

UNM DEPARTMENT OF ANTHROPOLOGY GRADUATE HANDBOOK

2017 - 2018

TABLE OF CONTENTS

The Department (General Information, Organization, Graduate Committee)	2
The Graduate Programs (Archaeology, Ethnology, Evolutionary Anthropology): General Description and Faculty	3
University Policies Affecting All Students	6
Financial Aid, Awards and Fellowships (Department Aid and Other Sources of Aid)	6
Graduate and Teaching Assistantships (General and Concentration Policies)	7
Anthropology Part time teaching, Graduate Student Union (AGSU); Graduate and Professional Student Association (GPSA)	8
Office of Graduate Studies (OGS)	9
New Mexico Residency Definitions	9
Master's Degree Transfer Credits, Department of Anthropology Policy	10
Standard Steps to a PhD Degree	10
Advising (General and Concentration Policies)	11
Annual Progress Review	11
Timelines for Doctoral Students in Each Concentration	12
University (OGS) Guidelines for Master's and Doctoral Course Work	13
Anthropology Concentration Guidelines for Course Work (Master's/Doctorate)	14
Master's Examination (Comprehensive exam, Paper Exam)	19
Doctoral Qualifying Examination (Only for students who have a previous Master's degree)	22
Master's Thesis	23
General and Concentration Language/Skill Requirements	23
Committee on Studies (Dissertation Committee)	24
Doctoral Comprehensive Examination ("Specials")	25
Advancement to Candidacy	26
Doctoral Dissertation & Dissertation Proposal	26
Graduation	30
Academic Requirements for Graduation	31
Time Limits	31
Leave of Absence and Readmission	31
Required Forms	32
Appendix A	

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

THE DEPARTMENT OF ANTHROPOLOGY

GENERAL GRADUATE INFORMATION

The University of New Mexico has supported a nationally prominent Anthropology Department since 1928. Today its 29 tenure-track and 6 continuing non-tenure-track faculty members offer strong graduate and undergraduate programs in three subfields (concentrations) of anthropology: Archaeology, Ethnology and Evolutionary Anthropology.

The Department offers special opportunities for studies in the American Southwest and Latin America and includes among its resources:

Alfonso Ortiz Center, 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 Maxwell Museum, the Maxwell Museum Association, and the Anthropology Department.

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, and opportunities for fellowships and grants.

Maxwell Museum of Anthropology, with world-wide ethnological collections, extensive southwestern archaeological and osteological materials, 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 where students can process information for study.

Advisory Group

The Department is headed by the Chair, who convenes an Advisory Council with representatives from each concentration. A Convener coordinates business within each concentration. Both the Department

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

Department Graduate Committee:

Archaeology/ <i>Graduate Committee Chair</i>	Bruce Huckell
Ethnology	David Dinwoodie
Evolutionary Anthropology	Martin Muller
Public Archaeology	Emily Jones
Program Advisement Coordinator	Matt Tuttle

**The Graduate Programs
Archaeology, Ethnology, Evolutionary Anthropology**

The following pages describe the programs in each concentration as well as general requirements

THE 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, archaeozoology, lithic analysis and teaching methods. The research expertise of the faculty ranges from hunter-gatherer societies to states and empires and the geographically extends from North America to Europe, the Pacific, Mesoamerica and the Andes.

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 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; Ph.D. in Anthropology.

THE FOLLOWING FACULTY PARTICIPATES IN THE ARCHAEOLOGY PROGRAM:

Boone, James (Ph.D. SUNY-Binghamton): Complex societies, evolutionary ecology; Europe, Iberian Peninsula, North Africa, Medieval Period.

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

Graves, Michael (Ph.D. 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 (Ph.D. Michigan): States and empires, political economy, political ecology, agriculture, craft production, ethnohistory, ethnoarchaeology, archaeometry, Andean South America.

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

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

Prufer, Keith (Ph.D. Southern Illinois): Complex society, landscape transformation, evolutionary ecology, political economy, cave studies; Mesoamerica.

Straus, Lawrence (Ph.D. Chicago): Paleolithic prehistory, paleoanthropology, archaeology of caves, lithic analysis; Spain, Portugal, France, Belgium.

Traxler, Loa (Ph.D. 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. (Ph.D. Michigan): Foraging and early farming societies, economic organization, religion and emergent social complexity, 19th –century Spanish colonial archaeology; US Southwest.

THE ETHNOLOGY GRADUATE PROGRAM

The Ethnology Program offers a strong foundation in sociocultural theory, the anthropology of language, and public 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, expressive culture, land, water, health, historical consciousness, public policy, ritual, and tourism. 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; Ph.D. in Anthropology.

THE FOLLOWING FACULTY PARTICIPATES IN THE ETHNOLOGY PROGRAM:

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

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

Field, Les (Ph.D. Duke): Nation-states and indigenous peoples, comparative studies of culture change and sovereignty; political economy and critical theory; collaborative research methods and goals; Nicaragua, Colombia, Ecuador, Native California.

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

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

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 nature, evolutionary causes, and scientific and social implications of human biological variation. Graduate students receive broad training in evolutionary theory, research design, quantitative methods, field methods, and grant writing. Areas of specialization at UNM include human evolutionary ecology, non-human primate behavior, paleoanthropology, human biology, bioarchaeology, and genetic anthropology.

Graduate degrees offered: Ph.D. in Anthropology

THE FOLLOWING FACULTY PARTICIPATES IN THE EVOLUTIONARY ANTHROPOLOGY PROGRAM:

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

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

Hunley, Keith (Ph.D. Michigan): Human population genetics; causes and implications of genetic and linguistic correspondence in small-scale populations; evolutionary implications of genetic patterns in small-scale groups; nature, causes and implications of global genetic pattern in humans.

Kaplan, Hillard (Ph.D. Utah): Human life course, evolutionary ecology, subsistence behavior, sex roles, hunters and gatherers; South America, Africa.

Lancaster, Jane (Ph.D. UC-Berkeley): Primate social behavior, evolution of human behavior, reproductive biology, parental investment, life history.

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

Mattison, Siobhán (Ph.D. Washington): Behavioral ecology, kinship, reproduction, demography, health, social inequality; China.

Muller, Martin (Ph.D. Southern California): Primate behavioral ecology, reproductive ecology, behavioral and reproductive endocrinology.

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

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

UNIVERSITY POLICIES AFFECTING ALL STUDENTS

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.

