense (i.e. Specials or PhD comprehensive exam).

Each outside committee member must also be approved for instruction by UNM. Therefore a CV for members outside of UNM must be submitted to Matt Tuttle the Graduate Advisor so that an [Approval Request for Committee Service](#) form can be sent to Graduate Studies. Submit this documentation as soon as possible. A full four (4) member committee is required and their status will be checked when the Announcement of Examination form is submitted prior to a dissertation defense/final exam.

The department allows for changes in the chair and/or members of the PhD Committee on Studies whenever the student desires without penalty of any kind. Although dissertation committees are usually made up of the same faculty members as the specials committee, students also may reconstitute their dissertation committee, if that becomes desirable for any reason. The student must notify both former and new members of the Committee and Matt Tuttle of the changes. Anthropology requires the student to CC new and old committee chairs and Matt Tuttle in the dialog as official confirmation of the change.

Once established, the Committee and the student will work out the student's PhD program, usually during the first semester of enrollment. More specifically, the functions of the committee on studies include the following:

- Meet with the student at necessary intervals;
- Establish prerequisites and review deficiencies;
- Plan with the student, approve and direct an integrated program including work in the necessary supporting fields, if any;
- Recommend transfer of credit;

- Approve the Application for Candidacy;
- Determine the individual doctoral requirement in foreign languages and/or other technical skills;
- Act as the Doctoral Specials Examination Committee;
- Recommend that the student shall or shall not be advanced to Candidacy.

ADVANCEMENT TO CANDIDACY

After completing 18-21 hours of doctoral course work and the PhD Comprehensive Exam, students download the Application for Candidacy form (<http://grad.unm.edu/resources/gs-forms/application-candidacy.html>) from the GS web site. In consultation with her/his Committee chair, the candidate lists completed and projected course work. The application must be signed by the student and the committee chair then returned to the Matt Tuttle, he will obtain the department chair's signature before recording in our database and bringing it to GS for approval.

DOCTORAL DISSERTATION

DISSERTATION CREDIT HOURS (Continuous Enrollment Required)

The program for the doctorate includes a minimum of 18 hours of dissertation (ANTH 699) credit. While working on the dissertation, students must continue to register for at least three hours of 699 each fall and spring semester until the Dean of OGS approves the dissertation. Doctoral candidates must be enrolled the semester in which they complete degree requirements, including summer sessions. Enrollment in ANTH 699 dissertation hours may not begin prior to the semester in which Specials Exams are taken. Students may continue to enroll in ANTH 699 only if they pass their Specials Exams.

DISSERTATION PROGRESS

Once the dissertation proposal has been approved, the dissertation committee will deal with all subsequent matters related to the completion of requirements for the PhD. The chair of the dissertation committee, together with other members, will be responsible for directing and advising the dissertation research, overseeing the writing, evaluating and approving the completed dissertation, and conducting the defense.

HYBRID DISSERTATION GUIDELINES FOR ANTHROPOLOGY

Currently, all doctoral students at UNM are expected to complete a formal dissertation as part of the fulfillment of the PhD requirements. Doctoral students who wish to write a hybrid dissertation which allows the option of substituting published papers and/or manuscripts for a formal dissertation can do so with the supervision of the student's graduate studies committee under the following regulations:

1. The student must obtain approval of this option prior to preparing the dissertation and scheduling the final examination by filing a form describing in detail the papers or manuscripts to be used, the journals involved, and the overall structure of the complete dissertation. This format must be approved by the student's graduate studies committee.
2. The materials substituted for a formal dissertation must be published articles and/or manuscripts prepared for publication. In the latter case, at least two manuscripts must have been submitted for publication prior to the final examination, in a preferred national or international journal approved by the student's graduate studies committee.
3. The articles or manuscripts must report research that is primarily the student's. The student must be first author on all articles or manuscripts. If possible, the student should be sole author of at least one paper.
4. The document submitted for satisfaction of degree requirements under this option should contain:
 - a. A general introduction;
 - b. The articles or manuscripts as separate chapters arranged in a logical sequence (and connected by transitional material as necessary to give the document an overall unity as well as a brief introduction about where the manuscript has been submitted, or complete publication information if the article has been accepted, and a complete list of authors as it will appear in the published article);
 - c. A terminal synthesis, conclusions, or summary that provides an overview of the collective findings reported in the separate papers;
 - d. A complete bibliography;
 - e. Additional material that will not be submitted for publication may be included as appendices or a literature review section, as appropriate.
5. Style for the separate papers should follow that of the journal(s) to which they are submitted; style for non-submitted material should follow Graduate Studies "Guidelines for Thesis and Dissertation Format" requirements.
6. All materials submitted under this option should be on standard 8-1/2x11-inch paper suitable for binding. If reprints of published journal articles are used, each page should be mounted separately on 8-1/2x11-inch sheets of blank paper.
7. For any article which has been accepted for publication by the time of the student's graduation, the student must provide a written copyright release from the publisher granting permission to include the article in the dissertation and to make it available to the UNM library system and The Clark Field Archive.

8. Work represented in all manuscripts or papers must have been accomplished under the supervision of the dissertation chairperson, and the preparation of the dissertation itself must be under the supervision of the dissertation chairperson and committee.
9. The final examination will be conducted using the articles or manuscripts as the basis for examination.
10. The amount and quality of the dissertation performance, including the introductory, connecting, and concluding material, and the physical presentation of the dissertation shall meet traditional dissertation requirements and standards.
11. All other normal dissertation requirements and procedures, such as hours of enrollment, required forms, etc., shall be observed.

DISSERTATION SUBMISSION AND DEFENSE GUIDELINES

1. Student must submit a complete copy of the penultimate (not the first) draft of the dissertation at least one month prior to the anticipated defense date. Practically speaking, this is September 1 for fall semester and February 1 for spring semester. Concrete dates can be negotiated. The committee chair and the majority of the committee must agree that this is the penultimate draft.
2. Committee must respond to the student with comments and required revisions within one month of receiving penultimate draft and no later than October 1 (fall) or March 1 (spring). This response should indicate whether the student should schedule their defense. In other words, the committee must agree that revisions to the penultimate draft can be successfully completed by the date of the defense.
3. Student notifies the department advisor, with an intent **to graduate** form, the **semester prior to the semester of intended graduation.**
4. Student schedules defense with committee at least three weeks before the event. Matt Tuttle will then help with the room reservation.
5. GS must receive the "Announcement of Examination" online form, listing the exam committee members, title, place, time and date **at least three weeks prior to the exam.** No defense can be held without properly filing this form for preapproval by OGS.
6. The student's committee will file the "Report of Examination" online, after completion of the defense.
7. Student submits a complete hard copy of the dissertation to each member of the committee by the end of the semester in which the student graduates.
8. Student (or committee chair) provides one copy of dissertation to be displayed at the anthropology graduation in the Spring.
9. Student submits a final copy of the dissertation to GS Electronically two days prior to the manuscript deadline (preferably earlier): July 15 for Summer, April 15 for Spring and November 15 for Fall.
10. Student submits one bound copy (inexpensive binding acceptable) to Matt Tuttle for the Clark Field Archive by the end of the semester in which they graduate

DISSERTATION FINAL DEFENSE AND SUBMISSION

A final oral presentation covering the dissertation and its relationship to Anthropology is required. The examination committee must have at least four (4) members. The defense committee will ordinarily be the same as the dissertation committee. Substitutions can be made only with the approval of the dissertation director.

The Final Defense is public and open to all who wish to attend. Announcements must be posted in 2 weeks in advance along with a department listserv notice.

GRADUATION

In order to graduate in a given semester, the student must provide GS with the following (all forms available on the GS website):

- **Announcement of Examination:** An online form located on the GS website.
- **Report of Final Examination:** Report of the results of the final oral defense with all digital signatures. This is completed by the chair and committee.
- **Dissertation Formatting:** The dissertation must conform to all required formatting guidelines.
- **Certificate of Final Form:** completed and signed by Committee Chair (where applicable)
- All other forms and fees as listed on the GS website

For both MA/MS and PhD students the Notification of Intent to Graduate is due to the department Graduate Advisor (Matt Tuttle) the semester prior to graduation, December for spring, and the beginning of May summer and the beginning of August for fall.

Completion of **all** degree requirements for graduation (the results of master's exams, thesis and dissertation defenses, and theses and dissertation manuscripts) due in GS July 15 for Summer, April 15 for Spring and November 15 for Fall (preferably earlier).

DEPARTMENT CONVOCATION

Degrees are awarded three times a year. UNM Commencement is in December and May. The annual Departmental Convocation is only in May, students from summer and fall graduates are invited to attend the ceremony as well.

Students who wish to participate in the Department's convocation in the spring but who will officially graduate with their PhD the following summer session must meet the following criteria:

- The student must successfully defend their dissertation prior to the end of the spring semester.
- The student's committee must be in agreement that the student will be able to submit the manuscript in final form by the summer session deadline of July 15 or by 90 days from the degree defense, whichever comes first.
- The student's name in the department convocation booklet will be identified with an asterisk indicating the official graduation date to be completed in the following summer.

REQUIRED FORMS AND DEADLINES

Submit all forms to the Department Academic Advisor (Matt Tuttle) who will copy the form for the student academic file and submit the original to the Office of Graduate Studies

REQUIRED FORM	DEADLINE
Program of Studies for the Master's Degree	Semester PRIOR to MA/MS graduation: July 1 (FALL) October 1 (SPRING) March 1 (SUMMER)
Announcement of Examination (Master's Plan I or Plan II)	3 weeks prior to Master's Comprehensive Exam
Announcement of Examination (PhD Comprehensive exam.)	3 weeks prior to the Exam
Intent to Graduate (Master's or PhD Degree)	Email Graduate Advisor (Matt Tuttle) before the end of the semester PRIOR to the graduation semester
Announcement of Examination (Specials)	2 weeks prior to PhD Specials Exam
Language and/or Research Skill Requirement	Due upon completion, of the skill for the department record/academic file must be completed before your Application of Candidacy.
Application for Candidacy for Doctoral Degree	Upon completion of coursework, skills, and PhD Comprehensive Exams/Specials exam, and at the latest No later than the semester PRIOR to PhD graduation: July 1 (FALL), October 1 (SPRING), March 1 (SUMMER)
Dissertation Committee Formation	Varies with Subfield PRIOR to Dissertation Proposal, but can be earlier, check with your subfield advisor (usually 3 rd year)
Announcement of Final Examination for Doctorate defense	3 weeks PRIOR to Dissertation defense
Graduation: Final Dissertation/Defense, MA/MS Exam/Thesis, and all paperwork due to Graduate Studies, including Manuscript Forms/Fees)	November 15 (FALL) April 15 (SPRING) July 15 (SUMMER)

THE UNM DEPARTMENT OF ANTHROPOLOGY

ARCHAEOLOGY GRADUATE PROGRAM

The Archaeology Program provides broad and in-depth education in archaeological method and theory with a variety of topical and regional foci. All graduate students are trained in research design, quantitative methods, field methods, grant writing and anthropological theory. Specialized training is available in ceramic analysis, geospatial analysis, geoarchaeology, zooarchaeology, lithic analysis and teaching methods. The research expertise of the faculty ranges from hunter-gatherer societies to states and empires and geographically extends from North America to Europe, the Pacific, Mesoamerica, and Andean South America.

