Guide for
Graduate Students
in Anthropology

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I. PROGRAM OVERVIEW

A. General Program Requirements

Our Ph.D. program in Anthropology produces professional anthropologists trained in a holistic approach to understanding what it means to be human. Our graduate students receive general disciplinary training, in addition to focusing on one of four subfields: archaeology, bioanthropology, linguistic anthropology, and social-cultural anthropology. Some students add an optional in-depth concentration in archaeology and social context, food studies, medical anthropology, or paleoanthropology. Anthropology graduate students gain research and teaching experience working with internationally recognized faculty as mentors and guides, and our curriculum is flexible so that students can choose a course of study to best complement their research and training needs.

General University requirements for advanced degrees and a trimmed down version of Department requirements can be found in the *University Graduate School Bulletin*. All students are responsible for reading the UGS bulletin and for complying with the bulletin requirements corresponding to the year they began the Ph.D. program. In addition, all students must familiarize themselves with the department guidelines set forth **in this document**.

*A student must meet with the Director of Graduate Studies (DGS) when considering a substitution or waiver of any requirement.

For any **deviation from departmental requirements listed only in the Graduate Guide (this document),** the student must obtain the approval of their advisor and the Graduate Affairs Committee. For any deviation **from departmental requirements listed in University Graduate School Bulletin**, then the student will also need to request approval from the University Graduate School by submitting the appropriate form on https://one.iu.edu/. Ideally, requests for waivers and substitutions should be submitted prior to the proposed deviation, rather than after the fact, as we cannot guarantee that such requests will be approved.

B. Grades, Incompletes and Course Loads

90 graduate credits are required for the doctorate. Sixty (60) hours are required to be coursework credit hours (i.e., not ANTH-A 800, ANTH-G 901, or another department's equivalents), and up to 30 hours can be research hours. Only courses listed in the *University Graduate School Bulletin* and accepted transfer credits will be counted toward the 90 hours. All courses listed in the University Graduate School Bulletin carry **graduate credit**.

Good Standing and Incompletes:

The Anthropology Department requires graduate students to maintain a minimum **grade point average** of 3.25 and to not have more than one incomplete at any time. A student must be in 'good standing' on the date applications for funding are due, otherwise the department may not award funding.

If more than one Incomplete is acquired, the Department and the College Graduate Office will place the student on probation, unless the Incompletes are due to extraordinary circumstances, such as a medical condition. A student with Incompletes due to extraordinary circumstances should keep their Advisor and the Director of Graduate Studies apprised of their circumstances.

If placed on probation, a student will have to develop a plan to complete of the work in consultation with their advisor. If a student has not finished the work or made significant progress in the time indicated in the probation letter, they are vulnerable to dismissal. It is important for a student with Incompletes to be in close communication with their Advisor and the Director of Graduate Studies.

A student with more than one outstanding Incomplete on their record or on probation may not take the qualifying examination for Ph.D. candidacy or the M.A. examination.

Course Load

Ph.D. students in Anthropology are expected to pursue their studies full-time. The Graduate School defines full-time study as 8 credit hours per semester. The Department recommends that continuing Ph.D. students carry 12 hours per semester to take advantage of the 12 credit hours of tuition remission that come with Student Academic Appointments (SAAs). In some circumstances, students may be advised by their Advisor to take only 9 hours of credit bearing courses (for instance, students who are in their first semester, have an SAA, or have certain special circumstances). However, students should always add an additional three credits of A800 Research hours to reach the 12 credits included with the tuition remission. In addition, students with tuition remission should register for six credit hours of A800 (research hours) over the summer or use the 6 credit hour summer tuition remission to take an independent readings course or language courses needed to complete course requirements. Following this plan, students should be able to accrue 30 completed credit hours each year, and should reach the 90 credit hours required for candidacy by the end of three years. While a temporary reduction in course load may be allowed in special circumstances, prolonged status as a part-time student will trigger a review by the Department.

C. Majors and Minors

When you are admitted into an Anthropology Graduate Program, your major is Anthropology. This is a four-field program, and all graduate students are expected to take courses in at least three of Anthropology´s four subfields as part of their professional preparation.

*Graduate students will select one of the four subfields within Anthropology as a primary emphasis (hereafter referred to as the "**major subfield**"): Archaeology, Bioanthropology, Linguistic Anthropology, or Social/Cultural Anthropology.

In addition to the major subfield, our department offers **four concentrations of study.** Concentrations are optional and combine elements of two or more of the subfields: (1) Paleoanthropology, (2) Food Studies, (3) Medical Anthropology, and (4) Archaeology and Social Context. Students who choose one of these concentrations will fulfill requirements of both the concentration and their major subfield. Each of the subfields and concentrations has their own requirements, which are listed later in this document.

*One **outside minor** must be taken from another department or program. Commonly selected outside minors include area studies programs, interdisciplinary programs and departments (e.g., Gender Studies, Native American and Indigenous Studies, Global Studies, Human Sexuality), and disciplines such as anatomy, economics, communication, folklore, geography, geology, history, linguistics, nutrition, political science, psychology, semiotics, and sociology. Each PhD minor has its own requirements; please consult the *University Graduate School Bulletin* and program websites for information on minors and specific minor requirements. Individualized minors are also possible with relevant approvals.

*A student must obtain the approval of their advisor for the choice of an outside minor.

D. Advisors, Advisory Committees, and Research Committees

Prior to initial registration, each student will be assigned one or two preliminary faculty Academic Advisors whose specialties lie within the student's field(s) of interest. Eventually, the student may choose one of these advisors as a main advisor or find a better fit with another faculty member.

*The student should **choose a main advisor or a team of co-advisors** (Academic Advisor(s)) by the end of the first year or the beginning of the second year.

*After choosing an Academic Advisor, the student will select the members of their Advisory Committee (see specific instructions under each subfield for how this committee should be constituted). The Advisory Committee is chaired by the Academic Advisor, who guides the student in their choice of courses, recommends the transfer of credit from other universities, and administers the Qualifying Examination for admission to candidacy for the Ph.D. degree and/or the M.A examination. Committee members must meet both the Graduate School requirements (see the *University Graduate School Bulletin*) and departmental major subfield requirements, outlined below.