FINANCIAL AID, AWARDS, AND FELLOWSHIPS

See funding guide for additional information

Department Aid

The program receives variable funding for graduate/teaching assistantships. In the spring semester all students wishing to be considered for assistantships make application to their concentration faculty. The names are ranked and funds, as they become available, distributed in that order.

The Department has several endowed accounts for students awards including three lectureships that give honoraria to the student chosen to give a public lecture:

- ☞ Frieda Butler Award (annual--Fall semester) to a Master's student meeting certain criteria
- ☞ Ruth Kennedy Award (annual-- chosen Fall semester for Spring delivery) to a doctoral student meeting certain criteria
- ☞ Folklore Prize (annual--chosen Fall semester for Spring delivery) to a graduate student with research completed on an area related to New Mexico folklore
- ☞ Schwerin Award (annual--chosen Spring for Fall of same calendar year) Ethnology Doctoral student with no previous funding with priority given for scholastic ability and research potential.
- ☞ Hibben Senior Fellowship (annual)—Awards offered to senior students meeting criteria.
- ☞ Louise Lamphere Ortiz Center Public Anthropology Fellowship (annual) – Senior student
- ☞ Ortiz an AGSU award for Public Anthropology – Student delivers a public lecture

Each concentration nominates a candidate for each award and submits their nominee to the Department Graduate Committee, which is in charge of the award process.

The Department also has some funds for graduate student travel and research projects. Watch for deadlines on the department calendar and announcements for this and other funding applications both in the department and outside the department.

Other Sources of Aid (See Dept Funding Guide for additional department funding information)

- ☞ The Office of Graduate Studies offers various awards. Contact: The Office of Graduate Studies, Humanities 107 (505/277-2711).
- ☞ The University administers National Direct/Perkins Loans and Guaranteed Student Loans and cooperates in the administration of a number of other such funds, as well as work study and student employment programs. Short-term emergency loans are also available to currently enrolled full-time graduate students. Contact: Student Financial Aid Office, Mesa Vista North (505/277-2041).
- ☞ GPSA, Graduate Professional Student Association, provides money for student research projects and for travel expenses to conferences/workshops directly related to the student's degree program. Contact: (505/277-3803).
- ☞ The Department encourages graduate students to investigate outside sources of funding for study/research. Copies of Research Notes, a guide to sponsored research, are available in the Department office, and various listings of grant opportunities are available through the Office of Research, 102 Scholes Hall (505/277-2256). UNM has software allows researchers to search numerous databases for funding information about federal and private grants, contract opportunities, fellowships and sponsored research support. Guidance is available through workshops, plus support from the Graduate Resource Center. **Important note:** Please see the department guideline for the **Process of Grant Proposal Submission**. Available from Department Accountant Jonella Vasquez.

GRADUATE ASSISTANTSHIPS (GA) & TEACHING ASSISTANTSHIPS (TA)

Assistantships are given primarily in recognition of the academic qualifications of the student, although financial need may also be considered. In general, a GA is one whose duties are related to instruction but who is not directly involved in producing student credit hours/grades. A TA is one who is directly involved in producing student credit hours, i.e., responsible for one or more classes or lab sections. Assistants must enroll in at least 6 hours of graduate-level course work for credit each semester. Criteria for selection of assistants by concentration are discussed below. TA/GA applications requested once per year in February. Work assignments for a TA or GA is determined by a student's assigned fte plus class schedule and size, department needs and student class schedules (when possible). If a student is unable to meet obligations, they may need to wait till a future semester to accept a contract.

Archaeology GA/TA Policy

The Archaeology Faculty believes that teaching experience is an important part of graduate training. Our goal is to provide students who are making satisfactory progress within the degree program with the opportunity to teach during their graduate careers. At this time, GA/TA positions and funding are quite limited within the University; we will try our best to provide one year of GA/TA funding to each student.. Students will be selected for GA/TA positions on the basis of three primary criteria: years within the program (seniority), satisfactory progress toward completing their degrees, and amount of prior funded experience as a GA/TA for regular or EU classes during the Fall and Spring Semesters (NOT summer classes or field schools). In the case of students in a cohort who are making identical progress toward the degree, the ultimate decision as to when individuals gain teaching experience is based on a vote of the Archaeology Faculty. In arriving at a decision, additional criteria may be taken into consideration, such as receipt of outside funding (such as an NSF fellowship), participation in professional activities (delivery of a paper at the SAA Meetings or publication of a paper in a professional journal), and specific aspects of progress in the program (completion of skills requirements, submission of the proposal for funding, and specific background appropriate for particular courses (such as quantitative methods).

Ethnology GA/TA Policy

If a student has been awarded a funding package that includes work as a GA, they do not need to apply to be a GA for the years covered by their package. All other students must apply anew every year for GA/TA positions. In determining students' ranking each year, faculty members in Ethnology take the following factors into consideration: seniority (length of time on a TA/GA list), number of course completed, other requirements completed, GPA, and financial need. We try to give each student four semesters of GA/TA experience over the course of their graduate training. After these four, a student may continue to apply for GA/TA positions, but will only be selected once others who have not yet completed their four semesters have been placed. Junior students will be placed as assistants in classes led by other instructors as GAs. TA positions, in which graduate students are teaching their own classes, are reserved for more senior students. Our goal is to give all of our students some GA and TA experience before they finish the Ph.D.

Evolutionary Anthropology GA/TA Policy

Our goal is to support each new graduate student for at least three years, renewable pending satisfactory performance. In arriving at the GA/TA decisions, students who apply are ranked according to the following criteria:

1. Skill sets appropriate for the tasks of the class.
2. Satisfactory progress toward the degree.
3. Students who are no longer taking classes are ranked below those needing class credit hours.

Ordinarily, graduate students do not grade other graduate students (e.g. as Teaching Associates), although advanced students may serve as GA/TAs for upper division classes. In Biology of the Skeleton (Anth 350), an advanced graduate student acts as TA for the lab portions of the class and some 1st year graduate students do take the class. Advanced students may also assist with upper level lab courses such as 556L or 553. In these cases, the graduate students are always graded by the faculty member teaching the class.

1. Generally, we do not expect first year students to be qualified to GA/TA any class except Anthropology 101 or 150. In those cases they do not teach actual sections of the class.
2. We do not have a limit on graduate student support but advise students that they are expected to generate their own outside funding by 3rd to 4th year.