Archaeology faculty members regularly conduct field research in the US and abroad. Students have the opportunity to undertake research in conjunction with these projects as well as on an independent basis in a region of the student's choice. An archaeological field school, one of the oldest in the United States, is also carried out every summer or fall in the US Southwest. Students are encouraged to participate in the field school and to use information collected from it for presentations at professional meetings and for articles published in professional journals. The Office of Contract Archaeology, the archaeological cultural resource management arm of the university, provides additional research opportunities in the US Southwest. The Maxwell Museum of Anthropology houses many important collections from the US Southwest and other areas, which are available for advanced study. The director of the Office of Contract Archaeology, the director of the Maxwell Museum, and their associates are closely affiliated with the Archaeology Program.

GRADUATE DEGREES OFFERED: MA or MS in Anthropology; MA or MS in Public Archaeology; PhD in Anthropology.

ARCHAEOLOGY SUBFIELD FACULTY

Boone, James (PhD SUNY-Binghamton): Complex societies, evolutionary ecology; Europe, Iberian Peninsula, North Africa, Medieval Period. (Also affiliated with the Evolutionary Anthropology subfield)

Crown, Patricia (PhD University of Arizona): Ceramic analysis, gender studies, archaeology of childhood, learning; US Southwest.

Graves, Michael (PhD University of Arizona): Evolution of prehistoric agriculture, social organization and complexity, geospatial studies; architectural and ceramic stylistic analysis; history of archaeology; Oceania (Hawai'i, Micronesia), US Southwest.

Hayashida, Frances (PhD University of Michigan): States and empires, political economy, political ecology, agriculture, craft production, ethnohistory, ethnoarchaeology, archaeometry, Andean South America.

Huckell, Bruce (PhD University of Arizona): Hunter-gatherer paleoecology, lithic technology, geoarchaeology, Paleoindian and Archaic periods; US Southwest.

Jones, Emily (PhD University of Washington): Human-environment interactions, zooarchaeology, paleoecology, evolutionary ecology; digital data, public outreach; Paleolithic Europe, contact and early historic US Southwest.

Matson, Hannah (PhD University of New Mexico): Ceramic technology, personal adornment; materiality, social identity, ritual practice; agricultural production and agrarian settlement organization; public archaeology; US Southwest

Prufer, Keith (PhD Southern Illinois University): Complex society, landscape transformation, evolutionary ecology, political economy, cave studies; Mesoamerica. (Also affiliated with the Evolutionary Anthropology subfield)

Sinopoli, Carla (PhD University of Michigan): complex societies, states and empires, political economy, craft production, ceramics, museum studies, South Asia

Traxler, Loa (PhD University of Pennsylvania): Complex societies in the Americas, architecture and the built environment. Mesoamerica, Maya civilization. Museum studies, archaeological collections, cultural heritage and public museums.

Wills, W.H. (PhD University of Michigan): Foraging and early farming societies, economic organization, religion and emergent social complexity, 19th–century Spanish colonial archaeology; US Southwest.

ADVISING

Students must meet with the Archaeology Graduate Advisor or Public Archaeology advisor, as appropriate, to discuss program requirements. Students entering the program with a MA or MS degree from another institution must provide the Archaeology Graduate Advisor with a description of course work taken for that degree. This must be done at the beginning of the first semester of residency at UNM.

New students are assigned a faculty advisor during their first semester of study. After two semesters of course work, students must form a committee, consisting of their principal advisor and two additional faculty members. They must notify the Department Graduate Advisor, Matt Tuttle, of the faculty members' agreement to oversee their progress and exams. The Department Graduate Advisor should also be apprised of any changes in this selection. Students are free to change advisors, provided an alternative faculty member is willing to serve as the advisor.

All students meet at least twice a semester with their faculty advisor:

- 1) Before registering for classes to discuss appropriate course work [NOTE: This should be done during the previous semester. Do not wait until breaks or holidays.]
- 2) During the course of the semester to discuss their progress in the program.

ANNUAL PROGRESS REVIEW

The faculty is concerned that all students make consistent and timely progress toward their degrees. To this end, each concentration annually reviews its students' files, hears the faculty advisor's report, and checks on the committee formation and appropriate completion of requirements. All students whose record appears to indicate current or potential difficulty are notified in writing. Each graduate student's record is on file in the Department Graduate Advisor's office. A standard computerized form assures that each stage toward a degree is recorded and progress closely monitored. Student Progress reports are due April 1st to subfields. Progress timelines can be found in the subfield sections of this handbook.

The performance of first and second year Master's students in the PhD track will be discussed in detail by the subfield faculty, including the student's performance in classes, and an assessment of progress and potential by their principal advisor or others working with them, in addition to the standard materials submitted by the student as part of the evaluation process.

If a student shows little promise of completing the degree program, the Department will notify the student and the Dean of Graduate Studies in writing that the student is suspended from further work in that program. Suspended students are not eligible to continue work in any graduate degree program in the university for a period of one calendar year from the date of Suspension. Readmission after the suspension period requires the approval of the archaeology subfield and department to which the student has reapplied for readmission and the Dean of Graduate Studies.

***NOTE: A student record reflecting two incomplete grades that extend beyond one year or, a student receiving two Unsatisfactory Progress annual reviews, will be considered grounds for automatic suspension.**

ARCHAEOLOGY MASTER'S (PH.D. TRACK):

Master's degrees are offered only as Plan II (coursework plus research paper and exam); Plan I (coursework plus thesis) and Plan III (coursework only, no exam) are not offered.

Course Work Requirements (32 Credits)

A. Core requirements (12 credits):

STAT 527: Advanced Data Analysis I OR

ANTH 523: Quantitative Methods in Archaeology OR

Other comparable graduate level statistics course

ANTH 572: Science in Archaeology

ANTH 574: History & Theory in Archaeology

ANTH 579: Current Debates in Archaeology

B. Plus one of the following laboratory courses (3-4 credits):

ANTH 522: Lithic Analysis

ANTH 573L: Archaeology Measurement/Lab Analysis

ANTH 584: Zooarchaeology

ANTH 580: Ceramic Analysis

ANTH 582L: Geoarchaeology

All other course work consists of electives, which must include coursework in foraging, middle range, and complex societies required for the PhD (see below). The MS degree requires at least 6 additional graduate hours in sciences such as Chemistry, Biology, Earth and Planetary Sciences, and Mathematics.

Ph.D.-track Master's Committee

The Master's Committee will be comprised of three subfield faculty members chosen by the student and headed by the student's advisor. The committee (which is formed only for the Master's Exam; the PhD committee may be entirely different) should be formed by the end of the second semester of course work and should be regularly consulted.

Ph.D.-track Master's Exam

The Master's Exam, which will be taken in the 4th semester, consists of:

1. A research paper;
2. An oral exam based on the paper

Ph.D.-track Master's Paper

The Master's paper (which may be developed from a term paper) must have clear research questions placed within a larger theoretical framework, data (may be newly collected or already published), analysis, results, and interpretations and should be no more than 25 double-spaced

pages (12 pt.) of text (not including figures, tables, and references). The paper and portfolio are due to the committee by March 1.

Ph.D.-track Master's Oral Exam

The oral exam must be taken by the end of March and should be scheduled in early March by the student in consultation with the committee. The possible grades are F (fail), PM (Master's pass only; student will not continue in the Ph.D. program), P (pass), and HP (high pass). This is considered a Plan II (non-thesis) exam.

PUBLIC ARCHAEOLOGY MASTER'S DEGREE

The Public Archaeology Master's is a terminal degree: students earning an MA/MS with a concentration in Public Archaeology who wish to earn a PhD in Anthropology at UNM must apply for and gain admission to the doctoral concentration in archaeology. The MA graduate concentration in Public Archaeology requires 36 credits while the MS option requires at least 6 additional graduate credits in sciences, such as Chemistry, Biology, Earth and Planetary Sciences, and Mathematics.

Course Work Requirements (36 Credits)

A. Public Archaeology Core Requirements (15 hours total)

GROUP I (9 hours)

ANTH 572: Science in Archaeology

ANTH 574: History and Theory of Archaeology

ANTH 579: Current Debates in Archaeology

GROUP II (3 hours)

ANTH 592: Managing Cultural Resources

GROUP III (3 hours)

ANTH 581: Anthropology of Heritage

B. Thematic Electives (12 hours total) *

GROUP I: Lab Methods/Skills

(6 hours required, up to 9 possible; may include classes from other departments with permission of the Public Archaeology Graduate Advisor)

ANTH 522: Lithic Analysis

ANTH 523: Quantitative Methods in Archaeology**

ANTH 584: Zooarchaeology

ANTH 573L: Archaeological Measurement/Laboratory Analysis

ANTH 580: Ceramic Analysis

ANTH 582L: Geoarchaeology

GROUP II: Area and Theory (3-6 hours)

ANTH 501: Native American Art I

ANTH 502: Native American Art II

ANTH 509: Seminar in Native American Art

ANTH 521: Southwest Archaeology

ANTH 531: Indigenous Peoples of North America

ANTH 570: Advanced Topics: Historic Archaeology of the Spanish Borderlands

ANTH 576: Southwestern Archaeology seminar

ANTH 582: Museum Methods

ANTH 585: Seminar in Museum Methods

ANTH 586: Practicum: Museum Methods

ANTH 593: Cultural Resource Management Archaeology

MSST 585: NAGPRA seminar

C. Internship/Practicum (9 hours total)

(Consultation with Advisor required)

ANTH 597: Problems (max of 6 hours)

ANTH 598: Advanced Problems (no limit on credit hours)

* Appropriate courses from Anthropology or other departments may be substituted for these electives with the approval of the Public Archaeology Graduate Advisor.

**If students do not have statistics background from previous academic work, this class or an equivalent course is required.

PUBLIC ARCHAEOLOGY MASTER'S COMMITTEE

Public Archaeology students work closely with a faculty advisor, identified in the first semester of the first year in the program. The advisor heads the student's Master's committee, which also includes two additional faculty members from the Anthropology department. The Master's committee is generally formed at the end of the student's second full-time semester.

PUBLIC ARCHAEOLOGY MASTER'S INTERNSHIP

In addition to the coursework requirements listed above, the student must, in consultation with the committee, identify and complete an internship project with an appropriate agency, museum, or other entity involved in Public Archaeology. Typically, the internship will be completed between the first and second years in the program. The internship must include a management experience, broadly defined, that is agreed upon by the student, the internship entity, and the committee. Associated with the internship, the student will take 3 hours of ANTH 597 and will write a short paper exploring some aspect of the management experience.