*The student should meet with their Advisor prior to each semester's registration to plan the student's courses for the coming semester. The student should arrange a meeting with the Advisory Committee each year in order to plan a program of studies and evaluate progress. The student should also feel free to consult any member of the Committee throughout the year. **The Advisory Committee must be formed no later than the end of the second year of graduate study.**

*Once the Advisory Committee is formed, students must complete an Appointment of Advisory Committee for the Ph.D. Form and submit it to the College of Arts and Sciences Graduate Office for approval (see the "IU and College forms" tab under the "Forms and Useful Links" page on the student portal of the departmental website: https://anthropology.indiana.edu/student-portal/graduate/forms-links/index.html). This form should be completed by the end of the second year at the latest or at least six months in advance of the qualifying exam, whichever comes first.

Advisory Committees differ slightly among the subfields (see subfield requirements below). The Student Annual Checklist and the Student Permanent Record serve to guide meetings with the Advisory Committee and the Advisor. Each subfield has its own checklist with complete requirements listed. The checklists and forms are found on the navigation bar under "Forms + Useful Links" in the student portal of the Anthropology webpage, under Graduate Students. There you will see a tab for "Departmental forms + resources", which links you to this page: https://anthropology.indiana.edu/student-portal/graduate/forms-links/departmental-forms.html. The annual meeting with the Advisory Committee is meant to: review the student's progress toward the graduate degree; identify the course work and training to be pursued during the upcoming year; and provide a forum for evaluation of the individual's performance. The Advisor and the student then cosign the annual checklist and fill in the permanent checklist.

*The student must make two copies of these forms and submit one copy for the Advisor's file and the second to the Graduate Coordinator. The student should keep the originals for personal reference.

*If for any reason a change of advisor is desirable, either party may choose to make the change. If the Academic Advisor is changed, the Director of Graduate Studies and Graduate Coordinator should be notified of the change in writing. If an Advisor or a member of the Committee is changed after the *Appointment of Advisory Committee* form has been approved, changes must be submitted to the College Graduate Division by filing a *Change of Advisory Committee Member(s)* form on one.iu.edu.

Research Committee

<mark>*At the time the student completes the Qualifying Exams, **the Advisory Committee is automatically dissolved, and the student must create a new Research Committee** to supervise the dissertation research, write-up, and defense.</mark> Members from the Advisory Committee may continue to serve on the Research Committee, but the student may also wish to change committee members for a variety of reasons including fit with research topic**.** In other words, before qualifying exams, a doctoral student's committee is the **Advisory Committee**, but after qualifying exams, the student must constitute a new committee, called the **Research Committee.** A research committee must be formally established at least six months prior to the dissertation defense. However, the department typically expects students to submit their nomination of research committee form within six months of successfully passing the qualifying exam and research proposal defense.

Change of Research Committee: Research committee members may be changed at any time, up until when the defense has been scheduled. Please find the relevant form in the University Graduate School Task Center on one.iu.edu.

Further details are provided below in Section III: Anthropology Ph.D. General Requirements and Section III.D: Research Proposal and Ph.D. Nomination of Research Committee.

In addition to advisors and members of the Advisory and Research Committees, students are strongly urged to interact with and seek advice from as many members of the Department as possible, both through formal course work and informal interactions. Substantial benefits are to be gained from working with professors with expertise in differing aspects of Anthropology and holding varied points of view.

E. Double majors

Some students elect to major in two fields for their Ph.D. training. Because Anthropology does not have any formally established dual degrees with other programs, departments, units, or schools, all students (including current Ph.D. students in other IUB programs) who would like to pursue a double major must apply for admission to the department as part of the regular admissions process. <mark>All students pursuing a double major must submit an application by the annual admission deadline of December 1 to be formally admitted into the department. Once accepted, students adding a double major are required to fill out the application to change from a single major to a double major.</mark> The form is available on the College Graduate Office webpage under the forms tab. The University Graduate School requires that students choosing a double Ph.D. must complete the course requirements of each program, with the exception that the membership of the advisory and research committees must have at least two members from each department, for a minimum of four members. If an additional outside minor is chosen, that minor will also need to be represented on the advisory committee, increasing the size of the committee to at least five members. Double majors are required to complete qualifying exams (or the equivalent) in each department. In Anthropology, we typically invite outside minor representatives to participate in the qualifying exams of our students and the outside minor normally constitutes one of the four subject areas/topics of the qualifying exam. For double majors, advisory committee members from the student's other department should be invited to participate in oral exam in Anthropology. In addition, the written qualifying exam will cover anthropological material in at least three subject areas/topics.

II. MASTER OF ARTS IN ANTHROPOLOGY

In most circumstances, it is recommended that students contemplating a professional career in academic Anthropology work toward a doctorate. The M.A. degree is not required prior to the Ph.D. but can be especially useful in tandem with an advanced degree in another field, e.g., the JD, MPH, or the MBA. Students admitted to the M.A. program are not guaranteed departmental financial assistance such as SAAs. As a general rule, the department does not typically admit students for the sole purpose of completing the M.A. degree and will only consider M.A. degree applications on a case-by-case basis.

Students in the M.A. program will recruit three members as advisory faculty, at least two of whom must be faculty members in the Department of Anthropology. Advisory faculty will be responsible for guiding the student in their course of study, advising on course selection, reading the thesis or M.A. Exam (see below), and certifying the degree.