Part-Time Instructors, Part-Time Teaching Assistants (Teaching Associates) :

Occasionally the department receives requests from local colleges and universities for the names of qualified graduate students capable of teaching introductory classes. Once in a while there are such opportunities in our own department. The department keeps for this purpose a pool of advanced graduate students who have a Master's degree, who have completed all Ph.D. coursework, and are qualified to teach in our 100 series (110, 220, 130, 150, 160). These students should submit a CV, a sample syllabus for the proposed class and an application form to the Graduate Committee. Students may apply using the TA application available in the anthropology department. The job title for these occasional positions is Teaching Associate and the salary is the same as for Part-Time Instructors. It often does not include tuition. A student who has already 1-4 semesters of GA/TA is eligible to be a Teaching Associate (but the position does not require GA/TA experience). Students who have submitted a GA/TA application may also apply to the Teaching Associate Pool.

The department will provide office space for Teaching Associates who are teaching within our department. However it is sometimes necessary to put 4 or 5 people in each space that we have available for teaching staff. Therefore, we ask that all TAs, GAs and PTIs adhere to the following policy in regard to the use of departmental office space: Use of office space is to be prioritized for conducting office hours and other teaching related duties. Please use the graduate lounge (Anth room 150) for socializing. Keys must be turned in at the end of the contract period so office can be reassigned to new Teaching Assistant/Associates.

Part-Time Instructors are often hired to teach our 101 class and evening classes of 110, 220, 130, 150 and 160. Occasionally there will be opportunities to teach 200 and 300 level courses. Part-Time Instructors (PTIs) may be hired from applicants with a Ph.D. in hand (and this would include all our recent graduates). Graduate students (PTTAs) may also be hired if qualified for the teaching position. Graduate students should obtain an application form from Departmental Graduate Advisor and return it and a CV by the priority deadlines posted on the Graduate Calendar.

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)

<http://www.unm.edu/~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 on the 5th Friday of the Fall and Spring semesters and the second Friday of Summer Term.

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.

GRADUATE STUDIES **(aka Office of Grad Studies or OGS) <http://www.unm.edu/grad>**

Anthropology students, like all graduate students are “under” Graduate Studies. Information about Graduate Studies (OGS):

The first Committee on Graduate Study was formed at UNM in 1916. A year later the first Master's degrees were awarded in Chemistry and Latin. In 1919 the Graduate School was formally constituted and in 1947 the University's first Ph.D.'s were graduated in American Studies and Latin American Studies. The first Anthropology Ph.D. 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. To this end OGS has created a myriad of policies, forms, and regulations. The most

important of these are explicated in this handbook. OGS, however, believes that the Catalog, which may be purchased at the UNM Bookstore, constitutes a written contract. We strongly suggest that you familiarize yourself with the catalog and when in doubt, always consult this guide.

Students may graduate under the requirements listed in the University of New Mexico Catalog "Graduate Program" 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 Ph.D. Candidacy. If a student is not enrolled for one year, he/she will need to reapply for admission into the graduate program. In this case the current UNM Catalog requirements would be in effect. Students who are readmitted to the graduate program in Anthropology are subject to the program requirements listed in the current UNM Department of Anthropology Graduate Handbook.

NEW MEXICO RESIDENCY DEFINITIONS

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. 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. Persons who have special problems concerning residency should arrange for a conference with the Registrar.

GENERAL ANTHROPOLOGY 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

MASTER'S DEGREE TRANSFER CREDITS, DEPARTMENT OF ANTHROPOLOGY POLICY

1. 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 exam* or a selected subset of courses.
2. 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. The Graduate Office has the following restrictions on such transfer credits towards a degree:
 - ☞ They must come from an accredited institution.
 - ☞ They 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.
3. 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.

STANDARD STEPS TO A PHD DEGREE

All students will be expected to complete the following minimum requirements for the Ph.D.:

1. Pass comprehensive exams*
2. Fulfill methods, language, and skills requirements
3. Form a dissertation committee
4. Write a proposal to be submitted to the concentration and/or pass a "Specials" exam
5. Write a dissertation that conforms to Office of Graduate Studies guidelines
6. Defend the dissertation before the university community

Requirements further described below. Requirements 1-4 must all be completed before the defense is scheduled.

*The Qualifying Exam in Archaeology

Note: Ethnology students have additional requirements (see page Ethnology's Second-Year Graduate Plan of Study below).

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, once before registering for classes to discuss appropriate course work (This should be done during the previous semester. Do not wait until breaks or holidays.) and once during the course of the semester to discuss their progress in the program.

Archaeology advising

Students must meet with the Archaeology Graduate Advisor 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.

Ethnology advising

See "Ethno Program Graduate Student Advisement and Evaluation Handbook" in addition to this handbook.

Evolutionary Anthropology advising

Students should meet with their faculty advisor to discuss program requirements. Students are always admitted to the EvAnth program to work with a specific advisor, but are not *required* to choose a permanent faculty advisor until the completion of the comprehensive exam, when they form a dissertation committee. Students entering the program with an MA or MS degree from another institution must provide the Evolutionary Anthropology Advisor with a description of the course work taken for that degree. This must be done at the beginning of the first semester of the first year. The Evolutionary Anthropology Advisor will determine whether graduate courses taken at another institution can be accepted for Evolutionary Anthropology degree requirements.

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.

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.**

PROGRESS TIMELINES FOR DOCTORAL STUDENTS

Archaeology

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

Ethnology

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Years 6-8</u>
Complete Theory I, Theory II, Linguistics Proseminar, Methods Seminar	Complete Comprehensive Exams/Submit Second-Year Graduate Plan of Study/ Receive M.A. (MA Plan I: Also Submit MA Thesis) (Ph.D.: Also Form Committee, Identify Topics for Specials Exam)	Take Specials; Complete Dissertation Proposal; Submit for Approval by Ethnology Faculty	Begin Dissertation Research	Complete Dissertation Research/ Begin writing Dissertation	Complete Dissertation Defense Receive Ph.D.

Evolutionary Anthropology

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>
Solidify foundations in Anthropology; Begin methods training & Core Curriculum	Complete Core Curriculum; Summer II; Pilot field site; Complete Comprehensive Exam / Receive MS/MA; form dissertation committee	Defend Dissertation Proposal; Complete course work; Summer III Pilot Dissertation Project. Apply for funding	Obtain funding and begin Field Work	Field Work	Analyze Data, Write & Defend Dissertation Receive Ph.D.