PUBLIC ARCHAEOLOGY MASTER'S PAPER

In the third and fourth full-time semesters, Public Archaeology students write a master's paper demonstrating skills learned in the program; this paper serves as one part of the master's exam. The paper may be based on the internship paper, or it may explore some other topic. While the topic and structure of the paper are to be determined by the student, the student's committee, and the Public Archaeology Graduate Advisor, the paper must have some relevance to Public Archaeology, broadly defined, and it should be a substantive work (see guidelines for the Ph.D-track Master's Paper, above). The Public Archaeology Master's paper is submitted to the student's committee, ideally by March 1st of the student's fourth semester.

PUBLIC ARCHAEOLOGY MASTER'S ORAL EXAM

Once the student's committee has approved the Master's paper, the committee will conduct an oral exam based on the master's paper, the student's internship experience, and the relevance of these two activities to public archaeology. The possible grades are Fail, Pass, and Pass with Distinction. This is a Plan II (non-thesis) exam.

Upon successful completion of the exam, the student will make any requested revisions to the paper and submit a final version to the advisor and to the Public Archaeology Graduate Advisor.

ARCHAEOLOGY DOCTORAL PROGRAM

DOCTORAL QUALIFYING ASSESSMENT

Upon successful completion of the master's paper and exam, students who wish to continue into the PhD program must submit a letter expressing intent to do so. A letter of support from the student's advisor must accompany the student's letter. The faculty member's letter will assess the student's performance over the first 2 years in the graduate program, and the student's potential to continue into the PhD program. Both letters should be completed and submitted by April 15 of the student's 4th semester in the program. For students entering with a Master's these letters are due by the end of the 2nd semester in the program. The decision to allow the student to continue will be by vote of the subfield faculty. Options are continuation in the PhD program or dismissal at the master's level.

By the end of the 5th semester, students chosen to continue in the PhD program must produce a portfolio containing the following elements:

1. A 1-page dissertation prospectus
2. Three annotated bibliographies developed in an independent readings class (698) with the student's advisor, covering theory, methods, and area relevant to the proposed research
3. Three exemplary (revised if desired) research papers from graduate courses taken at UNM
4. A draft program of study
5. An oral presentation covering the three papers, the dissertation prospectus, and the program of study

The student will provide these materials and make the oral presentation—not to exceed 30 minutes—to the full subfield faculty. Half or more of the presentation should be focused on the prospectus. The faculty will evaluate the student's readiness to continue on to the dissertation proposal

For students entering with a master's degree, the portfolio and oral presentation must be completed by the end of the 3rd semester

A student who does not pass the Qualifying Assessment Exam on the first attempt may petition the Archaeology Faculty to retake the exam only once more, in the year following his/her first attempt.

ARCHAEOLOGY DOCTORATE COURSE WORK REQUIREMENTS (36 CREDITS)

The initial PhD degree course work requirement consists of the following courses, which must be completed by the end of the student's second year in residence:

A. Core requirements (12 credits):

STAT 527: Advanced Data Analysis I (Preferably Stats 528 as well) OR

ANTH 523: Quantitative Methods in Archaeology OR

Other comparable graduate level statistics course

ANTH 574: History & Theory of Archaeology

ANTH 579: Current Debates in Archaeology

ANTH 572: Science in Archaeology

B. One (1) of the following laboratory courses (3-4 credits):

ANTH 522: Lithic Analysis

ANTH 573L: Archaeology Measurement/Lab Analysis

ANTH 523: Zooarchaeology

ANTH 580: Ceramic Analysis

ANTH 582L: Geoarchaeology

C. In addition, one (1) course from each of the following three groups must be completed by the end of the second year, or fourth semester (9 credits):

Foraging Societies: ANTH 525: Stone Age Europe

ANTH 527: African Prehistory

ANTH 570: Advanced Topics: Southwest I (the Preceramic period)

ANTH 577: Seminar: European Prehistory

ANTH 595: First Americans

- Middle Range Societies: ANTH 521: Southwest Archaeology
 ANTH 570: Advanced Topics: Bronze & Iron Age Europe
 ANTH 576: Seminar: Southwestern Archaeology
- Complex Societies: ANTH 524: South American Archaeology
 ANTH 528: Near Eastern Archaeology
 ANTH 529: Archaeology of Complex Societies
 ANTH 570: Advanced Topics: Medieval Archaeology
 ANTH 570: Advanced Topics: Mesoamerican Prehistory
 ANTH 576: Ancient Mexico

In addition to the above listed area courses, which are regularly offered, there are occasional graduate level courses listed such as ANTH 420 or 570 on special topics which may satisfy the Foraging, Middle or Complex category requirements (examples: Pleistocene Transition, Chaco Archaeology). Students should consult with the graduate advisor to determine whether and how such courses will count towards their degree plan.

D. ANTH 675: Archaeological Research Proposals (3 credits) must be completed after the student has successfully passed the PhD assessment requirements. It must be taken by the 4th semester by students entering with a master's degree, but will be taken by most students entering with a bachelor's degree after the 5th semester. ANTH 675 must be completed before submitting a proposal to an external agency. Prerequisite: In the semester before taking the course, students must take a readings course with their advisor to define their research questions, outline their research design, and assemble their bibliographies.

All remaining course work consists of electives defined by the student after consultation with the Archaeology Faculty, Graduate Advisor, and their committee. Basically, during the first two years, incoming graduate students will take 3 courses a semester, or 12 courses altogether (approximately 36 credit hours). Of these twelve courses, 8 are required (i.e. the 4 core requirements, the 1 lab course, and the 3 area requirements). This generally leaves 3 courses that are open to the student, and which may be chosen from graduate level courses outside the department or in another subfield of Anthropology.

NOTE: All incoming graduate students must meet with the Archaeology Graduate Advisor to discuss program requirements. Students entering the program with an MA or MS in Anthropology, with a concentration in Archaeology, may petition the faculty to modify the number and content of requirements and electives based on their previous graduate coursework. Students entering the program with a degree in another field may have deficiencies in their background. If deficiencies are identified by the Graduate Advisor, the student must take

additional course work in general Anthropology (i.e. ANTH 320, 330, 321 and/or 310). The student may request an exception from these courses by petitioning the Archaeology faculty.

COMMITTEE ON STUDIES (DISSERTATION COMMITTEE)

By the end of the 5th semester, the student must form a committee of 3 faculty members. All 3 committee members should be from the Anthropology Department and appropriate for the student's interest (i.e. the student's chair; one other member must be from his/her concentration). At least two members must be tenured or tenure-track faculty. Students are encouraged, but not required, to select a fourth, outside member prior to the dissertation proposal defense. This outside member will have expertise appropriate to the student's dissertation research, and may be from another department at UNM or from another institution. Committee members not affiliated with UNM must receive prior approval from Graduate Studies.

The Appointment of Dissertation Committee form may be obtained from the Graduate Studies website. Each committee member must also be approved for instruction by UNM. Therefore a CV for members outside of UNM must be submitted and approved prior to submitting the committee form. Submit this documentation to the Graduate Program Advisor as soon as possible. A full four (4) member committee will be required and must receive final approval from Graduate Studies prior to a dissertation defense/final exam.

LANGUAGE/ SKILL REQUIREMENT

Two languages or one language and one skill must be completed. The "two skills" option is not available in Archaeology. The language(s) MUST be appropriate to the student's course of study, as determined by the student's dissertation committee. Students must demonstrate reading proficiency in the language(s).

Normally, students will pass an exam consisting of a one-hour translation into English with a dictionary and a one-hour translation into English without a dictionary. Alternatively, they may take the first and second year core sequence (i.e. Spanish 101, 102, 201 and 202), or two can qualify for placement into the second year of a language, only one year of coursework may be required. All classes must be passed with a B or better.

In lieu of a second language, students may acquire working knowledge of a specific technical skill (i.e. statistics, computer skills, isotope ecology, stable isotope geochemistry, GIS, cartography) relevant to their dissertation research as determined by the committee, but from departments other than Anthropology. They may demonstrate this knowledge by taking two 300-level or

above courses in a single appropriate field and passing these with a B or better, or by completing an MA in another field, or through demonstrated proficiency and/or coursework in a lab setting at UNM, as determined by the dissertation committee.

Decisions regarding which languages or skill to acquire MUST be made in consultation with the student's dissertation committee. A language or skills form must be completed with a signature from the committee chair to approve the language and/or skill. In addition, students pursuing skills through non-coursework means (i.e. lab internship) may petition the subfield faculty to allow such skills. A student may not take the Specials Exam until the language and skills requirements have been completed.

DOCTORAL SPECIALS EXAMINATION (SPECIALS and/or PROPOSAL)

The Archaeology Specials consist of:

1. A dissertation proposal and expanded, comprehensive bibliography prepared in consultation with the committee;
2. A presentation and oral exam based on the proposal and bibliography;
3. Submission of the proposal (approved by the committee on studies) to an external funding agency that provides peer review.

ADVANCEMENT TO CANDIDACY

After 18-21 hours of doctoral course work and PhD Comprehensive Exam, students secure a form for Application for Candidacy from the Graduate Studies web site. In consultation with her/his Committee on Studies chair, the candidate lists completed and projected course work. At this time, the student also formally declares a Dissertation Committee. The application must be returned to the Department Graduate Advisor signed by the entire committee on studies and be signed by the Department Chair before being forwarded to GS for approval.

DISSERTATION PROPOSAL

The PhD proposal is a written document outlining a research problem, theory and method relative to that problem, the kinds of data to be collected, and possible outcomes and

interpretation. Preferably, students will complete a first draft of their dissertation proposals in ANTH 675. Subsequent drafts will be submitted to the committee for review. Drafts will only be accepted and evaluated during the academic year.

Once the proposal has been approved by the committee on studies, the student will schedule a public presentation and oral exam during the academic year. The presentation is open to all faculty and students but the oral exam is closed and will be administered only by the committee. Finally, the student will submit the proposal to outside funding sources that provide peer review following consultation with and approval by the committee.

The student must complete ANTH 675: Archaeological Research Proposals, before completing the dissertation proposal and submitting it to an external agency as part of the Specials Examination. Proposals are accepted for review by committee members only during the academic year.

DISSERTATION CREDIT HOURS (Continuous Enrollment Required)

The program for the doctorate includes a minimum of 18 hours of dissertation (ANTH 699) credit. While working on the dissertation, students must continue to register for at least three hours of 699 each fall and spring semester until the Dean of OGS approves the dissertation. Doctoral candidates must be enrolled the semester in which they complete degree requirements, including summer sessions. Enrollment in ANTH 699 dissertation hours may not begin prior to the semester in which Specials Exams are taken. Students may continue to enroll in ANTH 699 only if they pass their Specials Exams.

DISSERTATION PROGRESS

Once the dissertation proposal has been approved, the dissertation committee will deal with all subsequent matters related to the completion of requirements for the PhD. The chair of the dissertation committee, together with other members, will be responsible for directing and advising the dissertation research, overseeing the writing, evaluating and approving the completed dissertation, and conducting the defense.

DISSERTATION FINAL DEFENSE AND SUBMISSION

A final oral presentation (40-45 minutes followed by 15 minutes of questions from the public with priority for non-committee departmental faculty) covering the dissertation and its relationship to Anthropology is required. The examination committee must have at least four (4) members, and will ordinarily be the same as the dissertation committee. Any changes to the composition of the dissertation committee can be made only with the approval of the dissertation director.

