

DEPARTMENT OF ANTHROPOLOGY – FALL 2009

GRADUATE STUDENT HANDBOOK

Table of Contents

Introduction.....	2
Purpose of Handbook.....	2
Departmental Structure for Graduate Administration.....	2
Admission Requirements and Application Procedure	3
M.A. Program Application Procedure	3
Ph.D. Program Application Procedure.....	3
Financial Support	4
Graduate Assistantships	4
Support for Graduate Student Professional Development	5
Registration and Advising.....	5
Minimum Number of Hours	5
Proper use of 502, use of facilities.....	6
Proper use of 500 thesis and 600 dissertation hours	6
Selection of Advisor and Committee	6
Degree Requirements.....	6
Types of Degrees Offered.....	6
Research Requirements for Thesis and Dissertation	8
Foreign Language Requirements (for Ph.D. Students).....	8
Courses to be taken – M.A.....	8
Courses to be taken – Ph.D.	9
Residency requirements	10
Examinations.....	10
M.A. Exams	10
Graduate Evaluation Examinations.....	10
Thesis Defense	10
Ph.D. Exams.....	10
Doctoral Comprehensive Examinations (= “prelims”)	10
Dissertation Defense	11
Administration Procedure and Grading	11
Termination from Program	11

Introduction

Purpose of Handbook

This handbook is designed to familiarize graduate students with the Department of Anthropology, its policies, financial support and employment opportunities, coursework, degree and graduation requirements.

Graduate students are expected to be aware of and satisfy all regulations governing their work and study at the university. Students are directed to the Graduate Catalog (<http://diglib.lib.utk.edu/dlc/catalog/g2006.htm>), to *Hilltopics* (<http://web.utk.edu/~homepage/hilltopics/HILLTOPICS2006-07.pdf>), and to the publications on graduate student appeals (<http://gradstudies.utk.edu/GraduateCouncil/AcadPoli/appealprocedure.pdf>) and on graduate student fellowships/assistantships (<http://gradstudies.utk.edu/gradfund.shtml>) available in the Graduate Student Services office.

Students are expected to complete their degree requirements in a timely fashion. Graduate School time-limits are (six) calendar years for an M.A. degree. For the Ph.D., the Graduate School mandates no more than 5 (five) years for the completion of comprehensive exams and 8 (eight) years for conferral of the doctorate. We strongly encourage our M.A. students to complete their degree in no more than three years and their Ph.D. in no more than five years.

Departmental Structure for Graduate Administration

The Graduate Committee coordinates and presents recommendations to the faculty as a whole concerning graduate admissions. The Graduate Committee is composed of three faculty members representing each of the three anthropological sub-disciplines in the Department: archaeological, cultural, and physical anthropology. Each committee member serves a three-year term with his or her last year as Chair of the committee. For 2008-2009, the Graduate Committee will be:

Dr. Gregory Button (gbutton@utk.edu), Assistant Professor, Cultural Anth., (Chair)
Dr. Ben Auerbach (auerbach@utk.edu), Assistant Professor, Biological Anthropology
Dr. Barbara Heath (bheath2@utk.edu), Assistant Professor, Archaeology

Mrs. Donna Griffin (dpatton@utk.edu) is the Graduate Secretary to whom initial inquiries concerning the graduate program should be directed.

Admission Requirements and Application Procedure

M.A. Program Application Procedure

Students wishing to enter the Master of Arts degree program with a major in Anthropology should have an undergraduate GPA of 3.5 in the major, 3.3 overall, and hold a bachelor's degree from an accredited university with a major in Anthropology. Applicants with a major in a related field (e.g. biology, classics, geography, geology, history, political science, sociology) will be considered only if they have a formal minor in Anthropology or its equivalent (at least five upper division Anthropology courses).

All prospective M.A. students must make formal application to The University of Tennessee, Knoxville Graduate School. In addition, copies of the application form, transcripts, and GRE scores that are sent to The Graduate School should also be sent directly to the Department of Anthropology. In addition, the department requires a letter of intent from the applicant indicating career goals and reasons for selecting the University of Tennessee, three letters of recommendation, and a sample of the prospective student's written work (a class paper or research report); these materials should be sent directly to the Graduate Secretary, Department of Anthropology, 250 South Stadium Hall, University of Tennessee, Knoxville, TN 37996-0720.