GENERAL COURSE WORK REQUIREMENTS (GRADUATE STUDIES)

The following are guidelines dictated by the Office of Graduate Studies. Within this framework the departmental and concentration course work requirement, following, must also be observed.

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.

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 the Office of Graduate Studies.

Master's *

Plan I (Thesis)

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

Plan II (Non-Thesis)

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

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

Doctorate

The Ph.D. 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 Ph.D. (class 03) status if they apply directly to the PhD program**).

For complete details on MA and Ph.D. course work, including transfer/non-degree/extension credit, see The Graduate Program in the University of New Mexico Catalog.

COURSE WORK REQUIREMENTS (ANTHROPOLOGY CONCENTRATIONS)

Archaeology

The coursework requirements for a graduate concentration in Archaeology are:

Archaeology Master's (32 Credits)

a) Core requirements

Statistics 527:	Advanced Data Analysis I OR Anthropology 570, Quantitative Methods in Archaeology OR other comparable graduate level statistics course
Anthropology 574:	History & Theory in Archaeology
Anthropology 579:	Current Debates in Archaeology
Anthropology 570:	Science in Archaeology

b) Plus one of the following laboratory courses:

Anthropology 573L:	Lab Meth in Arch; Arch Meas – Lab Analysis
Anthropology 580:	Ceramic Analysis
Anthropology 570:	Adv. T: Lithic Analysis
Anthropology 573:	Zooarchaeology
Anthropology 582L	Geoarchaeology

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

Public Archaeology - Master's Only

Not for PhD Track (36 credits): The MA graduate concentration in Public Archaeology requires 36 credits. The MS option in Public Archaeology requires at least 6 additional graduate credits in sciences, such as Chemistry, Biology, Geology, and Mathematics. Students earning an MA/MS with a concentration in Public Archaeology who wish to

earn a Ph. D. in Anthropology at UNM must apply for and gain admission to the doctoral concentration in archaeology.

Public Archaeology students work closely with a faculty advisor, identified in the 1st semester of the first year in the program. Two additional faculty members will be chosen to form the committee, ideally at the end of the student's 2nd full-time semester. In addition to the coursework requirements listed below, 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.

In the 3rd and 4th 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; in addition, the student's committee will conduct an oral exam based on the master's paper, the student's internship experience, and their relevance to public archaeology.

A. CORE REQUIREMENTS (15 hours total)

GROUP I (9 hours)

- Anthropology 570: Science in Archaeology
- Anthropology 574: History and Theory of Archaeology
- Anthropology 579: Current Debates in Archaeology

GROUP II (3 hours)

- Anthropology 592: Managing Cultural Resources

GROUP III (3 hours)

- Anthropology 570/581: Anthropology of Heritage

B. THEMATIC ELECTIVES (12 hours total) *

GROUP I: Lab Methods/Skills (6 hours required, up to 9 possible; may include classes in Geology, Zoology, etc.)

- Anthropology 573L: Archaeological Measurement and Laboratory Analysis
- Anthropology 522: Lithic Analysis
- Anthropology 570: Quantitative Methods in Archaeology**
- Anthropology 573: Zooarchaeology
- Anthropology 580: Ceramic Analysis
- Anthropology 582L: Geoarchaeology

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

- Anthropology 501: Native American Art I
- Anthropology 502: Native American Art II
- Anthropology 509: Seminar in Native American Art
- Anthropology 531: Indigenous Peoples of North America
- Anthropology 521: Southwest Archaeology
- Anthropology 576: Southwestern Archaeology seminar
- Anthropology 570/MSST 585: NAGPRA seminar
- Anthropology 570: Historic Archaeology of the Spanish Borderlands
- Anthropology 582: Museum Methods
- Anthropology 585: Seminar in Museum Methods
- Anthropology 586: Practicum: Museum Methods
- Anthropology 593: Cultural Resource Management Archaeology

C. INTERNSHIP/PRACTICUM (9 hours total) –Consultation with Advisor required

- Anthropology 597: Problems (max of 6 hours)

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

Doctorate

The initial Ph.D. 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:

Statistics 527:	Advanced Data Analysis I (Preferably Stats 528 as well) OR Anthropology 570, Quantitative Methods in Archaeology OR other comparable graduate level statistics course
Anthropology 574:	History & Theory of Archaeology
Anthropology 579:	Current Debates in Archaeology
Anthropology 573:	Science in Archaeology

b) And **one** of the following laboratory courses:

Anthropology 573L:	Lab Meth in Arch; Arch Meas- Lab Analysis
Anthropology 580:	Ceramic Analysis
Anthropology 570:	Adv. T: Lithic Analysis
Anthropology 573:	Zooarchaeology
Anthropology 582L	Geoarchaeology

c) In addition, **one** course from **each** of the following three groups must be completed by the end of the second year, or fourth semester

✉ Foraging Societies:	Anthropology 525: Stone Age Europe Anthropology 527: African Prehistory Anthropology 570: Adv. T: Paleoindians Anthropology 577: Seminar: European Prehistory Anthropology 594: Arctic Archaeology Anthropology 595: First Americans
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✉ Middle Range Societies:	Anthropology 521: Southwest Archaeology Anthropology 523: Archaeology of Eastern North America Anthropology 570: Bronze & Iron Age Europe Anthropology 576: Seminar: Southwestern Archaeology
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✉ Complex Societies:	Anthropology 522: Mesoamerican Prehistory Anthropology 524: South American Archaeology Anthropology 528: Near Eastern Archaeology Anthropology 529: Archaeology of Complex Societies Anthropology 570: Medieval Archaeology
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[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) must be completed after the student has passed the Qualifying Examination. It may be taken as early as the spring term of the third year, but will be most beneficial if taken during the same semester or following completion of the Specials Exam. 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.

Ethnology (32 Credits)

The program course work requirements are:

Master's

- ☞ 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.):
 - Anthropology 546: Theory in Ethnology I (Fall)
 - Anthropology 547: Theory in Ethnology II (Spring)
 - Anthropology 510: Linguistic Pro-seminar
- ☞ One methods course:
Methods course/seminar examples include: Anth 530 T: "Visual Anthropology," Anth 540 T: "Autobiography and Life History in Anthropology," Anth 530 T: "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. These four must be passed with at least a 3.0 GPA for Master's level and at least a 3.67 GPA for Ph.D. 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.
- ☞ Successful completion of the Master's (Comprehensive) Exam.
- ☞ Successful completion of the Second Year Graduate Plan of Study
- ☞ If MA Plan I (thesis option) is selected, successful completion of Master's thesis

Doctorate

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 (above) and pass the Doctoral Qualifying (Comprehensive) Exam (Page 20). One methods course and four seminars are 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.