The Final Defense is public and open to all who wish to attend. Announcements must be posted in advance. Following the public portion of the defense, there will be closed-door questions for the candidate with committee members only.

The candidate will leave the room while the Committee deliberates and will return immediately following deliberations to discuss the defense outcome and any required revisions identified by the Committee.

PROGRESS TIMELINES FOR ARCHAEOLOGY DOCTORAL STUDENTS

<u>Year</u> 1	<u>Year</u> 2	<u>Year</u> 3	<u>Year</u> 4	<u>Year</u> 5	<u>Year</u> 6	<u>Year</u> 7
Complete 2 Core Courses and Statistics	Complete Master's coursework 4 th (Spring) semester; form master's committee; submit Master's Exam paper	5 th semester (Fall): Pass PhD Assessment Exam; form committee on studies/ dissertation committee	Complete Specials /Proposal Exam; Complete & Submit Proposal; Complete Skills and Language	Begin Dissertation Research	Complete Dissertation Research/ Begin writing Dissertation	Complete Dissertation Defense Receive PhD

GRADUATION

In order to graduate in a given semester, the student via department must provide Graduate Studies with the following (all forms available on the GS website):

- **Announcement/Report of Final Exam:** Report of the results of the final oral defense with all signatures
- **Dissertation with Red Border Cover Sheet:** Two copies of the dissertation in perfect form, including signed red border sheets
- **Report on Dissertation Gray Sheets:** completed and signed by each Committee Member
- **Certificate of Final Form:** completed and signed by Committee Chair (where applicable)
- Other forms & binding fee as listed on the GS website

For both MA/MS and PhD students the Notification of Intent to Graduate is due to the Department Graduate Advisor (Matt Tuttle) in the form of an email the semester prior to graduation and or an exam/defense of either degree: Beginning of December for Spring, and the beginning of May for fall and summer. The department must then submit a final graduation list to GS two weeks prior to graduation.

Completion of all degree requirements for graduation (the results of master's exams, thesis and dissertation defenses, and theses and dissertation manuscripts) due in GS July 15 for Summer, April 15 for Spring and November 15 for Fall.

DEPARTMENT CONVOCATION

Degrees are awarded three times a year. UNM Commencement is in December and May. Though the annual Departmental Convocation is only in May, students from summer and fall graduates are invited to attend the ceremony as well.

Students who wish to participate in the Department's convocation in the spring but who will officially graduate with their PhD the following summer session must meet the following criteria:

- The student must successfully defend their dissertation prior to the end of the spring semester.
- The student's committee must be in agreement that the student will be able to submit the manuscript in final form by the summer session deadline of July 15.
- The student's name in the department convocation booklet will be identified with an asterisk indicating the official graduation date to be completed in the following summer.

THE UNM DEPARTMENT OF ANTHROPOLOGY ETHNOLOGY GRADUATE PROGRAM

The Ethnology Program offers a strong foundation in sociocultural theory, the anthropology of language, and engaged/collaborative anthropology. Students are encouraged to pursue research that addresses the concerns of the people with whom they work while at the same time contributing to the development of sociocultural theory. Key strengths include cultural revitalization, language and communication, gender, ethnicity, nationalism, human rights, material culture, land, water, historical consciousness, public policy, and ritual. Methodological training in ethnographic fieldwork, visual documentation, and the analysis of speech-based interaction is regularly offered. Latin America, the U.S. Southwest, and Native North America are areas of special focus.

GRADUATE DEGREES OFFERED: MA in Anthropology; PhD in Anthropology.

ETHNOLOGY SUBFIELD FACULTY

Dinwoodie, David (PhD University of Chicago): Linguistic anthropology, sociocultural anthropology, historical consciousness, pragmatics, Athabaskan linguistics; Native North America, contemporary North America.

Field, Les (PhD Duke University): Indigenous Identities; Nationalist Ideologies and the State; Social Transformations and Landscapes; Precious Metals; Conflict Zones; Licit and Illicit; Collaborative Ethnography, Methods, Epistemologies; Nicaragua, Colombia, Indigenous California, Palestine.

Oakdale, Suzanne (PhD University of Chicago): Sociocultural anthropology, personhood and agency, ritual and religion, autobiographical narrative; Amazonia, Brazil.

AFFILIATED FACULTY:

Brulotte, Ronda (PhD University of Texas-Austin): Material culture, folklore and expressive culture, tourism, food studies, ethnicity and identity, cultural representation, Mexico and Latin America.

Smith, Lindsay (PhD Harvard University): Medical anthropology; science and technology studies; kinship and subjectivity; human rights and transitional justice; forensic science: Argentina; Guatemala, Peru.

ADVISING

New students are assigned a temporary faculty advisor during the summer before the first semester of study. After two semesters of course work, no later than the completion of twelve (12) hours of course work, students should choose a permanent faculty advisor and notify the Department Graduate Advisor, Matt Tuttle, of the faculty member's agreement to oversee their progress and exams. The Department Graduate Advisor should also be apprised of any changes in this selection.

All first year and subsequent year students meet at least twice a semester with their faculty advisor:

- 1) Before registering for classes to discuss appropriate course work [NOTE: This should be done during the previous semester. Do not wait until breaks or holidays.]
- 2) During the course of the semester to discuss their progress in the program.

RESOLUTION OF PROBLEMS

Graduate students consult first with their faculty advisor or committee chair. If the issue has to do with GS or general Department policies, procedures, and the like, the student may wish to go directly to the Department Graduate Advisor (Matt Tuttle) for consultation.

Graduate students still taking required courses should bring problems that cannot be resolved with their advisor or within their committee to the Ethnology representative on the Department Graduate Committee. That person may suggest resolution and/or bring the problem either before the Ethnology faculty or, if more appropriate, before the Graduate Committee. (If the Graduate Committee rep is on the student's committee, the Department Graduate Director should be consulted. If the Director is on the student's committee or otherwise inappropriate, consult the Department Graduate Advisor to ascertain the appropriate person with whom to discuss the problem.)

Master's thesis and doctoral students who have completed their required courses should bring problems that cannot be resolved within their committee to the Department Graduate Director. (If the Director is on the student's committee or otherwise inappropriate, consult the Department Graduate Advisor to ascertain the appropriate person with whom to discuss the problem.)

ANNUAL PROGRESS REVIEW

The faculty is concerned that all students make consistent and timely progress toward their degrees. To this end, each concentration annually reviews its students' files, hears the faculty

advisor's report, and checks on the committee formation and appropriate completion of requirements. All students whose record appears to indicate current or potential difficulty are notified in writing. Each graduate student's record is on file in the Department Graduate Advisor's office. A Database of progress assures that each stage toward a degree is recorded and progress closely monitored. Student Progress reports are due April 1st to subfields. Progress timelines can be found in the subfield sections of this handbook.

Required for all students: By the first Friday in April

All students still taking required courses submit to their advisor a Graduate Evaluation Form, an unofficial transcript, and a current CV.

Master's thesis and doctoral students who have completed their required courses submit to each member of their committee the Graduate Evaluation Form, and a two page report on their thesis or doctoral work during the preceding year. If the thesis is to be completed in the Spring semester or if the doctoral defense has been approved for the Spring semester, then no report is required, but the "Graduate Evaluation Form" must be submitted.

The Annual Progress Evaluation is conducted by the faculty in an Ethnology subfield meeting no later than the last Friday in April. Advisors present the annual progress report and make a recommendation. Other faculty may give input into the final, majority-vote recommendation: (1) Satisfactory; (2) Needs attention in specified areas; or (3) Unsatisfactory. Failure to address the previous year's matters needing attention or a second Unsatisfactory will result in automatic suspension.

Advisors and committee chairs send a letter documenting the evaluation results by the end of May to the student. A copy will be filed with the Department Graduate Advisor.

If a student shows little promise of completing the degree program, the Department will notify the student and the Dean of Graduate Studies in writing that the student is suspended from further work in that program. Suspended students are not eligible to continue work in any graduate degree program in the university for a period of one calendar year from the date of Suspension. Readmission after the suspension period requires the approval of the department to which the student has reapplied for readmission, the support of 2 Anthropology faculty members and the Dean of Graduate Studies.

***NOTE: A student record reflecting two Incompletes or Unsatisfactories that extend beyond one semester will be considered grounds for automatic suspension.**

ETHNOLOGY MASTER'S COURSE WORK REQUIREMENTS (32 Credits)

A. Core Requirements:

A two-semester, three-course-long "pro-seminar" sequence

(The Ethnology Master's Comprehensive/Doctoral Qualifying Examination in the following August is based on the readings assigned in this sequence):

ANTH 546: Theory in Ethnology I (Fall)

ANTH 547: Theory in Ethnology II (Spring)

ANTH 510: Linguistic Pro-seminar (Spring)

One methods course among the following:

ANTH 530: Topics: Visual Anthropology

ANTH 540: Topics: Autobiography and Life History in Anthropology

ANTH 530: Topics: Discourse Analysis

ANTH 572: Analytic Methods in Anthropology

ANTH 541: Problems and Practice in Ethnography

ANTH 530: Proposal Writing

Four additional seminars in the Ethnology Program: In general a seminar is a stand-alone course, not also taught as an undergraduate level division course (Exception: Anth 530 T: Language and Nature). Seminars meet once per week for 2 1/2 to 3 hours. The four seminars must be passed with at least a 3.0 GPA for Master's level and at least a 3.67 GPA for PhD level credit. If more than four are taken, the four highest will count for fulfillment of this requirement.

In consultation with their faculty advisor, Master's students should choose elective courses and seminars according to their particular focus.

Students entering the program with an MA, MS or equivalent in Anthropology as well as those entering with an MA or MS in another discipline must take the Master's pro-seminar sequence and pass the Doctoral Qualifying (Comprehensive) Exam. For such students one methods course and four seminars are still required. The Second Year Graduate Plan of Study is also required. However, coursework completed for a previous master's degree may be substituted for these required courses with the permission of the Ethnology Graduate Advisor.

Having successfully completed the coursework requirements described above, the majority of Ethnology students receive their Master’s on that basis in addition to passing the comprehensive exams (see below) which are required for all graduate students. The next section describes the comprehensive exams, followed by a description of the MA Thesis for those students electing to pursue that option.

THE MASTER’S COMPREHENSIVE EXAM (AND DOCTORAL QUALIFYING EXAM)

The Comprehensive Examination serves as a Master's Exam for all MA students. It is also one part of a series of requirements needed to enter the PhD Program. It must be taken at the beginning of the fall semester of the second year. It is a three part (3 essay question) take-home exam distributed on the Friday and due on the following Friday before fall semester classes start. The Master’s Comprehensive Exams are based on the syllabi for the pro-seminar required courses: ANTH 546, ANTH 547, and ANTH 510.

The Master’s Comprehensive Exam is required for all students and will be made available by 9:00 a.m. on Friday of the week before the last week of vacation (i.e. two Fridays before the week Fall semester classes begin). The exam is due no later than the following Friday at 9:00 a.m.