Graduate applications are considered once a year by the Graduate Committee. All application materials must be received in the department by January 15 for admission the following Fall. Because of the structure of first-year studies, M.A. students should plan to begin their studies in the Fall semester. Please Note: If all application materials are not in the department for consideration by January 15, the application will be denied. You should check with the graduate secretary well before the deadline to make sure that all of your application materials have been received. **Completion of your application is your responsibility.**

Ph.D. Program Application Procedure

Admission to the Ph.D. program is contingent upon completion of ALL requirements prior to the doctoral level. M.A. thesis candidates attending UTK who are conditionally accepted into the Ph.D. program can enroll as Ph.D. students the semester following conferral of the M.A. degree. Students holding Master's degrees from other institutions must apply by January 15 for admission the following Fall and must begin their studies in the Fall semester.

Admission to the Ph.D. program is based upon the applicant's academic record, credentials, and on the fit between the individual's interests and the faculty's areas of research specialization. Applicants will not be admitted to the Ph.D. program unless appropriate faculty members are available to chair and serve on the doctoral committee. Doctoral program applicants should communicate directly with the potential chairperson and two additional members of the anthropology faculty who will be asked to serve on the committee.

Doctoral program applicants who hold Master's degrees in cognate fields (but not anthropology) are admitted contingently and are required to satisfactorily complete the first-year M.A. core sequence. (Please see "Courses to be Taken – M.A." below).

All Ph.D. program applications are screened initially by the graduate committee. Dossiers of applicants who receive votes to admit from at least one of the three committee members are then circulated to obtain votes of all faculty members in the respective subdiscipline. In order to be admitted, a prospective student must have one faculty member committed to serve as chair and at least two additional faculty members willing to serve on the committee.

Financial Support

Graduate Assistantships

Graduate Teaching Assistantships, Graduate Teaching Associateships, and Graduate Research Assistantships are available through the Department and its Archaeological Research Laboratory (ARL) and Forensic Anthropology Center (FAC). These positions include a monthly stipend, a tuition waiver, and health insurance paid for by the University. The application deadline for these positions is February 1. The application form can be downloaded at: http://web.utk.edu/~anthrop/G.A._app.html. These positions are awarded on a yearly basis and renewal is based on reapplication in the following Spring semester. Faculty most often serve as advocates for their own students in assigning these assistantships, so this is a compelling reason for students to identify a faculty advisor well in advance of their second year in residence. The University allows an M.A. student to hold an assistantship for up to three years and a doctoral student to be supported by an assistantship up to five years.

Teaching Assistants/Associates are expected to work for nine months a year (August through early May, having summers free) but are paid monthly for the entire year of appointment. The student must be enrolled in at least 6 hours each semester to receive an assistantship. These positions are 50%-time, with an expectation of no more than 20 hours of work per week. The University prohibits students holding a 50%-time position to be additionally employed in any other University position. This prohibition is in place to protect the student from over-work and to allow timely progress towards the completion of the degree. If participation in the graduate program ceases voluntarily or is terminated by the University, the University in its sole discretion may terminate the GTA.

Workloads vary in the teaching appointments. Assistants generally lead discussion sections for introductory courses or labs for upper division Osteology and Zooarchaeology classes. Associates are responsible for instructing their own classes. The former positions may be occupied by both M.A. and Ph.D. students while the latter are awarded to advanced students, generally doctoral candidates who have completed their language requirements, coursework, and comprehensive examinations (ABDs).

Graduate Research Assistants are supported through external funds generated by the Anthropology Faculty in support of their research agendas and contractual obligations. Workloads and responsibilities vary. Please check with the ARL (<http://arl.as.utk.edu/>) and the FAC (<http://web.utk.edu/~anthrop/index.htm>) for opportunities.

Non-departmental graduate assistantships/fellowships may be available from other University entities, such as: Graduate Student Services (<http://gradstudies.utk.edu/gradfund.shtml>), the Office of Instructional Technology (<http://oit.utk.edu/helpdesk/announcements.php#27>) and the College of Arts & Sciences Advising Services (<http://www.artsci.utk.edu/advising/index.asp>).

Support for Graduate Student Professional Development

The Charles H. Faulkner Travel Awards are awarded each Fall in an annual departmental competition. At least four (4) \$500 awards are distributed to anthropology graduate students presenting papers or posters, preferably at national and/or international meetings. The Department of Anthropology will also match, up to \$200, travel awards provided by the Graduate School. In addition, the College of Arts & Sciences will match up to \$100 for travel funds awarded by the department (once per student per academic year).

The Kneberg/Lewis Scholarships are awarded each Fall in an annual departmental competition. Two (2) \$1500 scholarships are distributed to anthropology doctoral candidates to defray expenses during the dissertation write-up period, including costs incurred by research and travel.

The Patricia Black Scholarship fund is available to support outstanding archaeology students' research projects. Funds are disbursed on a case-by-case basis decided by the archaeology faculty.