Evolutionary Anthropology (32 credits)

Course work requirements

Prior to the Master's Examination, students must complete at least one (1) course in each of the following areas:

1. Genetics: ANTH 555 (Anthropological Genetics); ANTH 591 (Population Genetics)
2. Paleoanthropology: ANTH 557 (Paleoanthropology) or ANTH 564 (Human Behavioral Evolution);
3. Human biology: ANTH 561 (Seminar: Human Reproductive Ecology & Biology), ANTH 554 (Human Paleopathology), or ANTH 550 (Topics: Human Growth and Development);
4. Behavioral ecology: ANTH 667 (Evolution of Sociality), ANTH 550 or Biology 502 (Topics: Evolutionary Medicine), ANTH 661 (Behavioral Ecology & Biology of Sex Roles);
5. Primatology: ANTH 662 (Great Apes: Mind and Behavior) or ANTH 563 (Primate Social Behavior);
6. Human life history: ANTH 562 (Human Life History)
7. Research Methods and Design: ANTH 550 (Topics: Statistical Concepts & Data Analysis); Anth 663 (Research Methods and Design)

After completing the Master's Comprehensive Examination, and in close consultation with their advisor, the student will complete an additional set of courses in research methods.

Doctorate: Prior to advancement to candidacy, students must complete

1. Two skill requirements as described below:
 - a. A course in research design (see #7 above)
 - b. A course in specialized quantitative analyses suited for the student's research focus. Suitable classes include ANTH 552 (Quantitative Methods), Stat 574 (Survival Analysis), Anth 664

(Human Evolutionary Ecology Data Analysis) or another with the student's Advisor's permission.

2. A course in proposal writing ANTH 550 (Grant Proposals), accustoms the student to the four scientific sections of a grant proposal (Specific Aims, Background and Significance, Preliminary Results, and Research Plan) and other important sections such as Human Subjects and Animal Use. In this class, the student will also learn the criteria that granting agencies use to review proposals.

All other course work consists of electives defined by the student after consultation with the Evolutionary Anthropology Graduate Advisor and the student's Faculty Advisor. These electives generally fulfill skills requirements and provide specialized training.

Students who wish an emphasis in Human or Primate Evolutionary Ecology should consult with their advisors about the additional coursework they should pursue, but it is generally advisable for these students to take relevant courses in the Psychology and Biology Departments, including BIOL 517 (Seminar in Biology: Evolution), ANTH 560 (PIBBS Seminar, Program in Interdisciplinary Biomedical and Biological Science), BIOL 565 (Evolutionary Ecology), and PSY 542 (Seminar in Psychology: Evolutionary Psychology).

MASTER'S EXAMINATION (Comprehensive or Paper)

The semester prior to taking the Master's exam and preferably after 15-18 hours of residence graduate credit, students normally secure a candidacy form called a "Program of Studies" from the OGS website (click on OGS forms). In consultation with the student's faculty advisor and the Graduate Advisor, the candidate lists completed and projected course work and declares election of either Plan I (thesis) or Plan II (non-thesis). The application is then returned to the Graduate Advisor for signatures by the faculty advisor and by the Chair of the Department before being sent to OGS for the approval by the Dean of Graduate Studies.

Archaeology

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, and (3) a portfolio, which includes all course papers and syllabi, transcripts, CV, and any publications and meeting presentations completed while at UNM. 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 Ph.D. committee may be entirely different) should be formed by the end of the 2nd semester and should be regularly consulted. 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 1st. 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.

Ethnology

The Comprehensive Examination serves as a Master's Exam (for both MA Plan I and MA Plan II). It is also one part of a series of requirements needed to enter the Ph.D. 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. 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.) 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 Ph.D. program when submitting their Second-Year Graduate Plan of Study (see below). Passing the Masters exam at the appropriate level and a successful Second-Year Graduate Plan of Study is considered a complete Ph.D. Qualifying Exam (see Ph.D. Qualifying Exam below).

Master's comps are based on the syllabi for the required courses, Anth 546, Anth 547, and Anth 510.

Evolutionary Anthropology

To earn a Master's of Science degree, the student must (1) complete the required courses listed above with at least a B average, and (2) pass a Masters Comprehensive Exam. Students who decide after completing their coursework not to continue in the doctoral program should follow Plan 1 below. Students who plan to pursue a doctoral degree must complete either Plan 2 or Plan 3 below. The exam will be held at the end of the student's fourth semester or in their fifth semester in the program.

Plan 1: The Master's Comprehensive Exam

This option is for students who plan to leave the program and not pursue a doctoral degree in Anthropology at the University of New Mexico.

The student must:

1. Form a committee of three tenure track faculty with at least two from the Evolutionary Anthropology subfield
2. Submit a Master's Course-Work Form to their advisor.
3. Schedule a meeting with their committee to conduct an oral exam.

The student must schedule the exam with the Graduate Program Advisement Coordinator (Matt Tuttle) at least a month in advance so that the necessary paperwork can be filed with the Office of Graduate Studies.

Based on their assessment of the student's coursework, completion of the Master's Course-Work Form, and 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.

Plan 2: The Master's Comprehensive Exam and Doctoral Qualifying Exam

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

The Master's Comprehensive Exam. The student poses a research question and proposes a plan to conduct research to answer it. The student prepares a written document that includes four sections. Section A succinctly states the question. Section B gives background that shows the intellectual merit of the question and demonstrates that the question is timely and a logical next step for research on the topic. Section C explains the details of analyses used in similar studies with the goal of showing that the student has a general understanding of the methods and the interpretation of analytical results on this topic. Section D gives a research plan, including how the data would be collected in the field and/or laboratory and/or using informatics, how and which methods would be applied to 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. In consultation with the faculty, the student decides on the date to submit the proposal. An announcement of exam form must be submitted at least a month in advance with the Graduate Program Advisement Coordinator (Matt Tuttle) so that the necessary paperwork can be filed with the Office of Graduate Studies.