Evaluation of exams will take place at an Ethnology subfield meeting no later than the Friday two weeks following the completion of the last exam (in some cases extra time is given for second language speakers of English).

Each anonymous essay is read by three randomly selected faculty members, who grade it independently on a 6-point scale, with 6 being the highest: 4.5=a minimum PhD pass; and 4.0=a minimum MA pass. Scores are averaged and final scores discussed and finalized in the meeting *before* the Graduate Advisor’s list of student names is unsealed.

A student may PhD pass with distinction (5.75 minimum), PhD Pass (4.75 minimum), PhD qualification pass with rewrite (4.5 minimum), MA pass with one retake (4.0 minimum), or fail (below 3.99). Successful completion of this exam at the Masters level, (i.e. a score of 4.0 or above) along with the completion of the required seminars, and a Second-Year Graduate Plan of Study is necessary to earn a Master’s degree in Ethnology. (If MA Plan I is selected, completion of a thesis is also required to earn a Master’s degree in Ethnology).

Scoring Matrix:

PhD Pass with Distinction	5.75-6.0	Student may apply to PhD program
PhD Pass	4.75-5.74	Student may apply to PhD program
Qualified PhD Pass	4.5-4.74	One essay to be rewritten in one week

		from Monday following notification; if rewrite unacceptable the exam must be retaken before applying to the PhD program
MA Pass	4.0-4.49	Exam must be retaken to apply to PhD program; exam may be retaken only once and a score of 4.75 or better achieved to advance
Fail	3.99 and below	Exam cannot be retaken

Once the results of the exam have been determined by the faculty, the student's faculty adviser calls no later than 5:00 p.m. following the meeting. Students receive notice of the aggregate score they received for each question; they may request individual meetings with faculty members to review each grader's evaluations.

Doctoral (PhD) essay rewrites are submitted to the Comps Committee Chair, who distributes them to the three original readers. Readers report their scores to the Comps Committee Chair within 10 days. The Comps Committee Chair tallies the scores and notifies the student no later than the second Friday following receipt of the rewrite.

No student in the Department is given more than two opportunities to pass this exam. If a student must retake the exam, it must be retaken the next time it is offered. Students who pass this exam at the appropriate level may apply for entry into the PhD program when submitting their Second-Year Graduate Plan of Study. Passing the Masters exam at the appropriate level and a successful Second-Year Graduate Plan of Study is considered a complete PhD Qualifying Exam.

MASTER'S THESIS PROPOSAL

Those students electing to write an MA Thesis must first submit a Master's Thesis Proposal during their second year. The proposal is comprised of: A three-page, single-spaced or six-page double-spaced paper using a 10-12 font, plus a 10-20 item bibliography. The proposal must present a statement of the problem addressed by the research, significant resources for its study, the methods to be used, and the types of data to be collected.

The committee chair decides when drafts are ready for submission to the other two committee members and coordinates their review. The committee should have at least two weeks to read and comment on the final draft. Committee support is indicated by each member's signature on the final draft.

MASTER'S THESIS

The committee chair determines when drafts are ready for submission to the other committee members. All committee members are expected to read and comment on drafts in one month unless other arrangements have been formalized. However, this expectation pertains only if the student has contacted the chair and/or appropriate other committee members about a mutually acceptable timing of submissions in advance. Otherwise, no such expectation is binding.

A complete, presumed-to-be-final draft must be distributed to the committee at least one month before the final deadline. At that time, the student also delivers a "Gray Sheet" to each member.

Each member of the committee completes and signs a separate Report on Thesis ("Gray Sheet," to which the student never has access), rating the thesis on five dimensions, summarizing their reaction to it, and recommending for or against its acceptance. These are turned in to the committee chair at the time of the committee meeting to discuss the final draft of the thesis.

The committee chair is responsible for all committee deliberations. These result in a committee decision about the final draft that is recorded in the Evaluation of the Thesis Manuscript section of the Final Exam for Thesis (Thesis Defense). Since there is no formal thesis defense, the results of these deliberations are also recorded in the Examination Results section of the Report of Examination. Throughout the thesis evaluation process, a tie vote is the same as a majority negative vote.

Evaluation Matrix:

Evaluation of Thesis	Examination Results	Next step
Approved without change	Passed	Secure signed Approval page and Certification of Final Form
Approved with only minor editorial corrections	Conditionally Passed (with conditions listed)	Process overseen by thesis chair
Must be revised before approval	Conditionally Passed (with conditions listed)	One opportunity to revise and resubmit to committee during the following semester; a new "Gray Sheet" is required

When each member of the committee signs the Report of Examination" they also record next to their signature a vote of Yes or No as to whether the exam (i.e. the thesis) passed with distinction.

If a revision/rewrite is required, the thesis cannot receive distinction. If the revision/rewrite is unacceptable, the thesis is rejected.

A signed Approval page and Certification of Final Form (signed by the author and the director) constitute acceptance of the manuscript and any revisions. Committee members who dissent from the majority decision do not sign the Approval page.

The committee chair is responsible for timely conveying of evaluations to the student. Copies of all paperwork should be submitted to the Department Graduate Advisor (Matt Tuttle) for the student file and/or further processing.

SECOND-YEAR GRADUATE PLAN OF STUDY

All MA students submit a Second-Year Graduate Plan of Study during the spring semester of a student's second year, it consists of a 2-3 page outline of a student's plans to complete the Master's level requirements. This document includes courses taken, grades earned, courses in progress or planned, comprehensive exam results and the details of progress on the Master's Thesis (if MA Plan I is being followed). The Second-Year Plan of Study is due the third Friday of the week of classes in the Spring semester and should be submitted electronically to the Ethnology subfield advisor and the Department Graduate Advisor (Matt Tuttle).

Second-year students who have completed the comprehensive exam at an appropriate level and who wish to apply to the PhD program must submit an additional 3 pages demonstrating their sustained interest in issues and topics that the Ethnology faculty can support. There should be evidence that they have consulted with various faculty members and a statement in the plan that indicates that at least two Ethnology faculty members would support their doctoral work in the department. We welcome statements that show detail and conviction. *Note:* This optional application portion of the plan of study may be submitted after earning the MA.

Evaluation of the Second-Year Plan of Study will take place at an Ethnology subfield meeting 1-2 Fridays following submission. The faculty advisor is responsible for leading discussion on the graduate plan of study. The faculty vote: (1) to accept the plan; (2) to accept the plan with minor revisions to be certified by the adviser following a one-week period for rewrite; or (3) to reject the plan. A rejected plan of study must be rewritten in two weeks, submitted to the advisor, and distributed promptly to the Ethnology faculty for reconsideration. Students who do not submit a satisfactory rewrite will be dismissed from the program.

Students applying to the PhD program will have the second part of their plan of study evaluated separately according to the criteria above. Rejection of the initial application or the rewrite with minor revisions means denial of admission to doctoral study. The student may apply one more time only during the subsequent January evaluation process. Acceptance indicates conditional

admission into the PhD program provided all MA requirements are satisfactorily completed.

LANGUAGE/SKILL REQUIREMENT

Students are ordinarily expected to master one language and one skill. Both the language and the skill must be appropriate to the student's course of studies, as determined by the dissertation committee. A skill in languages can be satisfied as described in the Language/Skill section of the general handbook or by taking two accelerated language courses that are equivalent to two years of a language and passing these with a B or better. For their skill, students are expected to acquire a working knowledge of a technical field that is relevant to their dissertation research. This may be, for example, statistical methods, GPS, filmmaking, photography, etc. Students must demonstrate their competence by completing an MA in that field or by taking at least two 300-level or above courses and passing them with a B or better.

COMMITTEE ON STUDIES

Each doctoral student is required to have a committee on studies, which may also be or may become his/her Dissertation Committee. A committee should be chosen upon admission to the PhD program, which occurs when a student passes the Master's comprehensive exam at the PhD qualifying level and after the additional successful completion of the Second-Year Graduate Plan of Study. For Specials, the Committee should consist of at least three faculty members, at least two of whom must be from the Anthropology faculty. Submit a committee form listing all committee members to the Graduate Program Advisor for your student file.

Each committee member should be appropriate for the student's interest (i.e. the student's chair; one other member must be from his/her concentration; one member must be from outside the department). At least three members must be tenured or tenure-track faculty. Students are encouraged, but not required, to select an outside member prior to the dissertation proposal defense.

The Appointment of Dissertation Committee form may be obtained from the Anthropology website. Each committee member must also be approved for instruction by UNM. Therefore a CV for members outside of UNM must be submitted to Matt Tuttle as soon as possible, so that the form can be filed. A full four (4) member committee will be required and must receive final approval from Graduate Studies, at the filing of the Announcement of Exam, prior to a dissertation defense/final exam.

The department allows for changes in the chair and/or members of the PhD Committee on Studies whenever the student desires without penalty of any kind. Although dissertation

committees are usually made up of the same faculty members as the specials committee, students also may reconstitute their dissertation committee, if that becomes desirable for any reason. However, the graduate advisor Matt Tuttle will require explanation of the changes. The student must notify both former and new members of the Committee and the Department Graduate Advisor of the changes in an email

Once established, the Committee and the student will work out the student's PhD program, usually during the first semester of enrollment. More specifically, the functions of the committee on studies include the following:

- Meet with the student at necessary intervals;
- Establish prerequisites and review deficiencies;
- Plan with the student, approve and direct an integrated program including work in the necessary supporting fields, if any;
- Recommend transfer of credit;
- Approve the Application for Candidacy;
- Determine the individual doctoral requirement in foreign languages and/or other technical skills;
- Act as the Doctoral Specials Examination Committee;
- Recommend that the student shall or shall not be advanced to Candidacy.

DOCTORAL COMPREHENSIVE EXAM/SPECIALS PROCESS

Required for all students pursuing a PhD in the Ethnology subfield, the Doctoral Exam, in Ethnology, is a two-part exam consisting of the Specials examination and the Dissertation Proposal. Specials should be done first and will be submitted to your Advisor and the subfield advisor and to Matt Tuttle. The second half is the proposal paper and exam. An online Announcement of exam form must be filed for Graduate Studies office, 3 weeks prior to the meeting/defense of the exam. Students will present their proposal publicly but the final vote will be a private decision of the entire subfield faculty.

The Specials exam is a demonstration of competence in three broad areas involving some mix of theory, background, geographical focus, and ethnography related to but more encompassing than the student's dissertation research. They demonstrate mastery of areas using extensive reading lists they have developed in cooperation with the members of their Committee on Studies. Students receive three questions from their Committee based upon the three broad areas, and have 10 days to write and submit a 15-20 page (double spaced) paper in response to each question.

Faculty have two weeks to read and evaluate their question. The committee chair coordinates these evaluations: (1) pass; (2) provisional pass with revisions to be completed within two months

following official notification of the results; (3) pass two out of three questions: During the semester following, the student enrolls for a problems course with the faculty member whose question was failed, reads relevant materials, then turns in a paper graded pass or fail; or (4) fail, with a retake within one year following official notification. No student is given more than two opportunities to pass the specials examination. In addition, the proposal must be passed as well. The committee chair is responsible for timely conveying of results to the student.