The William M. Bass Endowment Fund disburses funds to forensic anthropology graduate students. Funds may be used to defray research expenses, especially thesis or dissertation research, for travel to professional meetings, and occasionally for research equipment purchases. These requests are considered on a case-by-case basis by the forensic anthropology faculty.

Registration and Advising

Minimum Number of Hours

Full-time status in Anthropology is six (6) hours with an assistantship and nine (9) hours without.

Proper use of 502, use of facilities

Students may enroll in Anthropology 502 (“Use of Facilities”) during the summer to maintain enrollment and retain access to computer facilities and library privileges.

Proper use of 500 thesis and 600 dissertation hours

Students enrolled in Anthropology 500 or 600 should be researching and/or writing their M.A. thesis or doctoral dissertation, respectively.

Selection of Advisor and Committee

Incoming Anthropology M.A. students are encouraged strongly to identify a thesis advisor as soon as possible, preferably by the end of the first semester in residence. The advisor must be willing and able to guide the student’s thesis research. Preferably by the end of the first year, and no later than their second year in residence, a student must form a thesis committee composed of the advisor (as Chair) and at least one other member of the Anthropology faculty along with other mutually-agreed upon members. First year graduate students without an advisor can meet with one of the 3 individuals listed on page 2 of the Handbook (the Graduate Committee) until they locate an advisor with whom to work.

Incoming Ph.D. students must have one faculty member committed to serve as chair and at least two additional faculty members willing to serve on the committee. Following admission to the Ph.D. program, The Graduate School, upon receiving recommendation from the Head of the Department, appoints a committee of no fewer than four members of the faculty, including the student's major professor, who serves as committee chairperson, and one member from outside the department. Three of the four members, including the major professor, must be approved to direct doctoral dissertations. In consultation with this committee, the student defines his/her future program of studies. When the student and the committee have agreed upon the specific fields of specialized competence in which the student will be examined, a brief delineation of the fields by the student, approved by the members of the committee, is presented to the Department Head and the student’s graduate advisor. As early as possible, but no later than a full semester after advancing to candidacy, the student shall formally present a written dissertation proposal to the Department Head and the student's graduate advisor.

Degree Requirements

Types of Degrees Offered

The Department offers an M.A. and Ph.D. in Anthropology (described below). In addition, in cooperation with the Department of Classics, the department offers a Masters in

ANTHROPOLOGY GRADUATE STUDENT HANDBOOK – Page 7

Mediterranean Archaeology. Within the graduate degree program students may specialize in forensic anthropology, zooarchaeology, historical archaeology, or legacies of warfare. A requirement of all M.A. degrees is the preparation and oral defense of a written thesis.

Research Requirements for Thesis and Dissertation

Graduate students in anthropology are expected to contribute to the production of original anthropological knowledge by producing an M.A. thesis and/or a doctoral dissertation. The M.A. thesis should be able to be distilled into the equivalent of at least one, peer-reviewed article published in a leading journal in the field. The doctoral dissertation, although produced as a single, comprehensive document, should similarly produce a number of original contributions to the literature. Alternatively, the doctoral dissertation might be transformed into a monograph or book for publication by a scholarly press.

Anthropology graduate students are strongly encouraged to seek external funding in support of their research. In particular, doctoral students are urged to apply to funding agencies that explicitly support dissertation research. These would include, but are not limited to, the Wenner-Gren Foundation for Anthropological Research, Inc., [Grants for Doctoral Students](#) and the National Science Foundation's Doctoral Dissertation Research Improvement Grants for [archaeology](#), [cultural anthropology](#) and [physical anthropology](#).

Foreign Language Requirements (for Ph.D. Students)

Demonstration of knowledge of one foreign language is required. This language has traditionally been French, German, Russian, or Spanish, but another language may be mandated by the student's advisor and/or committee. This requirement may be met by either:

- (a) Successful performance on a language examination administered by the appropriate language department. A student electing this alternative should consult with the advisor; or
- (b) Completion of the second semester of specialized reading courses for graduate students with a grade of "B" or better. The Anthropology Department does not accept completion of the intermediate (200 level) sequence of a language as a formal option for fulfilling the language requirement.

Courses to be taken – M.A.

A minimum of 30 credit hours in graduate courses is required. Twenty-four hours must be in coursework graded A-F. At least 20 hours of coursework must be at the 500 level or higher. Coursework must include three core classes taken in the first year:

- (a) Anth 510 Method and Theory in Cultural Anthropology
- (b) Anth 560 Theory in Archaeology
- (c) Anth 590 Method and Theory in Biological Anthropology

Additional coursework (18 hours) should be selected in consultation with the student's advisor and must include one additional course from two anthropology concentrations other than the student's primary concentration. Students in the Mediterranean Archaeology program may select their remaining 18 hours from courses offered in the Anthropology, Classics, or History departments.