The Evolutionary Anthropology convener distributes the submitted proposal to entire faculty and appoints a committee consisting of a chair and two faculty members to write reviews. The committee chair and one other member must be tenured, or tenure-track, faculty members member from the Evolutionary Anthropology subfield. The third committee member can be on the tenure track, research track, or clinical educator track. The third member can be outside of the subfield. The entire faculty is invited to participate in the review and may write a review. Any faculty member who has written a review may vote on the exam. The faculty will vote on the exam according to the options on the Office of Graduate Studies form: pass, pass conditionally, or fail. The conditional pass is for circumstances where the faculty specifies a set of conditions that the student can achieve in a reasonably short time. The written reviews are given to the student.

Doctoral Qualifying Exam. Based on their assessment of the Master's Comprehensive Examination, the Examination Committee will assign the student a grade of Pass with Distinction, Pass, Master's Pass, or Fail. A student who earns a Master's pass does not advance to the Ph.D. program but may take the Comprehensive Exam one more time the following year. If the student obtains a Pass (or higher) the second time, they will be advanced to the Ph.D. program. If the student obtains a Master's Pass (or Fail) the second time, he or she does not advance to the Ph.D. program.

Plan 3: Master's Comprehensive Examination and Doctoral Qualifying Exam

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

This plan requires a single take-home comprehensive exam. The student must submit an announcement of exam form to the Graduate Program Advisement Coordinator (Matt Tuttle) at least two weeks prior to the date of the exam. The Examination Committee is composed of three members. The committee chair

and one other member must be tenured, or tenure-track, faculty members member from the Evolutionary Anthropology subfield. The third committee member can be on the 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 construct 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 their general area of interest.

Each Examination Committee member will assign the student a grade of Pass with Distinction, Pass, Master's Pass, or Fail. A student who earns a Master's pass does not advance to the Ph.D. program but may take the exam one more time the following year. If the student obtains a Pass (or higher) the second time, they will be advanced to the Ph.D. program. If the student obtains a Master's Pass (or Fail) the second time, he or she does not advance to the Ph.D. program.

DOCTORAL QUALIFYING EXAMINATION

Applicable to those students who enter the program with a master's degree from another institution and or pass the Master's degree at the qualifying level when applicable

Archaeology

At the end of the 5th semester in the program, students will take the Qualifying Exam. This is a written exam designed and graded by the entire Archaeology Faculty, which assesses a student's understanding of archaeology's core concepts and questions. The exam will be taken over two full days (two 4-hour blocks per day) on campus on clean computers. Each day, students will be presented with three questions and must answer two of the three. Possible grades are F (fail), P (pass), and HP (high pass). A student who does not pass the Qualifying Exam may petition the Archaeology Faculty to retake the exam only once more, in the year following his/her first attempt. Students who enter the program with a Master's degree in anthropology (archaeology concentration) may take the exam at the end of the 3rd semester, if they have completed all required coursework (core, lab, and foraging, middle range and complex societies courses).

Ethnology

The Comprehensive Examination serves as a master's exam and as one of a series of requirements needed for entry into the Ph.D. program. See Master's Comprehensive Exam for Further details. See also Second-Year Graduate Plan of Study section below for the other requirement.

SECOND-YEAR GRADUATE PLAN OF STUDY Required of Ethnology Students only

During the spring semester of a student's second year, a Second-Year Graduate Plan of Study is submitted. 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).

Second-year students who have completed the comprehensive exam at an appropriate level and who wish to apply to the Ph.D. 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 indication that two Ethnology faculty members would support their doctoral work in the department.

Evolutionary Anthropology

A grade of Pass with Distinction or Pass on Plan 2 or Plan 3 of the Master's Examinations qualifies the student to enter the doctoral program.

Students who enter the Evolutionary Anthropology program with a Master's Degree from another university must:

1. Consult with their advisor to identify a set of courses for the student to complete
2. Complete the Master's Examination Plan 2 or Plan 3
3. Schedule a meeting with their committee to conduct and oral exam

MASTER'S THESIS

Thesis Committee

Students may opt for Plan I (thesis) especially if 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. The student needs to obtain the consent of two other faculty members to serve as members of the thesis committee.

OGS Dissertation Committee form may be used for constituting a thesis committee.

---Terminal MA/MS Evolutionary Anthropology students should opt for Plan I (Thesis) option.

---Plan I (Thesis) is not an option for Archaeology Students

Thesis Credit Hours

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 OGS 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.

LANGUAGE/ SKILL REQUIREMENT

By the time doctoral students are advanced to candidacy (see below), 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 Ph.D. 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 OGS 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. Skills might include specific technical proficiency in, for example, advanced statistics, computer skills, demography, cartography, film or video making 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.

Archaeology

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 (e.g., Spanish 101, 102, 201 and 202), or two graduate readings classes. 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 (e.g., statistics, computer skills, GIS, cartography) relevant to their dissertation research as determined by the committee, but **NOT from the Anthropology Department**. They may demonstrate this knowledge through completing an MA in another field or by taking two 300-level or above courses in a single appropriate field and passing these with a B or better. 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 (e.g., 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.*

Ethnology

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 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, filmmaking, photography, etc. Students must demonstrate their competence by completing an M.A in that field or by taking at least two 300-level or above courses and passing them with a B or better.

Evolutionary Anthropology

Skills Requirements, Graduate College

Prior to defending the completed dissertation proposal (Specials Exam), the student must demonstrate proficiency in at least two skills (foreign languages, statistics, or other skills as determined by the student’s advisor). Courses (500+ levels) to meet skill requirements may be included in the 48 credits applied to the PhD degree. Generally skills are obtained by taking sets of 2-3 graduate-level courses. It is acceptable to offer a single, advanced level skill set for example in statistics and data analysis.

1. The typical plan for course work in the first four semesters of graduate school will include:
 - a. Semester 1: Three classes emphasizing topics, theory and methods in evolutionary anthropology.
 - b. Semester 2: Three classes, one class on research design and methods, and two more classes on topics, theory and methods.
 - c. Semester 3: Three classes, two more classes on topics, theory and methods, one class is on preparing grant proposals
 - d. Semester 4: Two classes and three hours of independent research that is devoted to preparing for the comprehensive exam.
2. We require students to be actively engaged in research, coursework, and/or proposal preparation in the summers.

Committee (Master Thesis, Dissertation Proposal, Dissertation)

Master's

Only those who select the Thesis option (Plan I) for the MA are required to form a committee on studies. See "Master's Thesis/Thesis Committee" on page 19.