Degree Requirements

The requirements for the M.A. degree in Anthropology include the following:
1. a minimum of 30 semester hours of graduate credit, selected in consultation with the advisory faculty, with a 3.25 cumulative GPA and no more than 6 hours of thesis credit;
2. at least 20 of the 30 hours must be in Anthropology, including three courses (excluding thesis credits) which are numbered 500 or above. Among the 20 hours, the student must take coursework in three of the four subfields of Anthropology;
3. at least one semester or two summer sessions of full-time study in residence on the Bloomington campus;
4. one of the following:
    a. a thesis, which must be filed with the Graduate School and a PDF filed with the Department (see The University Graduate School website's tab "Theses and Dissertations")
    b. a written examination made up and conducted by the student's advisory faculty. The examination will be given at a time convenient for both the student and the advisory faculty. Grading will be pass with distinction; pass (both of these include the award of the M.A. degree) or failure. The examination may not be taken until requirements 1, 2, and 3 have been met, (or)
    c. the submission of two or more publications of original research that will stand in for a thesis. The publications will need to be approved by the advisory faculty and the Dean of the University Graduate School as being of sufficient quality to stand-in for a thesis; (and)
5. no less than thirty days before the M.A. degree is to be conferred, **students must apply for the M.A. degree by filling out a** *Master's Application for Advanced Degree* **form through the University Graduate School** (find it in the University Graduate School task center on one.iu.edu)**. You may also view this page for M.A. degree deadlines.** The M.A. is typically awarded within a few months.

All requirements for the Master's Degree must be completed within five consecutive years. No change in Option 4 will be allowed once the selection is made. If a Ph.D. student elects to write a M.A. thesis, it must be read and approved by all members of the advisory faculty; no oral defense is required. A Master's thesis may be based on library, laboratory, or field research. The Department recommends, but does not require, proficiency in one foreign language as part of the M.A. degree program, particularly if the student is considering continuing for the Ph.D.

III. ANTHROPOLOGY PH.D. GENERAL REQUIREMENTS

Timeline

The average time for completion of the Ph.D. degree in this department and nationally is 5-8 years. Some students have completed a dissertation in less time, but that is unusual. When a student achieves the status of Candidacy, she or he should construct a schedule with her or his Research Committee for completing the research and writing the dissertation (see Table 1). Upon becoming a Candidate, the student must remain in close communication with the Chair of the Committee, informing her or him of progress, whether in the field or writing the dissertation. If the Chair is not receiving communications about student progress at least annually, the Department will send a letter reminding the student of the time limitation for writing a dissertation. If the student fails to make regular progress on the dissertation, they may be placed on probation or eventually dismissed. The Department strongly urges every student to complete the dissertation within three years after Nomination to Candidacy. The Department nevertheless recognizes that variations exist, for example, in length of time engaged in field research.

Table 1. Required Steps and Recommended Timeline for the Ph.D. Degree

Year in Program	Expected progress for Ph.D. Students	Markers of achievement
1	Student chooses permanent advisor and plans coursework and summer classes/research	• File *Student Annual Checklist* of progress towards degree • Advisor, Director of Graduate Studies and departmental committee review student's status
2	Student forms Advisory Committee Student develops dissertation topic and applies for Skomp summer fellowship money and other grants to support preliminary dissertation research over second summer	• File *Appointment of Advisory Committee* Form with College of Arts and Sciences Graduate Division • File annual checklist of progress towards degree • Advisory Committee, Director of Graduate Studies and departmental committee review student's status
3	Student finishes required coursework and meets language proficiency standards Student sets date for Qualifying Exams Student submits any necessary research proposals to the IU Institutional Review Board Student nominates a Research Committee	**OPTION A:** • Research proposal is submitted to Advisory Committee • File annual checklist of progress towards degree • Student passes Qualifying Exam, and Research Proposal is approved • *Ph.D. Nomination to Candidacy* form and course checklist is submitted to Graduate School. Student gains access to 6 semesters of ANTH-G 901 enrollment upon approval of Nomination to Candidacy eDoc • Approvals are obtained from IRB • *Ph.D. Nomination of Research Committee* form is submitted to the Graduate School

	Student applies for external funds to support dissertation research	• Student files for M.A. degree by submitting an *Master's Application for Advanced Degree* form with the Graduate School **OPTION B:** See Section III. D. "Option B" below for exceptional circumstances.
4	Student completes dissertation research	• Student updates Advisor and Research Committee on research status • Student submits annual post-qualifying exam review
5	Student completes data analysis and begins thesis write-up	• Student meets with Advisor and Research Committee for feedback on dissertation drafts • Student submits annual post-qualifying exam review
6	Student submits last dissertation chapter to research chair 90 days prior to defense Adviser returns comments 60 days prior to defense Student schedules Dissertation Defense and submits form 40 days prior to defense Student submits complete draft of dissertation to Committee 30 days prior to defense Student defends dissertation, and obtains Research Committee signatures on an acceptance page and an abstract for Research Chair to hold until the committee approves final revisions Student submits final dissertation to Proquest and UGS (must be complete within six months of defense)	• *Ph.D. Defense Announcement* form is submitted to the Graduate School 40 days before defense • Content complete dissertation is submitted to Proquest and Graduate School • Student may have to do formatting revisions and resubmit to ProQuest for final dissertation acceptance • PDF copy of dissertation is submitted to Anthropology department before the department will initiate final grade changes for research grades • For a complete list of dissertation-related submission deadlines by month of intended graduation, please click here • Students may participate in the December or May commencement ceremony. To do so, they must complete the Commencement Application form near the beginning of the semester of graduation.

The following components of the Anthropology Program apply to all Ph.D. students (See Section V for major subfield requirements and expectations).

    A. Advisory Committee
    B. Language and Research Skills
    C. Qualifying Exam and Nomination to Ph.D. Candidacy
        1. Completion of at least 60 course credit hours and up to 30 research credit hours, for a total of 90 credits.
        2. Completion of Language Requirement
        3. Qualifying Exam

4. *Ph.D. Nomination to Candidacy* Form
   D. Research Proposal and Ph.D. Nomination of Research Committee
      5. Research Proposal to Committee
      6. *Ph.D. Nomination of Research Committee* Form
   E. Research Approvals (IRB, etc.)
   F. Dissertation Research, Analysis, and Writing
   G. Announcement of Dissertation Defense and the Defense
   H. Final Revisions and Submission of Dissertation

A. Advisory Committee

*Every student is expected to form an Advisory Committee no later than the end of the second year of graduate study, but preferably at the end of the first year. The student is expected to meet with the Advisory Committee at the latest in the second year, and at least once a year thereafter. The student must report the formation of an Advisory Committee by filling out an **Appointment of Advisory Committee for the Ph.D. form and submitting it to the College of Arts and Sciences Graduate Office for approval** (see the "IU and College forms" tab under the "Forms and Useful Links" page on the student portal of the departmental website: https://anthropology.indiana.edu/student-portal/graduate/forms-links/index.html).