All M.A. students must attend the graduate section of the Visiting Lecture Program. To insure compliance with this requirement, each student is required to register for one credit hour of Anthropology 550 in the Fall semester of each year and fulfill all requirements for the course defined by the instructor. Materials covered by visiting lecturers may appear on the GEE (see below, under Examinations).

A graduate level introductory statistics course, usually Statistics 537, must be satisfactorily completed. Another statistics course may be substituted at the student's advisor's discretion. A Statistics Minor is available for our Anthropology MA students. The requirements are described on pp. 100-01 of the 2006-2007 Graduate Catalog: "Masters in home department, minor in statistics: Hours in approved IGSP [Intercollegiate Graduate Statistics Program] courses - 9." Statistics 537, 538 & 579 (applied multivariate) are approved IGSP courses. Please refer to the IGSP website (<http://www.bus.utk.edu/stat/igsp/>) for more info.

Courses to be taken – Ph.D.

A Ph.D. student must complete a minimum of 24 hours of graduate coursework beyond the Master's degree. A minimum of 12 of the 24 hours must be graded A-F, and a minimum of 6 semester hours must consist of 600-level seminars in anthropology. Students are required to take at least nine hours of 500- or 600-level coursework outside of anthropology, chosen in consultation with the doctoral committee, particularly the outside member who represents a minor or cognate area of study. Outside coursework may constitute a minor in a single discipline or be distributed across two or more disciplines as appropriate to the individual's program of study. Enrollment of Ph.D. students in Anthropology 550 (Visiting Lecturers) is not mandatory, although individual faculty advisors may require their students to do so.

Demonstration of competence in statistics is required by completing Statistics 537 and 538 with a grade of "B" or better. Another statistics sequence may be substituted at the student's advisor's discretion.

A candidate for a doctoral degree in anthropology has completed their language and statistics requirements and successfully passed their written and oral doctoral comprehensive examinations (i.e. "prelims", see below).

Residency requirements

Ph.D. - Every Ph.D. student must complete two consecutive semesters of full-time residence at the University of Tennessee prior to taking the doctoral comprehensive examination.

Examinations

M.A. Exams

Graduate Evaluation Examinations

During the first year, comprehensive Graduate Evaluation Examinations (GEEs) are required of all M.A. students and are based on the content of the core courses. These examinations are given as the final examination in each core class (during regularly-scheduled final periods) and generally are graded by all faculty within the appropriate subdiscipline for each course. At the end of the first year, all M.A. students will be evaluated by the entire faculty and either will be retained or dropped from the program based on their first year's performance and GEE scores.

Thesis Defense

Successful completion of the thesis and final oral examination is required. Normally, students will complete and defend their theses during the Spring semester of their second year. Students must give faculty at least two weeks to read and comment upon a draft thesis prior to scheduling the oral exam. In addition to the two copies required by The Graduate School, one bound copy or electronic copy of the thesis is to be presented to the Department as well as one copy to each committee member.

Ph.D. Exams

Doctoral Comprehensive Examinations (= "prelims")

(a) Comprehensive Written Examination. When the Ph.D. aspirant has completed all of the foregoing requirements and is judged by his/her advisory committee to be prepared in his/her field(s) of concentration, he/she will be required to take a comprehensive written examination. The examination will consist of three sections and will be given by the student's committee. All three sections must be taken within seven consecutive days.

(b) Comprehensive Oral Examination. This examination follows shortly after successful completion of the Comprehensive Written Examination. The major professor acts as chairperson of the orals committee.

Dissertation Defense

A final oral examination will be held when the dissertation has been accepted tentatively by the dissertation committee. The examining committee consists of the four-member Ph.D. committee described in section 2. This examination ordinarily will be held as a colloquium in which the candidate will expound on the nature and significance of his/her contribution to anthropological knowledge as set forth in the dissertation. Upon successful completion of this examination, the candidate will be certified for award of the Ph.D. degree. In addition to the two copies required by The Graduate School, one bound copy of the dissertation is to be presented to the Department and one bound copy to each committee member. Other members of the faculty may participate in the examination.

Administration Procedure and Grading

All faculty are expected to participate in their sub-discipline's GEE writing and grading. Student GEE exams are evaluated anonymously by assigning random letter codes to students that prevent identification by the graders.

Termination from Program

Failure to complete the core sequence satisfactorily and the GEE exams successfully during the first year results in dismissal from the M.A. program.