Doctorate

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 Ph.D. 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. Submit a list of 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 and one other member must be from his/her concentration and 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).

A **full four-member** committee will be required and requires final approval prior to a **dissertation defense/final** exam. The committee composition requires final approval from the Graduate School Dean. The Appointment of Dissertation Committee form may be obtained from the OGS website (Click on OGS Forms). 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 to the Grad program Advisor.

The department allows for changes in the chair and/or members of the Ph.D. 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, Graduate Studies requires explanation of such changes. The student must notify both former and new members of the Committee and the Department Graduate Advisor of the changes. Graduate Studies may require proof of this communication along with approval from the chair.

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

- ☞ To meet with the student at necessary intervals.
- ☞ To establish prerequisites and review deficiencies.
- ☞ To plan with the student, approve and direct an integrated program including work in the necessary supporting fields, if any.
- ☞ To recommend transfer of credit.
- ☞ To approve the Application for Candidacy.
- ☞ To determine the individual doctoral requirement in foreign languages and/or other technical skills.
- ☞ To act as the Doctoral Specials Examination Committee.
- ☞ To recommend that the student shall or shall not be advanced to Candidacy.

Archaeology

Within one semester of passing the Qualifying Exam, the student then forms a committee of at least 3 Faculty members (per UNM Anthropology regulations).

Evolutionary Anthropology

After the student has passed the Comprehensive Exam at the Ph.D. level, a committee on Studies must be formed. Failure of a student to form an appropriate doctoral committee within two semesters with a committee chair within their chosen concentration faculty can result in disenrollment from the program.

DOCTORAL COMPREHENSIVE EXAMINATION (“SPECIALS”&/or Proposal)

Archaeology

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, and (3) submission of the proposal (approved by the committee on studies) to an external agency that provides peer review. The Ph.D. 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.

Ethnology

The Doctoral Exam, in Ethnology, is a two-part exam consisting of the Specials examination and the Dissertation Proposal. Specials must be done first and will be submitted on a formal exam form to the department, to Matt Tuttle. The proposal, finished second, shall be considered PhD Comprehensive exam and will be submitted on a formal exam form to department for submission to the Graduate Studies office, 2 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, 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). Students have 10 days to write a paper on each area of approximately 15-20 pages (double spaced).

Students may (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. The Committee must unanimously approve a leave of absence that affects any deadline. No student in the department is given more than two opportunities to pass the examination. In addition, the proposal must be passed as well. Guidelines for the proposal are outlined later in this handbook.

Evolutionary Anthropology

Following qualification to enter the Ph.D. program students are expected to spend at least a year in preparation for the Doctoral Specials Examination. During this time, they will complete the pre-specials core curriculum and work with their committee to write up a dissertation proposal. The Specials examination is a defense of this proposal. The proposal should be in the form of an application to the National Science Foundation for a dissertation improvement grant or some other appropriate funding agency. Students should also develop a 45-50 minute talk summarizing their plan of research for a public defense. The proposal must be approved by the doctoral committee prior to the defense.

ADVANCEMENT TO CANDIDACY

Doctorate

After 18-21 hours of doctoral course work and PhD Comprehensive Exam, students secure a form for Application for Candidacy from the OGS web site (click on OGS forms). 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 Graduate Advisor signed by the entire committee on studies and be signed by the Department Chair before being forwarded to OGS for approval.

DOCTORAL DISSERTATION (See Appendix A)

Dissertation Committee

Doctoral students formally constitute a Dissertation Committee after successfully passing the Doctoral Specials Examination. This committee is typically, but does not have to be, the same as the committee on studies.

Students initiate the formation of their committee by selecting a faculty member to serve as director of the dissertation and chair of the committee. These two then agree upon the remainder of the committee and complete an "Appointment of Dissertation Committee" form. This form requires the signature of the candidate, the Committee Chair, the Department Chair, and the Dean of OGS.

Dissertation committees must include at least four members approved for graduate instruction by the Dean of Graduate Studies. At least two members must hold regular full-time appointments at UNM; at least one must be from the student's concentration unit. The dissertation director must be from the student's graduate unit (concentration). The fourth member must hold a regular appointment outside the student's department. This member may be from UNM or another accredited institution. One of the committee members may be a non-faculty expert in the student's major area.

Graduate students may at any time change the composition of their committee, including selecting a different committee chair, 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.

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 Proposal

Archaeology

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 (see above). Proposals are accepted for review by committee members only during the academic year.

Ethnology

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. See general guidelines above. Please note that four committee members are necessary before a proposal can be submitted and all four committee members must sign the proposal.

The dissertation will ordinarily be based on field and/or laboratory investigation of an original problem. Before embarking on the field research, the student must present a written summary of the proposed investigation, explaining how research is to be conducted and treated in the dissertation.

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 Dissertation may be allowable on a case-by-case basis. See dept guidelines below.

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 faculty and the abstract to the full faculty for any additional comments. 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.

Evolutionary Anthropology

Proposals are accepted only during the academic year (see Doctoral Comprehensive Examination, page 23). Complete guidelines for format are available from the Graduate Advisor. Students in EvAnth may write a traditional dissertation or submit a "hybrid" dissertation in the form of three or more related, publishable papers with two more chapters to serve as introduction and discussion/conclusion sections. Consultation with the doctoral committee is required.

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 Ph.D. 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 Ph.D. requirements. Doctoral students who wish to write a hybrid dissertation which follows 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, and
 - e. additional material that will not be submitted for publication may be included as appendices or a literature review section, as appropriate.
 - f. Style for the separate papers should follow that of the journal(s) to which they are submitted; style for non-submitted material should follow the Office of Graduate Studies "Guidelines for Thesis and Dissertation Format" requirements.
5. 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.
6. 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 library system and the UMI database and The Clark Field Archive.
7. 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.

8. The final examination will be conducted using the articles or manuscripts as the basis for examination.
9. 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.
10. All other normal dissertation requirements and procedures, such as hours of enrollment, required forms, etc., shall be observed.