If a student does not submit an *Appointment of Advisory Committee* online by the end of the fourth semester of graduate study, the Director of Graduate Studies (DGS) will send a letter to the student and to the student's advisor indicating that the student is not making expected progress to degree. This letter will encourage the student and the advisor to meet and rectify the situation.

B. Language and Research Skills

*A candidate for the Ph.D. degree must satisfy one of the following options:

Option 1

Reading proficiency in two languages, at least one of which has a substantial anthropological literature. Reading proficiency may be demonstrated either by examination or by completion of graduate reading course sequences in the language. Note: completion of the *second* semester of a two-course sequence with a grade of B or better also demonstrates proficiency.

If the candidate will do fieldwork in a country where the academic language is not English, one of the languages chosen must be the academic language of the host country. Students should aim to achieve a level of knowledge of the host country language(s) consistent with the importance of exchanging scholarly ideas in the language(s) of the country —ideally they should be able to lecture on their research in the language(s) of the host country. Proficiency may be demonstrated either by assessment of a faculty member who teaches the language or by completion of the second semester of a two-course sequence with a grade of B or better. In such cases, the student's Academic Advisor must approve the student's language choices and the demonstration of proficiency.

Option 2a.

Proficiency in depth, sometimes referred to as fluency, in a single language other than English. Fluency is demonstrated by performance on a standardized examination or an assessment by a faculty member who teaches the language.

Option 2b.

International students whose country of origin's official language is not English can petition to use English as their foreign language (proficiency in depth). This option requires the student to have a passing grade on the TEPAIC exam or a recent TOEFL score. The student must fill out a request to use English as a Foreign Language, which is available on the College Graduate Office webpage. In selecting this option, students should be aware that it takes some time to approve. We therefore encourage students to submit the form well in advance of their qualifying exams.

Option 3

Reading proficiency in one language, plus proficiency in Computer Science, Global Information Systems (GIS), Remote Sensing (RS), statistics, or some other computational language. Proficiency is demonstrated either by successful completion of a two-course sequence (usually totaling six credit hours) in either statistics or informatics, or a course in GIS and a second in either informatics or statistics. Classes should be chosen in consultation with the advisor. Among the schools and departments that offer two course sequences in statistics are the School for Public and Environmental Affairs, School of Education, School of Informatics and Computer Science, and the School of Public Health. In addition, the Departments of Economics, Geography, Mathematics, Psychology, Sociology, and Statistics in the College also teach relevant courses. Two non-sequential statistics courses (one introductory and the other advanced) may be approved by the advisor.

Students are strongly encouraged to finish at least one of their language requirements in their first year; if a student enters having studied a language as an undergraduate, the reading proficiency examination for that language should be taken during the first year of doctoral work.

Students who have had little or no language training prior to entering the Ph.D. program should plan to undertake their language training at the earliest possible date to avoid slowing progress at a later time. The student should work with their Advisor and Advisory Committee in the first semester to develop a plan for language training.

C. Qualifying Exam and Nomination to Ph.D. Candidacy

*In order to be nominated to candidacy for the Ph.D. degree, students must have grades reported for all courses (60 hours) and must pass a Qualifying Examination. Then students must submit their *Nomination to Candidacy* electronically through one.iu.edu. The system will route the form to all members of the Advisory Committee for approval. Students should attach to the nomination to candidacy form a list of courses showing how they met the program requirements, language exam results, and any approvals of course substitutions, waivers, revalidations, or graduate course credit transfers. This list of courses should be reviewed by the Graduate Coordinator prior to submitting the Nomination To Candidacy eDoc.

Timeline

Students are expected generally to complete the coursework and take the Qualifying Examination within three to four years from the time they enter the Department. **Those who have entered with a Master's degree typically opt to take their exams earlier.**

If a student fails to take the Qualifying Examination by the end of the fourth year of graduate study, the DGS will send a letter to the student and to the student's faculty advisor indicating that the student is not making expected progress to degree. This letter will request that the student respond to the DGS in writing with a plan indicating when they will take the Qualifying Examination. If a student has not taken the Qualifying Examination by the end of the fifth year of graduate study, the student will be placed on probation.

Students should keep in mind that there is a limit of 7 years allowed between the time coursework is taken and the exam date. In other words, once courses are completed, no more than 7 years can lapse before taking the exam. Students who seek exception to this requirement should consult the *University Graduate School Bulletin* for an outline of **revalidation** procedures (search for "revalidation").

Qualifying Exam

The aim of the Qualifying Exam is to test a student's mastery of the discipline in relation to the proposed dissertation research. The Qualifying Exam has two parts: (1) a written exam and (2) an oral exam. The format of the written exam shall be decided by the Advisory Committee in consultation with the student from among the following options: (1) a take-home exam, or (2) in house exam, usually administered over two days, or (3) an exam combining elements of 1 and 2.

*It is the student's responsibility to arrange Advisory Committee meetings and to schedule both the written and oral parts of the Qualifying Examination at a time agreeable to all members of the Committee. **Barring exceptional circumstances, Oral Qualifying Examinations will not be scheduled during the following times: (1) the break between semesters or the week after, (2) Spring Break, or (3) June, July and prior to the start of the semester in August.**

*Students must notify the Graduate Coordinator well in advance of the proposed Qualifying Exam date (4 weeks is recommended). The student and Academic Advisor need to make arrangements for the location of the exam and, if taking an in-house exam, the computer to be used. These arrangements must be communicated to the Graduate Coordinator.

