

**ETHNOLOGY HANDBOOK SUPPLEMENT 2017-2018 :**  
**Ethnology Program Graduate Student Advisement and Evaluation**

The following standards and procedures supplement the Graduate Handbook.

**(I) Advisement and Resolution of Problems**

- Graduate students consult first with their faculty adviser or committee chair. If the issue has to do with OGS or general Department policies, procedures, and the like, the student may wish to go directly to the Department Graduate Advisor for consultation.
  
- Graduate students still taking required courses should bring problems that cannot be resolved with their adviser 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.)

**(II) Requirements**

**(1) Annual Progress Review**

*Required for all students:* By the first Friday in April

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

(b) 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 2 pp. 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.

*Evaluation:* In an Ethnology meeting no later than the last Friday in April

(a) Advisers present the 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. Note: Two Incompletes extending beyond one semester are also grounds for automatic suspension (Graduate Handbook, p. 12).

(b) The committee chair solicits committee members' recommendations for (1) Satisfactory; (2) Needs attention in specified areas; or (3) Unsatisfactory and reports to the Ethnology faculty, who may give additional input or by majority vote accept the report as is. A tie vote on the committee will be resolved by a majority vote of the Ethnology faculty. Failure to submit a report, failure to address the previous year's matters needing attention, or a second Unsatisfactory will result in the committee chair assigning a grade of NP.

*Results:* Advisers and committee chairs send a letter documenting the evaluation results at the end of May. A copy will be filed with the Graduate Advisor.

## **(2) Master's Comprehensive Examination**

*Required for all students:* Available 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); due no later than the following Friday at 9:00 a.m. (See full particulars in the "Ethnology Comprehensive Examination Guidelines.")

*Evaluation:* At an Ethnology meeting no later than the Friday of 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.

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

*Results:* The student's faculty adviser calls no later than 5:00 p.m. following the meeting. Students receive notice of the scores received from each reader, and they may request individual meetings to review each grader's evaluations in person or via e-mail.

Ph.D. 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.

### **(3) Second-Year Graduate Plan of Study**

*Required for students entering Fall 2009 and subsequently:* Due Friday of the third week of classes, Spring Semester. Turn in by email to Matt Tuttle.

Second-year MA students submit a 2-3-page outline of their plans to complete the MA requirements, including courses taken and grades earned, courses in progress or planned, comps results, and the Thesis option if applicable.

All second-year students who have completed comps at an appropriate level and who wish to apply to the PhD program submit an additional 3 pages demonstrating their sustained interest in issues and topics that the Ethnology faculty can support. They must present a clearly articulated plan for pursuing meaningful advanced inquiry, not a dissertation proposal. There should be evidence that they have consulted with various faculty and indication that 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:* At an Ethnology meeting 1-2 Fridays following submission.

The adviser 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 adviser, 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.

#### **4) Master's Thesis Proposal**

*Required only if thesis option chosen:* A 3-page, single-spaced (or 6-page double-spaced), 10-12 font (plus 10-20-item bibliography) 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.

*Evaluation:* The committee approves the proposal. Committee support is indicated by each member's signature on the final draft.

#### **(5) Master's Thesis**

*Required only if thesis option chosen:* See Graduate Handbook for guidelines.

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 obtains 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.

*Evaluation:*

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 of Thesis Ms.”	“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.

*Results:* The committee chair is responsible for timely conveying of evaluations to the student.

## **(6) Doctoral Comprehensive Examination (“Specials”)**

All students pursuing a Ph.D. are required to pass a Specials Exam. The Specials Exam is a demonstration of competence in three broad areas involving some mix of theory, background, and ethnography related to but more encompassing than the student’s dissertation research. They demonstrate mastery of areas that might be used in teaching courses or parts of courses. (Rarely will one be able to teach only one’s dissertation.)

*Required for all students:* See Graduate Handbook for guidelines.

*Evaluation:* 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.

*Results:* The committee chair is responsible for timely conveying of results to the student.

## **(7) Dissertation Proposal**

*Required for all students:* See Graduate Handbook for guidelines.

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. 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 Ethnology faculty.

The committee chair distributes photocopies of the final, signed copy to the faculty. The last date on which proposals will be accepted in the Fall is the third Friday in November, the last date in the Spring the third Friday in April. Proposals will not be accepted during the summer.

*Evaluation:* At an Ethnology meeting 2-3 weeks following receipt of the proposal

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 student attends. Both the student and the outside member(s) participate in the discussion, but leave before the faculty vote on the proposal. These events are now open to other students in the department. These students also leave before the faculty vote on the proposal.

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, the outside members, and any other students 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.

## **(8) Dissertation**

*Required for all students:* See Graduate Handbook for guidelines.

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.

*Evaluation:* At a meeting of the dissertation committee (with e-mail input from off-campus members) at least one month after receipt of a complete, presumed-to-be-final draft and a copy of the "Gray Sheet."

The committee decides whether or not this final draft is defensible. If a majority of the members concur, the defense may be scheduled. If there is a tie or if a majority of the members dissent, then the defense may not be scheduled until specified revisions are successfully completed.

*Results:* The dissertation chair is responsible for timely conveying of results to the student.

## **(9) Final Exam for Doctorate (Dissertation Defense)**

*Required for all students:* See Graduate Handbook for guidelines.

*Evaluation:* At the conclusion of the defense, during private committee deliberations

Each member of the committee has already completed and signed a separate "Report on Dissertation" ("Gray Sheet," to which the student never has access), rating the dissertation 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 defense.

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 OGS. It becomes part of the final evaluation of the dissertation and thus the “Examination Results” as detailed in the “Report of Examination”: “We have read any written materials, participated in any oral examination and reviewed any exhibition work. On this basis, we report the student has.” 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 Diss. Ms.”	“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 signs the “Report of Examination” and records next to their signature a vote of Yes or No as to whether the exam (i.e., the dissertation) passed with distinction. 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.



*Results:* 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.