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. Practically speaking, this is 1 September for fall semester and 1 February 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 1 month of receiving penultimate draft and no later than 1 October/1 March. This response should indicate whether the student qualifies to file notice of intent to graduate with OGS and 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 semester of intended graduation (See Graduate Studies website for this deadline). Deadlines below.
4. Student schedules defense with committee at least three weeks before the event and notifies the Department Graduate Coordinator via an Announcement/Report of Examination form.
5. OGS must receive the “Announcement/Report of Exam” form, listing the exam committee members and signed by the Department Chair at least three weeks prior to the exam. No defense can be held without properly filing this form for preapproval by OGS.
6. Department notifies OGS of the results of defense no later than the scheduled final date in the semester: July 15th for Summer, April 15th for Spring and November 15th for Fall.
7. Student submits a complete (see OGS requirements) 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. This copy can be returned or can be the Clark Field Archive copy.
9. Student submits a final copy of the dissertation to OGS Electronically two days prior to the manuscript deadline (preferably earlier): July 15th for Summer, April 15th for Spring and November 15th for Fall..
10. Student submits one bound copy (inexpensive binding acceptable) to 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 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 advance.

Archaeology Defense Instructions

1. The defense will consist of a 40-45 minute public presentation, followed by 15 minutes of questions from the public with priority for non-committee departmental faculty, followed by closed-door questions for the candidate with committee members only.
2. The candidate will leave the room while the Committee deliberates and will return immediately following deliberations to discuss the defense outcome and any revisions.

Evolutionary Anthropology, specific defense instructions

1. The Dissertation Committee will review the submitted draft and make a recommendation to the student as to whether it is ready to be defended. The defense will be scheduled on a Friday afternoon at a time when the maximal number of faculty and graduate students can attend, such as 2:00 PM on a day when there is no general faculty meeting.
2. The defense will be publically advertised and graduate students and faculty in the subfield will be expected to attend.
3. The format of the defense will be a presentation of the dissertation by the candidate, followed by a question and answer period in which the audience is asked to participate. The Committee, interested general faculty, and the candidate will then have a more dissertation-directed question and answer period followed by a private meeting of the committee and any other faculty who have read the dissertation and wish to participate. Only Committee members will vote to make the determination as to the acceptability of the dissertation and what revisions are in order. The candidate will then return to the room to go over these details with the Committee.

In order to graduate in a given semester, the student via department must provide OGS, by November 15, April 15, or July 15, with the following: (All forms may be found on the OGS web site <http://www.unm.edu/~ogshmpg/eforms/index.html>)

- ☞ Report of the results of the final oral defense (Announcement/Report of Final Exam) with all signatures
- ☞ Two copies of the dissertation "in perfect form", including signed red border sheets
- ☞ "Report on Dissertation" completed and signed by each Committee Member (gray sheets)
- ☞ "Certificate of Final form" Completed and signed by Committee Chair (where applicable)
- ☞ Other forms (& binding fee) as listed on the OGS website under "Manuscripts"

GRADUATION

Deadlines

Notification of Intent to Graduate for both MA and Ph.D. students is due to the department (to 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 OGS by mid month.

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

Required Forms See page 32

The Graduation Ceremony

Degrees are awarded three times a year. Convocation is in December and May. Though the annual departmental convocation is only in May, students from summer and fall graduations 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 15th.
- ☞ 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.

ACADEMIC REQUIREMENTS FOR GRADUATION

Plan I (Thesis): Candidates complete their graduate work by fulfilling course work requirements, successfully passing the comprehensive examination and/or defending the thesis, and submitting an approved thesis to the Department and OGS.

Plan II (Non-Thesis): Candidates complete their graduation work by fulfilling course work requirements and successfully passing the comprehensive examination.

Doctorate: Candidates complete their graduate work by fulfilling course work requirements, successfully passing the comprehensive and specials examinations, and submitting an approved dissertation and report of dissertation defense to the Department and OGS.

TIME LIMITS

Master's

Currently, The Anthropology Department dictates that all work toward a Master's degree must be completed within a five (5) year period, including any transfer credit from another institution.

Doctorate

A doctoral candidate has five (5) years for completion of all degree requirements from the date s/he passes the Doctoral Comprehensive Exam "Specials" (can be proposal for Ethnology). This time limit includes the oral defense and submission of final dissertation copies to OGS.

A student may request an extension of this time limit only in writing. The request must be supported by the student's department and approved by the Dean of Graduate Studies. Extensions are not automatic; students must demonstrate progress toward completion of degree requirements.

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 the Office of 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 (see "Master's Thesis/Thesis Credit Hours" or "Doctoral Dissertation/Dissertation Credit Hours" above).

NOTE: 1. Request written consent from the subfield and copy Matt Tuttle

NOTE: 2. If you plan to leave the state for more than three months at a time, consult the Graduate Advisor as there may be issues to be aware of and to prevent.

Required Forms/deadlines

<u>FORM</u>	<u>SUBMISSION DATE</u>
Program of Studies for the Master's Degree	Semester prior to MA/MS graduation: July 1 (Fall), or October 1 (Spring), or March (Summer)
1	
Announcement of Examination (Master's: plan I or II)	3 Weeks prior to Masters Comprehensive Exam
- OR -	
Announcement of Examination (Ph.D. Qualifying)	3 Weeks prior to PhD Qualifying Exam
Intent to Graduate (Master's or PhD Degree) Email	Before the end of the semester prior to the graduation semester
Change of Degree Status (from Masters to Doctoral)	Same Semester as MA/MS Graduation Date VERY IMPORTANT if you are in Masters Status, you will be automatically put in non-degree status and have to reapply to program
Announcement of Examination (Specials)	2 Weeks prior to Ph.D. Specials Exam
Language or Research Skill Requirement	Upon completion of skill (for Dept. Record/Academic File)
Application For Candidacy For Doctoral Degree	Upon completion of coursework, skills & Ph.D. Comps/Specials exam and at the latest, the Semester prior to PhD graduation: July 1

(Fall), or October 1 (Spring),
or March 1 (Summer)

Dissertation Committee _____ Prior to Dissertation Proposal
(usually 3rd year)

Announcement of Final Examination for Doctorate _____ 3 Weeks prior to Dissertation Defense

To Graduate: Final Dissertation/Defense, MA/MS Exam/Thesis, and all paperwork due to OGS
(Check with OGS for Manuscript Forms/Fees) _____ Nov. 15 (Fall), April 15
(Spring), July 15 (Summer)

Note: All of the above forms should be submitted to the Dept. Academic Advisor who will copy the form for the student academic file and submit the original to the Office of Graduate Studies.

APPENDIX A

IMPORTANT Dissertation Tips: 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.

For example, your memo might say something along these lines:

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?

The core of the memo is that "what", "why" and "when" of the submitted material.

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.