DISSER

ADVANCEMENT TO CANDIDACY

The student must also formally have declared a Dissertation Committee. The Dissertation Committee form is online at: <http://anthropology.unm.edu/assets/docs/grad/forms/graduate-committee-form.pdf> Please turn in the form to the graduate advisor Matt Tuttle after obtaining the committee chairs signature. After 18-21 hours of doctoral course work and PhD Comprehensive Exam, students secure a form for Application for Candidacy from the GS web site. <http://grad.unm.edu/resources/gs-forms/application-candidacy.html> In consultation with her/his Committee on Studies chair, the candidate lists completed and projected course work. The application must be returned to the Graduate Advisor signed by the committee chair and the student, then turned in to the Graduate Advisor Matt Tuttle who will get the signature of the Department Chair, record it in our records and bring it to Graduate Studies.

DISSERTATION PROPOSAL

The committee chair decides when drafts are ready for submission to committee members and coordinates their review. Committee members must have at least two weeks to read and comment on the final draft. The last date at which proposals will be accepted in the Fall is the third Friday in November and the last date in Spring is the third Friday in April. Proposals will not be accepted during the summer. Please note that four committee members are necessary before a proposal can be submitted and all four committee members must sign the proposal. Signing the title page of the final draft indicates each member's acceptance of the proposal, and all must sign before it can be considered by the full Ethnology faculty.

In the proposal, the student should discuss the problem addressed by the research, its relevance to the field, relevant theoretical publications, methods to be used, types of data to be collected, schedule of research activities, and other factors important to assessing research, design and feasibility. In other words, the proposal should share many properties of a good grant proposal with due allowance for a broader audience. The proposal must include a bibliography. The proposal must not be more than 10 pages (excluding appendices and bibliography); 7 1/2" single-spaced text; 10 - 12 font or 20 pages double-spaced with the same font.

The student is responsible for initiating consultation with their dissertation committee and other faculty as appropriate for defining a suitable problem and outlining more specific research goals and methodology. Precise steps by which a final draft proposal is reached will vary with the student and the makeup of the committee. The committee must be satisfied that the proposal reflects the highest levels of scholarship and appropriate research design. Hybrid Dissertations may be allowable on a case-by-case basis. Committee support is indicated by each member's signature on the final draft. They do not further review the work at this stage but may informally explain or amplify matters raised by other faculty members within the review period.

After committee approval, the proposal is distributed to the student's concentration/subfield faculty for any additional comments. Evaluation of the proposal by the concentration faculty will take place 2 weeks following submission at an Ethnology subfield meeting. The Ethnology faculty discuss the merits of the proposal as a committee of the whole. The committee chair may invite outside members of the committee to attend this meeting, but there is no requirement that they do so.

The event begins with the student making a 15 minute oral (not Powerpoint) presentation. The committee chair then leads the discussion of the project's design, potential and feasibility. Throughout the discussion, either the committee chair or another Ethnology faculty member so designated is responsible for taking notes, which are distributed to the student and outside committee members by the committee chair. After the discussion, the student, and any of the outside members attending leave so that faculty can vote on the proposal.

The Convener conducts the vote. Ethnology faculty vote to: (1) pass; (2) pass with minor revisions to be certified by the committee chair; (3) rewrite with full re-submission before the next deadline; or (4) fail outright. There are only two opportunities to submit an acceptable proposal.

At the conclusion of the voting, there is agreement as to the summary of the comments and recommendations, which the committee chair records and which the Secretary includes in the meeting's minutes. The student is then called in to hear the committee chair briefly convey the results of the faculty's deliberations. Other faculty members may also briefly offer additional suggestions and critique.

If the concentration faculty approves the proposal, the Committee Chair will communicate any suggestions and/or criticisms for incorporation. If the proposal is rejected, the student then has the opportunity to prepare a new or revised proposal with his/her committee. The Committee Chair is responsible for communicating with the student in writing the comments and criticisms offered by the faculty. If a second proposal is rejected, the student will be terminated from the program.

DISSERTATION CREDIT HOURS (Continuous Enrollment Required)

The program for the doctorate includes a minimum of 18 hours of dissertation (ANTH699) credit. While working on the dissertation, students must continue to register for at least three hours of 699 each fall and spring semester until the Dean of OGS approves the dissertation. Doctoral candidates must be enrolled the semester in which they complete degree requirements, including summer sessions. Enrollment in ANTH699 dissertation hours may not begin prior to the semester in which Specials Exams are taken

DISSERTATION PROGRESS

Once the dissertation proposal has been approved, the dissertation committee will deal with all subsequent matters related to the completion of requirements for the PhD. The chair of the dissertation committee, together with other members, will be responsible for directing and advising the dissertation research, overseeing the writing, evaluating and approving the completed dissertation, and conducting the defense.

DISSERTATION COMPLETION

The dissertation chair determines when drafts are ready for submission to the other committee members. All committee members are expected to read and comment on drafts in one month unless other arrangements have been formalized. However, this expectation obtains only if the student has contacted the chair and/or appropriate other committee members about a mutually acceptable timing of the submissions in advance. Otherwise, no such expectation is binding.

At least one month after receipt of a complete, presumed-to-be-final draft, the dissertation committee with input from off-campus members discusses whether or not this final draft is defensible. This discussion may occur through email or face-to-face. If a majority of the members concur, the defense may be scheduled. If there is a tie or if a majority of the member's dissent, then the defense may not be scheduled until specified revisions are successfully completed. The dissertation chair is responsible for conveying the results of this discussion to the student in a timely fashion.

DISSERTATION SUBMISSION GUIDELINES

1. Student must submit a complete copy of the penultimate (not the first) draft of the dissertation at least one month prior to the anticipated defense date. Concrete dates can be negotiated. The committee chair and the majority of the committee must agree that this is the penultimate draft.
2. Committee must respond to the student with comments and required revisions within one month of receiving penultimate draft and no later than October 15 (fall) or March 15 (spring). This response should indicate whether the student qualifies to schedule defense. In other words, the committee must agree that revisions to the penultimate draft can be successfully completed by the date of the defense.
3. Student notifies the department advisor, Matt Tuttle, by email of **intent to graduate the semester prior to semester of intended graduation.**
4. Student schedules defense with committee at least three weeks before the event and notifies the Department Graduate Advisor via an Announcement/Report of Examination form.
5. GS must receive the “Announcement/Report of Exam” form, listing the exam committee members **at least three weeks prior to the exam.** No defense can be held without properly filing this form for preapproval by OGS.
6. Student submits a complete hard copy of the dissertation to each member of the committee by the end of the semester in which the student graduates.
7. Student submits a final copy of the dissertation to GS Electronically two days prior to the manuscript deadline (preferably earlier): July 15 for Summer, April 15 for Spring and November 15 for Fall.
8. Student submits one bound copy (inexpensive binding acceptable) to the Clark Field Archive by the end of the semester in which they graduate

DISSERTATION DEFENSE/DOCTORAL ORAL EXAMINATION

A final oral presentation covering the dissertation and its relationship to Anthropology is required. The examination committee must have at least four (4) members. The defense committee will ordinarily be the same as the dissertation committee. Substitutions can be made only with the approval of the dissertation director. The Final Defense is public and open to all who wish to attend. Announcements must be posted 2 weeks in advance.

Evaluation of the defense will take place at the conclusion of the defense, during private committee deliberations.

During the committee deliberations following the defense, the committee makes two sets of

decisions:

1. Evaluation of the Defense

By a majority vote (if there is a tie, the result goes to the next lower evaluation), the defense is judged: (1) Pass with distinction; (2) Pass; or (3) Fail. This vote is conveyed to the candidate, becomes part of their permanent record, but is not separately reported to GS. It becomes part of the final evaluation of the dissertation and thus the Examination Results as detailed in the Report of Examination. A student who fails the defense has one opportunity to successfully re-defend or the dissertation will be rejected.

2. Evaluation of the Dissertation

The Report of Examination must be completed during the deliberations following the defense. Throughout, a tie vote is the same as a majority negative vote.

Evaluation of Dissertation	Examination Results	Next step
Approved without change	Passed	Secure signed Approval page and Certification of Final Form
Approved with only minor editorial corrections	Conditionally Passed (with conditions listed)	Process overseen by dissertation chair
Must be revised before approval	Conditionally Passed (with conditions listed)	One opportunity to successfully re-defend
Must be revised before approval	Conditionally Passed (with conditions listed)	One opportunity to revise and resubmit to committee in specified time period; a second "Gray Sheet" is required

Each member of the committee must login to the Report of Examination online and record their vote of Yes or No as to whether the exam and the dissertation were passed and whether distinction is to be awarded. The chair will login for all outside members and record their votes. If a revision/rewrite is required or if the defense is failed, the dissertation cannot receive distinction. If the second defense is unsatisfactory or if the revision/rewrite is unacceptable, the dissertation is rejected and the candidate dismissed from the program.

At the end of their deliberations, the committee conveys these evaluations to the student.

Note: Only if the committee has reported the dissertation "approved without change" and "passed" may the student consider the dissertation accepted and the doctorate achieved, even

though the signed Approval page and Certification of Final Form have not been completed.

In all other cases of “Conditionally Passed,” the dissertation is not acceptable and the doctorate not achieved until the conditions have been met. A signed Approval page and Certification of Final Form (signed by the author and the director) constitute acceptance of the manuscript and any revisions. Committee members who dissent from the majority decision do not sign the Approval page. When this step is completed the doctorate is secured.

PROGRESS TIMELINES FOR ETHNOLOGY DOCTORAL STUDENTS

<u>Year</u> <u>1</u>	<u>Year</u> <u>2</u>	<u>Year</u> <u>3</u>	<u>Year</u> <u>4</u>	<u>Year</u> <u>5</u>	<u>Years</u> <u>6-8</u>
Complete Theory I, Theory II, Linguistics Proseminar, Methods Seminar	Complete Comprehensive Exams/Submit Second-Year Graduate Plan of Study/ Receive MA* (MA Plan I: Also Submit MA Thesis): (PhD: Also Form Committee, Identify Topics for Specials Exam) *In order to receive MA, a Program of Study (POS) and a MA exam. form must be filed.	Take Specials; Complete Dissertation Proposal; (PhD Comprehensive Exam) Submit for Approval by Ethnology Faculty Begin applying for External Grants File Application of Candidacy (AOC) You are now ABD!	Begin Dissertation Research	Complete Dissertation Research Begin writing Dissertation	Complete Dissertation Dissertation Defense *Receive PhD *In order to receive a PhD, an AOC and PhD exam. form must be filed

GRADUATION

In order to graduate in a given semester, the student via department must provide GS with the following (all forms available on the GS website):

- **Announcement:** An online form located on the GS website.
- **Report of Final Examination:** Report of the results of the final oral defense with all digital signatures. This is completed by the chair and committee.
- **Dissertation Formatting:** The dissertation must conform to all required formatting guidelines.
- **Certificate of Final Form:** completed and signed by Committee Chair (where applicable)
- Other forms & fees as listed on the GS website

For both MA/MS and PhD students the Notification of Intent to Graduate Form is due to the department Graduate Advisor (Matt Tuttle) the semester prior to graduation: December for Spring, and the May for summer and August for fall.