The Academic Advisor (Chair of the student's Advisory Committee) is responsible for coordinating the composition of the Qualifying Exam and soliciting questions from committee members. The student's Advisor must provide the Graduate Coordinator with a copy of the exam at least two business days prior to the exam, whether it is a take-home or in-house exam.

* In house exams are usually taken from 8:00 am to noon and 1:00 pm to 5:00 for two consecutive days. The student may make other arrangements, if necessary, provided all members of the Advisory Committee agree in writing to the change in schedule. In such case, a letter explaining the circumstances and written evidence of approval from Advisory Committee members must be submitted to the Director of Graduate Studies for departmental approval. **If the outside minor representative has waived participation, the outside minor advisor must indicate that decision on the Nomination to Candidacy form when it routes to them for approval.**

The student will receive the exam from the Graduate Coordinator, by email or in hard copy form. Exam answers must be typed by the examinee during the time provided for the exam. There will be no exceptions. Upon completion of the exam, the answers must be emailed to the graduate coordinator who will distribute them to the Advisor and Advisory Committee.

The content of the written qualifying exam may vary by subfield and/or student, but will typically include the following:
*history and theory of the student's anthropological field
*competency or specialization areas as required by the subfield and/or advisory committee
*geographic or ethnographic specialization
*outside minor examination, given by and at the discretion of the outside minor advisor

The oral examination will be conducted by the Advisory Committee and typically takes place no less than two weeks and no more than one month after completion of the written exam. The oral exam will focus on the written exam and, preferably, the student's Research Proposal. The Research Proposal should be submitted to the Advisory Committee together with the written qualifying exam, except in circumstances where the Advisory Committee approves a separate Research Proposal defense to be scheduled after completion of the qualifying exam. See Research Proposal section below.

A passing grade requires the affirmative vote of a majority of anthropologists on the examining committee. Grading is as follows: a) pass with distinction; b) pass; c) low pass with terminal M.A. degree; d) failure. The Qualifying Examination may be retaken once. Both (a) and (b) include certification to doctoral candidacy and the M.A. degree if desired and not already awarded.

The Academic Advisor, as Chair of the examining committee, will report the committee's vote at the completion of the examination to the DGS and Graduate Coordinator. This report will become part of the candidate's permanent record.

Students in the Ph.D. program who successfully complete the Qualifying Examination may receive the M.A. degree by filling out an *Application for an Advanced Degree* form (available on one.iu.edu). It is highly recommended that all eligible students complete this application so that they have the M.A. degree in hand. Prior to filling out the degree form, contact the Graduate Coordinator with the following request:

- "I am requesting to add an MA Stack to my program for the purpose of acquiring my M.A. in Anthropology degree".

*Once a student has advanced to Candidacy, continuous enrollment is required in both Fall and Spring, until the dissertation has been submitted. No exceptions are permitted. If you miss a Fall or Spring term of enrollment, you will be required to enroll retroactively in that term and pay all late fees before receiving your Ph.D.

D. Research Proposal and Ph.D. Nomination of Research Committee

The Research Proposal must include a statement of the research problem, a literature review related to that problem, the methodology to be employed, a tentative timetable of data collection and analysis, and (if a grant application has been or will be submitted) a discussion of funding prospects and the budget. All grant applications must be discussed with the student's Academic Advisor before the student may submit proposals or begin dissertation research.

Option A

Most faculty advisors prefer that students circulate a Research Proposal to their Advisory Committee at least two weeks before the oral part of the qualifying examination (most students submit their proposal at the same time that they submit their written qualifying exam questions). In some cases, different timing may be approved by the Advisory Committee, at the suggestion of the student's Academic advisor (see Option B).

The defense of the proposal may occur during the oral exam portion of the Qualifying Exam or in a separate meeting soon after the student passes the Qualifying Exam. The former is preferred when the majority of members of the Advisory Committee will be incorporated as the Ph.D. Research Committee.

* After passing the Qualifying Exam and Research Proposal defense, the student will decide on their Research Committee and submit the *Ph.D. Nomination of Research Committee for the Ph.D. Degree* form. Students must attach a one to two page Summary of Proposed Research and their IRB (or other) approvals to the form. Student can only submit the *Ph.D. Nomination of Research Committee* form after their *Nomination to Candidacy for the Ph.D. Degree* form has been approved by the University Graduate School.

Option B

Occasionally there are situations when a student's faculty advisor may recommend or prefer Option B. These situations most often arise when (1) the advisor prefers that the student defends the research proposal after the qualifying exams, (2) a student's research interests have changed and the faculty advisor and/or committee members will likely change following the qualifying exam, or (3) other circumstances arise so that the research proposal is either not presented or not approved by the Advisory Committee during the oral portion of the qualifying exam.

For Option B cases in which the advisor or committee members need to change after the qualifying exam, students have up to six months from the date of the oral qualifying exam to find a new Chair and/or members of the Research Committee. Students have an additional six months to successfully defend the dissertation research proposal with their newly constituted committee. In other words, the student needs to initiate the online *Ph.D. Nomination of Research Committee* form within a maximum of one year from the date of candidacy (which is the oral qualifying exam date written on the approved *Nomination to Candidacy* form). Failure to meet this deadline will result in a six-month probation period. Failure to meet this requirement during the probation period will result in dismissal from the program.

* The student is responsible for scheduling the research proposal defense if it is to occur at a time separate from the oral qualifying exam.

* The student is responsible for submitting the *Ph.D. Nomination of Research Committee* form (on One.iu.edu), listing all members of the research committee, within a maximum of one year from the oral qualifying exams. Students must attach a one to two page Summary of Proposed Research and their IRB (or other) approvals to the form. Student can only submit the *Ph.D. Nomination of Research Committee* form after their *Nomination to Candidacy for the Ph.D. Degree* form has been approved by the University Graduate School.

The Research Committee will be composed minimally of four IU faculty members: a chair, who is a full faculty member of the Department of Anthropology, two faculty members from the department (may be adjunct faculty), and a representative of an outside field, usually the outside minor. The members of the student's Research Committee must conform to the Graduate Faculty requirements listed in the ***University Graduate School Bulletin***.