Completion of all degree requirements for graduation (the results of master's exams, thesis and dissertation defenses, and theses and dissertation manuscripts) due in GS July 15 for Summer, April 15 for Spring and November 15 for Fall.

DEPARTMENT CONVOCATION

Degrees are awarded three times a year. UNM Commencement is in December and May. Though the annual Departmental Convocation is only in May, students from summer and fall graduates are invited to attend the ceremony as well.

Students who wish to participate in the Department's convocation in the spring but who will officially graduate with their Ph.D. the following summer session must meet the following criteria:

- The student must successfully defend their dissertation prior to the end of the spring semester.
- The student's committee must be in agreement that the student will be able to submit the manuscript in final form by the summer session deadline of July 15 or before the 90 day deadline whichever comes first.
- The student's name in the department convocation booklet will be identified with an asterisk indicating the official graduation date to be completed in the following summer.

EVOLUTIONARY ANTHROPOLOGY GRADUATE PROGRAM

The Evolutionary Anthropology program provides an in-depth education in the theory, methods and data used to test hypotheses about the evolutionary causes and scientific and social implications of human biological, cultural, and linguistic variation. Graduate students receive broad training in evolutionary theory, research design, quantitative methods, field methods, and grant writing. Areas of specialization include bioarchaeology, non-human primate and human behavioral ecology, reproductive ecology, behavioral and reproductive endocrinology, human evolutionary genetics, evolutionary demography, stable isotopes, skeletal biology, and functional morphology. Faculty conduct research in Africa, Asia, Europe, North America, and South America.

GRADUATE DEGREES OFFERED: MS in Anthropology, PhD in Anthropology

EVOLUTIONARY ANTHROPOLOGY SUBFIELD FACULTY

Boone, James (PhD SUNY-Binghamton): Complex societies, evolutionary ecology; Europe, Iberian Peninsula, North Africa, Medieval Period. (Also affiliated with the Archaeology subfield)

Edgar, Heather (PhD Ohio State University): Bioarchaeology, osteology and paleopathology, dental anthropology, biocultural aspects of human variation, African American and Hispanic American biological anthropology, forensic anthropology.

Emery-Thompson, Melissa (PhD Harvard University): Behavioral ecology, endocrinology, life history, reproduction, female social relations, apes; East Africa, Indonesia, Malaysia.

Hunley, Keith (PhD University of Michigan): Human evolutionary genetics; genetic and linguistic co-evolution; modern human origins, Native American prehistory.

Long, Jeffrey (PhD University of Michigan): Human genetics, population and evolutionary genetics, complex traits, statistical genetics.

Mattison, Siobhán (PhD University of Washington): Behavioral ecology, kinship, reproduction, demography, health, social inequality; China, Vanuatu.

Muller, Martin (PhD University of Southern California): Primate behavioral ecology, reproductive ecology, behavioral and reproductive endocrinology.

Nelson, Sherry (PhD Harvard University): Paleoecology of Miocene apes, hominids; stable isotopic and dental microwear analyses; Asia, Africa, Europe.

Pearson, Osbjorn (PhD Stony Brook University): Paleoanthropology, origin of modern humans, skeletal biology, functional morphology, quantitative methods; Africa, Europe.

Prufer, Keith (PhD Southern Illinois University): Complex society, landscape transformation, evolutionary ecology, political economy, cave studies; Mesoamerica. (Also affiliated with the Archaeology subfield)

ADVISING

Students are admitted to the program to work with a specific faculty advisor, but they are not required to choose a permanent advisor until completion the beginning of their second year. Students must have an advisor to remain in the program. The [Department Coordinator of Program Advisement](#) (Matt Tuttle) must be notified of the selection of a permanent faculty advisor by using the [graduate committee form](#). The Coordinator of Program Advisement must be notified of any changes in this selection.

Students entering the program with a Master's degree from another institution must, at the beginning of the first semester of the first year, provide their faculty advisor with a description of the course work completed for that degree. The advisor will determine whether graduate courses taken at another institution fulfill UNM Evolutionary Anthropology degree requirements.

ANNUAL PROGRESS REVIEW

Students are required to submit a self-evaluation each year by April 1 and are notified in writing of the faculty assessment of their progress by the end of May. The faculty assessment will include a rating of Excellent, Good, Satisfactory, or Unsatisfactory. Two annual ratings of Unsatisfactory will be considered grounds for suspension. In such cases, the department will notify the student and the Dean of Graduate Studies in writing that the student is suspended from further work in the program. Suspended students are not eligible to continue work in any graduate degree program in the university for one calendar year from the date of suspension. Readmission after the suspension period requires the approval of the department to which the student has reapplied and the Dean of Graduate Studies.

MASTER OF SCIENCE REQUIREMENTS (38 CREDITS)

The typical plan for course work in the first four semesters of graduate school will include:

Semester 1: Three classes emphasizing topics, theory, and methods in evolutionary anthropology (see the list of required classes below).

Semester 2: One class on research design and methods, and two classes on topics, theory, and methods.

Semester 3: Two classes on topics, theory, and methods, and one class on grant proposal writing

Semester 4: Two elective classes and three hours of independent research that is devoted to preparing for the Master's Examination.

Students should be actively engaged in research, coursework, and proposal preparation in the summers.

REQUIRED COURSEWORK

Six of the classes described above must come from the following list. Prior to the Master's Examination (described below), students must complete at least one course in each area:

Genetics:	<p>ANTH 555: Anthropological Genetics ANTH 591: Population Genetics</p>
Paleoanthropology:	<p>ANTH 557: Paleoanthropology ANTH 564: Human Behavioral Evolution</p>
Human biology:	<p>ANTH 550: Topics: Human Growth and Development ANTH 554: Human Paleopathology ANTH 561: Seminar: Human Reproductive Ecology & Biology</p>
Behavioral ecology:	<p>ANTH 550 or BIO 502: Topics: Evolutionary Medicine ANTH xxx: Behavioral Ecology & Life History ANTH xxx: Evolutionary Demography</p>
Primateology:	<p>ANTH 563: Primate Social Behavior ANTH 662: Great Apes: Mind and Behavior</p>

Research Methods: ANTH 550: Topics: Statistical Concepts & Data Analysis
 ANTH 663: Research Methods and Design

As per UNM Graduate Studies requirements, to receive a Master of Science degree, students must complete two additional graduate-level science courses (6 credit hours) in another department. Courses must be chosen in consultation with the faculty advisor.

The student must receive a grade of B or higher in each course.

In addition to coursework, students must complete the Master's Examination. Students seeking a terminal Master's degree must complete the Plan I exam. Students pursuing a PhD must complete the Plan II exam. In both cases, the exam will be held at the end of the student's fourth semester in the program.

THE MASTER'S EXAMINATION, PLAN I

This option is for students who will not pursue a doctoral degree in Anthropology at the University of New Mexico.

The student must:

1. In the fall term of the student's second year, form an Examination Committee of three tenure-track faculty with at least two from the Evolutionary Anthropology subfield.
2. In the semester before the degree will be awarded complete a [Program of Studies form](#). The form must be signed by the faculty advisor and then submitted, by the student, to the Coordinator of Program Advisement.
3. In consultation with the faculty advisor, schedule an oral defense with the Coordinator of Program Advisement and file an [Announcement of Examination](#) form at least 3 weeks in advance of the expected date for the oral defense. Based on the assessment of coursework, completion of the Program of Studies form, and the oral exam, the Examination Committee will assign the student a grade of Master's Pass or Fail. A student who does not receive a Master's Pass is eligible to retake the exam once within one year from the date of the first exam.

THE MASTER'S EXAMINATION, PLAN II – Option 1

This option is for students who plan to pursue a doctoral degree in Anthropology at the University of New Mexico.

This plan requires the student to write a proposal that includes four sections:

Section A: Specific Aims/Project Summary. Succinct statement of the research question(s), plans to address the question(s), and significance of the question(s)

Section B: Background and Significance. Background that describes the scientific context, existing research, and intellectual merit of the question. This section demonstrates that the question(s) is/are timely and a logical next step for research on the topic. Includes a detailed description of the data, methods, and conclusions of previous studies of the research question.

Section C: Preliminary Results. Based on analyses of pilot data or previously published data.

Section D: Research Plan. Describes how the data would be collected, the methods that would be used to analyze the data, the anticipated results, potential pitfalls and limitations, and steps to correct the pitfalls and limitations. Section D also includes a timeline for the research.

Section E: Significance and/or Broader Impacts.

In the third semester, the student must complete a [Program of Studies form](#). The form must be signed by the faculty advisor and then submitted, by the student, to the Coordinator of Program Advisement.

In the fourth semester, in consultation with the faculty advisor, the student decides on the date to submit the proposal. An [Announcement of Examination form](#) must be submitted online at least 3 weeks in advance with assistance from the Department Coordinator of Program Advisement and per Graduate Studies requirements.

The Evolutionary Anthropology convener distributes the submitted proposal to the entire Evolutionary Anthropology faculty and appoints an Examination Committee consisting of a chair and two faculty members to write reviews. The Examination Committee chair and one other member must be a tenured, or tenure-track, faculty member from the Evolutionary Anthropology subfield. The third committee member can be tenure-track, research-track, or clinical-educator track. The third member can be outside of the subfield. The entire faculty may write a review of the proposal. The written reviews are given to the student.

Each Examination Committee member will assign the student a grade of Pass (with or without distinction), Conditional Pass, or Fail. A student who earns a Conditional Pass does not advance to the PhD program but may take the exam one more time the following year. If the student obtains a Pass, they will be advanced to the PhD program. If the student obtains a Conditional Pass or Fail the second time, they do not advance to the PhD program.

THE MASTER'S EXAMINATION (PLAN II - Option 2)

This option is for students who plan to pursue a doctoral degree in anthropology at the University of New Mexico.

This plan requires the student to form an Examination Committee and to complete a two-question take-home exam. The Examination Committee is composed of three members. The committee chair and one other member must be tenured, or tenure-track, faculty member from the Evolutionary Anthropology subfield. The third committee member can be tenure-track, research-track, or clinical-educator track. The third member can be outside of the subfield.

The committee chair in consultation with the committee will write two questions for the exam. The first question covers the general area of evolutionary anthropology in which the student is concentrating (e.g., genetics, behavioral ecology, hominid evolution, primate reproductive ecology, etc.). The second question covers the student's area of specialization within that concentration.

Each Examination Committee member will assign the student a grade of Pass (with or without distinction), Conditional Pass, or Fail. A student who earns a Conditional Pass does not advance to the PhD program but may take the exam one more time the following year. If the student obtains a Pass, they will be advanced to the PhD program. If the student obtains a Conditional Pass or Fail the second time, they do not advance to the PhD program.