ADJUNCT FACULTY: in those cases in which an adjunct faculty member is to chair a Research Committee, the adjunct faculty must have a Co-Chair who is a core endorsed graduate faculty member of the Department of Anthropology (see https://graduate.indiana.edu/faculty-staff/membership.shtml).

E. Research Approvals and Submission of Forms

Students must keep their Research Committee apprised of the progress of research and must fill out an annual review as part of the Post-Qualifying Exam Review (see Section 4C). Major changes in research focus require prior approval of the Research Committee.

All anthropological research (M.A., Ph.D., feasibility studies, pilot projects) that includes the use of living human subjects, or archives of human subjects must receive advance clearance from the Human Subjects Committee known as the IRB (Institutional Review Board), regardless of whether external funding is sought. Research involving animals, biohazards, or radiation must also include approval from the appropriate committee. This clearance is required for use of consultants/informants, interviews and questionnaires, as well as participant-observation and more invasive research such as measuring and testing, and research involving animals. The research approval must be attached to the *Ph.D. Nomination of Research Committee* form when the form is submitted.

A student's Ph.D. research committee must be approved by the Graduate School at least six months prior to the Ph.D. dissertation defense. If the Nomination of Research Committee form is not approved in time, please direct your waiver request to the Director of Graduate Studies for submission to the Dean.

F. Dissertation Research, Analysis, and Writing

*A doctoral dissertation is required for the Ph.D. degree. In most anthropological sub-disciplines, field research is expected to form a part of the student's doctoral training in anthropology, but dissertations may also be based on library research, laboratory data, museum collections, archives, or other documentary sources. The candidate's Research Committee must approve the dissertation topic and general outline of the proposed scholarly work.

*As the student writes the dissertation, they should inform the Research Committee Chair or Co-Chairs of the anticipated dates of completion of chapters or whole drafts in order to plan the time necessary for reading and discussing the work, revising, and scheduling the defense (see Ideal Dissertation Timeline below).

G. Announcement of Dissertation Defense and the Defense

A student must submit the dissertation during the term of the student's Ph.D. candidacy, which is seven years from the date of passing the qualifying exam. If the dissertation is not completed within the prescribed seven-year time limit, doctoral candidacy will expire. Extensions are rarely granted. Reinstatement of candidacy is possible only through procedures published in the *University Graduate School Bulletin* (search "Reinstatement").

Ideal Dissertation Timeline

The Anthropology Department highly recommends that students work with their advisors to establish a clear plan for dissertation writing, chapter submission, and defense. A plan is usually best established by working back in time from the desired date of dissertation submission to the University Graduate School, as described in Table 2 below. Using this method, we strongly suggest that students plan to submit a full dissertation draft to their dissertation research chair at least **9 (nine) months** in advance of either the **expiration date of candidacy** or the **last filing deadline of the term during which the student plans to file the dissertation** (see the list of filing deadlines on the University Graduate School website: https://graduate.indiana.edu/thesis-dissertation/deadlines.html.)

The table below outlines the steps that students and advisors will need to consider as they develop a plan for the student's dissertation writing, defense and final dissertation submission.

Table 2. Proposed Dissertation Defense Timeline

Events	Actions required
Date that Candidacy Expires (or) Desired Date of Dissertation Submission	UGS typically requires submission on the 15th of the month, except for December or May completion dates. Students must enroll in at least one credit hour in the term corresponding to the date during which they plan to submit the final dissertation, including summer.
Dissertation Defense	Six months is the <u>maximum</u> time allowed by UGS between defense and submission. Often students can reduce this time by getting feedback from committee members prior to the defense. In this way, the draft that will be defended will already have been vetted. A more polished draft typically reduces the time needed to complete revisions after the dissertation defense. At a minimum, a student should count on at least one month between defense and final submission.
3-4 months before Dissertation Defense	Student finishes submitting all chapters of the dissertation to their Dissertation Research Chair(s) for feedback. Dissertation Chair(s) will determine if the dissertation is ready for defense.
2-3 months before Dissertation Defense	Dissertation Research Chair or Co-Chairs return(s) feedback on drafts of all dissertation chapters to student.
40 days before Dissertation Defense	Schedule defense and submit *Announcement of PhD Dissertation Defense* on one.iu.edu. Students must coordinate time and reserve a room before submitting the form. The form must be approved by the University Graduate School at least 30 days prior to the defense.
30 days before Dissertation Defense	Circulate complete draft of dissertation to all committee members. Draft should include all front matter, text, figures, citations, references, and appendices. If a complete draft is not submitted at least <u>30 days in advance</u>, the department reserves the right to *reschedule the defense for a later date*.

The oral defense of the dissertation — which cannot be waived — will be administered by the candidate's Research Committee. The defense will be conducted in accordance with the regulations published in the [University Graduate School Bulletin](). **Barring exceptional circumstances, dissertation defenses will not be scheduled during the following times: (1) semester break or the week after, (2) Spring Break or the week after, nor (3) the months of June, July and before the semester begins in August.**

*Students must submit *Announcement of Ph.D. Dissertation Defense* form on one.iu.edu to the Graduate School at least 40 days prior to the defense. On this form, students must include an abstract of their dissertation and must state the date and location of the defense.

*Following a successful defense and Research Committee approval of dissertation revisions, students must submit the Defense Signature Collection eDoc via one.iu.edu.

H. Final Revisions and Submission of Dissertation

The University Graduate School has detailed formatting and submission instructions on their website under the tab "Theses and Dissertations." Students are required to follow UGS formatting regulations and therefore should read these instructions and conform to them when writing the dissertation. All dissertations are now submitted electronically through ProQuest.

*Students must submit to the department an electronic copy of the final UGS-approved dissertation in PDF format before the department will change the student's research grades ("R" grades) to letter grades. In order to graduate, final research grades are required to be processed by the same date that the UGS requires formatting revisions and the Defense Signature Collection eDoc to be accepted. Therefore, it is recommended that students submit the electronic copy of their final UGS-approved dissertation as soon as possible and in advance of the UGS deadline. Students should send the dissertation to the Graduate Coordinator either by attaching it to an email or by sending a link to the file in a cloud storage site (e.g. Onedrive, Google drive).