As with Plan II, Option 1, the student must complete a [Program of Studies form](#) the semester prior to taking the Master's Examination, and they must submit a completed [Announcement of Examination form](#) at least 3 weeks prior to the completion of the exam to the Department Coordinator of Program Advisement (Matt Tuttle).

POST-MASTER'S PRE-DOCTORAL SKILLS REQUIREMENTS

Prior to advancement to PhD candidacy, students must complete two courses that provide skills required to conduct novel and original research in the chosen area of specialization. Skills course must be chosen in consultation with the faculty advisor.

1. A course in research design
2. A course in quantitative analyses suited to the student's research focus, such as:
 - ANTH 552: Quantitative Methods
 - STAT 574: Statistical Analysis
 - ANTH 664: Human Evolutionary Ecology Data Analysis

Other course work consists of electives chosen by the student after consultation with the faculty advisor.

DOCTORAL REQUIREMENTS

DOCTORAL COMPREHENSIVE EXAMINATION

Following completion of coursework and the Master's Examination, students are expected to form a Doctoral Dissertation Committee (described below) and to work with their committee to write a dissertation proposal. The Doctoral Comprehensive Examination is a defense of this proposal. The proposal should build upon the Master's Examination proposal (Plan II, option 1). The proposal should be in the form of an application to the National Science Foundation [Doctoral Dissertation Improvement Grant](#) or some other appropriate funding agency. Students must also give a 45-50-minute public defense summarizing their plan of research. The proposal must be approved by the Doctoral Dissertation Committee prior to the defense. The defense must occur during the fall or spring term of the academic year. A [Doctoral Comprehensive Examination form](#) must be filed online, at least 3 weeks in advance of the exam with assistance from the Department Coordinator of Program Advisement and per Graduate Studies requirements.

DOCTORAL DISSERTATION COMMITTEE (AKA "COMMITTEE ON STUDIES")

Doctoral Dissertation Committees must consist of a minimum of four members [approved by Graduate Studies](#).

1. Chair must be a tenured or tenure track faculty member in the UNM Evolutionary Anthropology Department.
2. At least one additional tenured or tenure track faculty member in UNM Evolutionary Anthropology.
3. An external tenured or tenure track faculty member outside of UNM Evolutionary Anthropology.
4. Any member that falls in one of the [six Graduate Studies categories](#)

ADVANCEMENT OF CANDIDACY

The student will need to file the [Advancement of Candidacy](#) form within 2-4 weeks of completing the Doctoral Comprehensive Examination, with assistance from the student's

committee chair and the Department Coordinator of Program Advisement. The student will be ABD when this form is processed.

DISSERTATION COURSE WORK

The program for the doctorate includes a minimum of 18 hours of dissertation (ANTH 699) credit. While working on the dissertation, students must continue to register for at least three hours of 699 each fall and spring semester until the Dean of Graduate Studies approves the dissertation. Doctoral candidates must be enrolled the semester in which they complete degree requirements, including summer sessions. Enrollment in ANTH699 dissertation hours may not begin prior to the semester in which Doctoral Comprehensive Examination is taken.

DISSERTATION PROGRESS

Once the student passes the Doctoral Comprehensive Examination, the Doctoral Dissertation Committee will deal with all subsequent matters related to the completion of requirements for the PhD. The chair of the Doctoral Dissertation Committee, together with other committee members, will be responsible for directing and advising the dissertation research.

DISSERTATION FORMAT

Students in Evolutionary Anthropology may write a traditional dissertation or submit a “hybrid” dissertation in the form of three related, publishable papers plus an introduction and conclusion section. At least two of the three papers must be submitted to a refereed journal prior to defense.

DISSERTATION DEFENSE AND SUBMISSION

The Doctoral Dissertation Committee will review a draft of the dissertation and make a recommendation to the student as to whether it is ready to be defended. The defense will be scheduled at a time when the maximum number of faculty and graduate students can attend. A [Doctoral Announcement Examination form](#) must be filed online, at least 3 weeks in advance of the exam with assistance from the Department Coordinator of Program Advisement and per Graduate Studies requirements.

The defense will be publically advertised and graduate students and faculty in the subfield are expected to attend. The student should work with the Department Coordinator of Program Advisement to create the posters and public announcement.

The format of the defense will be a presentation of the dissertation research by the candidate, followed by a question and answer period in which the audience is asked to participate.

The Committee will then meet privately with the candidate, after which they will vote on acceptability of the dissertation as per guidelines from Graduate Studies and create a list of revisions. The candidate will then return to the room to go over these details with the Committee.

PROGRESS TIMELINES FOR EVOLUTIONARY ANTHROPOLOGY DOCTORAL STUDENTS



GRADUATION

In order to graduate in a given semester, the student via the Department Coordinator of Program Advisement must provide Graduate Studies with the following (all forms available on the GS website):

- **Announcement:** An online form located on the GS website.
- **Report of Final Examination:** Report of the results of the final oral defense with digital signatures of each member of the Doctoral Dissertation Committee.
- **Dissertation Formatting:** The dissertation must conform to all Graduate Studies formatting guidelines.
- **Certificate of Final Form:** Completed and signed by Committee Chair
- Other forms & fees as listed on the Graduate Studies website

For both MS and PhD students, the Notification of Intent to Graduate Form is due to the Department Coordinator of Program Advisement the semester prior to graduation: At the Beginning of December for Spring, at the beginning of May for summer, and at the beginning of August for fall.

Completion of the **all** graduation requirements including the ones listed above are due in Graduate Studies by July 15 for Summer, April 15 for Spring, and November 15 for Fall.

DEPARTMENT CONVOCATION

UNM Commencement Ceremonies are held in December and May. Though the annual Departmental Convocation is only in May, summer and fall graduates are invited to attend the ceremony as well.

Students who wish to participate in the Department's convocation in the spring but who will officially graduate with their Ph.D. the following summer session must meet the following criteria:

- The student must successfully defend their dissertation prior to the end of the spring semester.
- The Doctoral Dissertation Committee must be in agreement that the student will be able to submit the manuscript in final form by the summer session deadline of July 15 or before the 90-day deadline whichever comes first.

The student's name in the department convocation booklet will be identified with an asterisk indicating the official graduation date.

APPENDIX A

IMPORTANT Dissertation Tips for Communication with your Dissertation Committee/Chair

- Do you expect your advisor (s) to remember all the details of your dissertation?
- Do you expect your advisor (s) to read every word, of every revision, of every chapter and expect them to keep track of the revisions they've made?

Answer: *These expectations are not usually realistic, given the many students and responsibilities advisors have.*

Use memos: Using a memo will help you succeed by letting you take the lead role in keeping track of your research project. A memo is a polite, professional and proactive way to help ensure that both your advisor and you are on the same page. The core of the memo is that “what”, “why” and “when” of the submitted material.

Sample Memo:

Dear Professor xxx,

Here is the revised draft of my second chapter.

When we last met, you suggested that I address the following issues:

- * Brief description of Issue A.
- * Description of Issue B.
- * Description of Issue C.

To address problem “A”, I’ve added three paragraphs on page x.

To address problem “B”, I’ve significantly changed two sections on page y and z.

I still have questions about Issue C: I’ve tried to address them on pages xx and yy but would appreciate any additional comments you might have about this topic, especially my applications of the X theory and use of Y methodology.

Although we haven’t discussed it, I’ve also tightened up the introduction and would appreciate you taking the time to see how it works better now. It is always helpful to know the sections where you think I’m on track, as well as the places there are still problems.

To make it easier for you to find these revised sections, I’ve highlighted them in red.

Would it be convenient to meet in a couple of weeks to review these changes? If you have time, my schedule is very flexible the week of xxx, except for when I teach on Tuesday and Thursday mornings. Is there a specific time that would work well for you?

Benefits of the memo:

- 1) It will take your advisor less time to review the draft.
- 2) It will help your advisor provide more coherent and effective directions.
- 3) The added structure is another form of support that will help you write a better dissertation more quickly.
- 4) You will gain the skills of mature, professional and proactive academics.

APPENDIX B

HOW TO FORMAT YOUR CURRICULUM VITAE

Part of the application process for most funding sources is preparation of a Curriculum Vitae (CV). You will also need a CV when you apply for jobs or outside funding agencies for support. A standard format is provided below. However, please note the following:

1. Be consistent with your dates
2. Omit heading categories if you have nothing to put in them (i.e. Books or Awards)
3. Never put oral presentations in with publications. These must be listed under separate headings
4. Do NOT pad your CV—it is obvious to everyone when you do so.
5. Use professional quality white or off-white paper and normal type-face. Colored paper and flowery script are not acceptable in professional circles.
6. Do NOT put personal data such as your birthdate, social security number, gender, ethnicity, sexual orientation, or marital status on your CV.

The CV is a summary of your academic and/or professional career. The CV differs from a resume in that the latter is oriented more towards emphasizing your skills and interest in obtaining employment in a business context.

The CV is a personal document and should be presented in your own personal style. There are certain basic kinds of information that should be included. Those categories are listed below. As a student, you probably will not have relevant information for all of these categories, or in some instances, only one or two items. However, as your career grows, so will your CV. Your CV is a useful tool for you to keep track of your accomplishments as you move through your graduate and professional career.

Basic Information to Include:

1. Personal Information
 - a) Name
 - b) Address
 - c) You may include your country of birth and citizenship
 - d) DO NOT include: Date of birth, ethnicity, marital status, # of children, or gender orientation.
2. Educational History
 - a) Institution, dates, degree(s) earned (indicate honors), major field of study
 - b) Repeat above as appropriate
 - c) Thesis/dissertation title, name of thesis/dissertation director (list as appropriate)
3. Professional Employment History
 - a) Job title, employment organization, address, dates of employment (if academic or

- professional)
4. Professional Honors
 - a) Professional honors or recognition (fellowships or awards).
 5. Professional Specializations
 - a) Briefly list areas of professional expertise and/or interest (as appropriate). It is usually helpful to separate topical specialization from area interests
 6. Publications
 - a) List with most recent publications first. Follow the style of the American Anthropologist, the American Journal of Physical Anthropology, or American Antiquity in formatting your entries. Note that the style differs somewhat for journal articles, chapters in books, books, etc.
 7. Participation in Professional Meetings
 - a) Papers presented at professional meetings. List title, name, place and date of meeting.
 - b) Participation as organizer and/or chair of a session. List name of session, name, place and date of meeting.
 8. Research
 - a) List any research projects you have worked on including: Title of research, name of principal investigator, dates of research, funding organization (optional –amount of research award).
 9. Specialized experience that is professionally relevant such as, living abroad, extensive travel, or voluntary activities.
 10. Teaching Experience:
 - a) List titles of courses, nature of teaching responsibility.
 11. Professional Service
 - a) Officer in a professional organization, service on committees for professional organizations, referee for papers or manuscripts submitted to journals or publishers, referee for research proposal, etc.
 12. Professional Memberships
 - a) Category of membership (i.e. student, associate, fellow, etc.), name of association or society.
 - b) Where appropriate, list offices held or committees you have served.