IV. REVIEW

A. First- And Second- Year Review

All first- and second-year graduate students will be reviewed at the beginning of their second and third academic years. The purpose of the review is to evaluate each student's progress, identify any problems, and provide notice in writing to the student of any faculty concerns. The DGS and Graduate Affairs Committee complete the review, based on information solicited from advisors and from faculty with whom the student took classes in the previous year. The objective review criteria will include the number of credits completed, the GPA, and the number of "I" and "R" grades. Students' writing skills, reasoning ability and verbal skills will be assessed, as well as prospects for support through an SAA, FLAS or other means.

The results of the review for the majority of students will be a form letter indicating good status sent to the student's advisor and to the student. For some students, the DGS will prepare a summary of concerns that will be sent to the student's advisor and the student, and that will be **included in the student's file.** If a student is notified of concerns, the advisor and/or the Director of Graduate Studies will review the evaluation with the student.

B. Associate Instructor (AI) Review

All students who will serve as an AI must take ANTH-A521 before beginning their AI appointment or in their first semester.
All Associate Instructors will be reviewed. If working with a faculty member, the AI will be reviewed by that faculty member, but if teaching a course independently, the AI will arrange to be evaluated by a member of the AI Committee or relevant Anthropology faculty member. All AIs should remember that the position typically requires 20 hours a week, unless otherwise specified in the SAA contract. International students should familiarize themselves with visa-related work restrictions through consulting the Office of International Services.

C. Post-Qualifying Exam Review

All students who have completed and passed qualifying exams will be reviewed on an annual basis by their faculty advisors in consultation with the Director of Graduate Studies and the Graduate Affairs

Committee. The purpose of the review is to evaluate each student's timely progress and to provide notice in writing to the student of any faculty concerns. The Graduate Affairs Committee does the review, based on information solicited from each student in September regarding dissertation research, writing, and related activities during the previous academic year and summer. Students are responsible for sending the form and forwarding their advisor's emailed approval to the DGS by the due date each year. Review criteria include the number of years since passing qualifying exams and evidence of progress in dissertation research and writing. Evidence of progress could include submitting grant proposals, undertaking field research, preparing and submitting chapters of the dissertation, attending conferences and contributing papers based on dissertation research, and maintaining regular communication about thesis progress with a student's faculty advisor and research committee.

For some students, the committee will prepare a summary of concerns that will be sent to the Director of Graduate Studies, the advisor, and the student and will be **included in the student's file.** If significant concerns are noted, the committee may recommend that a student be placed on probation. In these cases, the Director of Graduate Studies will work with the College Graduate Office to determine the term and conditions of the probation. Probation means that the student will have a specific period of time to meet the requirements of the probation. If the requirements of the probation are not met by the conclusion of the probationary term, then the student may be dismissed from the program.

V. SPECIAL REQUIREMENTS OF THE SUBFIELDS

*Unless otherwise specified below, requirements are consistent with overall departmental requirements described above.

A. Archaeology

Students whose major subfield is Archaeology will be expected to acquire a broad knowledge of the discipline, including historical developments, theoretical issues, and field and lab methods. The student must also have an in-depth understanding of the archaeology, environment, and ethnography of a significant geographic area. Field and laboratory experience is viewed as essential, and every effort will be made to provide opportunities to participate in such activities on a regular basis. Other areas of Anthropology have also made, and will continue to make, significant contributions to archaeology. Therefore, three courses in at least two other subfields of Anthropology are also considered essential to the training in Archaeology.

Archaeology Course Requirements

1. Pro-seminar in Archaeology (P500)
2. Archaeological Research Design (usually P502)
3. A course in the archaeology of the geographic area of specialization
4. An archaeological methods course
5. A course in ethics (usually P509) Archaeological Ethics (P509)
6. A course in the history of Anthropology (usually H500)
7. A course in the ethnography of the geographic area of specialization

In cases where the required courses above are not offered during a student's tenure or a course does not fit well with a student's individualized research plan, students can request to take an equivalent course or can request a waiver (exemption) from these requirements. These permissions are granted at the discretion of the student's advisor.

Advisory Committee

An Academic Advisor in Archaeology will be appointed when the student begins graduate work. In addition to the Academic Advisor, an Advisory Committee composed of another representative of the major field, a subfield outside archaeology, and the outside minor advisor should be appointed no later than the student's third semester and should meet with the student no later than the fourth semester to discuss the student's proposed course of study and research interests.

Language and Research Skills

The student must choose one of the three options for language and research skills as described in the general departmental requirements, in consultation with the major advisor.

Qualifying Examination

The Ph.D. Qualifying Examination in Archaeology will consist of the following:
1. A written examination in Archaeology. The Academic Advisor in consultation with the other departmental archaeologists will prepare it. The examination will address the competency areas noted above, with some emphasis given to the geographic area of specialization.
2. A written examination composed by the faculty member representing the subfield outside archaeology.
3. An outside minor examination to be given by and at the discretion of the outside minor advisor.

The Advisory Committee will evaluate the Qualifying Examination, and admission to Ph.D. candidacy will be recommended upon passing the examination.

B. Bioanthropology

Students whose major subfield is Bioanthropology are expected to follow a course of study that will provide them with a general background in Anthropology, a broad knowledge of theory and topics in Bioanthropology, and technical skills required for utilizing methodologies employed in bioanthropological research. Professional standing in the subfield can be best achieved if the student develops active research interests and continually seeks research experience. Research interests should be identified and defined as early as possible so that appropriate coursework may be taken and so that there will be adequate time for preparing the dissertation research proposal.

Bioanthropology Course Requirements

Students are required to have training in the theories, methods, and empirical evidence central to Bioanthropology. These goals are achieved by meeting the following five requirements, typically during the initial two years of graduate study:
1. B500: Pro-seminar in Bioanthropology (3 credits). All incoming Bioanthropology graduate students are expected to take this course during the first 2 years of graduate study.
2. B525: Genetic Methods in Anthropology (3 credits). All Bioanthropology graduate students are expected to take this course during the first 2 years of graduate study.
3. One course in human evolutionary history (3 credits).
4. One course in contemporary human biology (3 credits).

In addition, students must take a minimum of three graduate credit courses from at least two subfields other than Bioanthropology (i.e., from Social/Cultural Anthropology [including H500], Linguistic Anthropology, and/or Archaeology), either related to the student's geographical area or topical interests. Some advisers may recommend taking four courses outside of Bioanthropology, so that the student completes a three course "inside minor" in another subfield within Anthropology.

Geographical Area

Any geographical area may be appropriate to a set of research plans. The important consideration is that students make an early commitment to a definite world region when selecting their specialties. Thus, a bibliography of the region can be developed, and familiarity with the region's cultural, ecological, historical, and other information can be established through relevant coursework.

Language and Research Skill

Bioanthropologists are expected to have reading proficiency in one scholarly language and proficiency in computer science and/or statistics (Section III B, Option 3).

Qualifying Examination

The written Qualifying Examination in Bioanthropology will consist of two parts:
> 1. An examination in the major subfield written by the Advisory Committee, which covers the main areas of bioanthropology and specific topics of relevance to the student's research.
> 2. An outside minor examination given by and at the discretion of the outside minor Advisor.

C. Linguistic Anthropology

Students in Linguistic Anthropology are expected to develop in common a firm grounding in linguistic methods and concepts as well as a broad general knowledge of Social/Cultural Anthropology and the role of language study within it. Those general requirements combine the necessary technical background and analytic skills with social and cultural contextualization to prepare students for significant field study and professional work.

Linguistic Anthropology Course Requirements:

1. L500 Seminar in Language and Culture.
2. H500 Seminar in the History of Anthropology.
3. A minimum of one graduate course in two of the other subfields of Anthropology, i.e., Archaeology, Bioanthropology, or Social/Cultural Anthropology.
4. Four graduate courses chosen from the five basic areas of linguistics: phonetics, phonology, morphology, syntax, and historical and comparative linguistics, plus knowledge of the structure of a particular language.
5. A course in linguistic field methods (this requirement may be met through a course in sociocultural research methods if approved by the Advisor).

Beyond the common foundation that those requirements develop, a student will select an area of specialization, such as language description (or field linguistics), language history, language and culture,

discourse pragmatics, semiotics, or language conflict and shift. Generally, a student will be expected to be familiar with the major issues in this area of specialization.

In consultation with an Advisory Committee, the student will design a program that meets the general objectives of Linguistic Anthropology and a particular specialty.

All students are required to demonstrate mastery of the following concentrations, knowledge of which will provide the basis for the Qualifying Examination for doctoral candidacy:

1. General Linguistic Anthropology, in which concern for the relationship between language and culture is primary. Students will be familiar with the major scholarly concerns of researchers in Linguistic Anthropology, with the history of the field, and with the role of language study within the context of Social/Cultural Anthropology.
2. An ethnographic area, in which students demonstrate knowledge of all relevant published and unpublished sources.
3. One specialty within Linguistic Anthropology (e.g., language description, language history, language and culture, discourse pragmatics, semiotics, etc.).

Advisory Committee

Students will have a four-member Advisory Committee composed of the Academic Advisor, one member representing the student's subspecialty, one member representing the ethnographic area, and one member representing the outside minor.

Qualifying Examination

The Ph.D. qualifying examination will comprise four written parts that cover the following:

1. History and theory of the field of Linguistic Anthropology, and, in particular, theory in relation to the student's specialty
2. The ethnographic area in which the student specializes
3. The specialty chosen by the student
4. A discussion and evaluation of data that demonstrates the student's ability to relate general issues to the patterns evident in specific materials

D. Social/Cultural Anthropology

Students in Social/Cultural Anthropology are expected to have general knowledge of the subfield, as well as two areas of specializations (Topics/Themes of Specialization); students should also have a broad knowledge of the discipline of Anthropology. In consultation with their Advisory Committees, students plan individualized programs, including reading and research courses where applicable. Every effort will be made to provide students with opportunities for research experience; however, funding for dissertation research is not ordinarily provided by the department, college or university.

Social/Cultural Course Requirements:

1. H500, Seminar on the History of Anthropology
2. E500, Pro-seminar in Social/Cultural Anthropology
3. E606, Research Methods in Social/Cultural Anthropology

Social/Cultural students are required to take a minimum of one graduate credit course in two of the other three subfields of Anthropology (Archaeology, Bioanthropology or Linguistic Anthropology).

Two areas of specialization, or "Topics/Themes of Specialization," are required. Classes fulfilling these requirements are to be determined in consultation with the Advisor and the Advisory Committee, and are

normally three classes per topic. Typically these are within Social/Cultural Anthropology, but one may be in Archaeology, Bioanthropology or Linguistic Anthropology or, in some cases, in another department. Whereas two Topics/Themes are suggested, there is no set list of themes/topics or specialties. Ordinarily, students select theoretical and/or topical areas as specialties and develop individualized programs of study in consultation with the advisory committee members representing their particular areas of interest.

Students should complete two or more classes that focus on an ethnographic area or world region, the anthropological literature concerning it, and the implications of that literature for the subfield and discipline.

Language and Research Skills

Students in Social/Cultural Anthropology may fulfill their language requirement with Options 1, 2, or 3, realizing that their Advisory Committees may recommend additional language training if the anticipated circumstances of research make this appropriate or necessary.

Qualifying Examination

The Qualifying Examination in Social/Cultural is tailored to each individual student. The corpus of knowledge covered in the Qualifying Examination encompasses: general anthropology (including the required courses), the two topics/themes of specialization, the ethnographic area, and the outside minor.

V. PH.D. CONCENTRATIONS

The Anthropology Department has four innovative programs that give students opportunities to combine studies in two or more subfields. **The requirements for each of these concentrations are IN ADDITION to those of the traditional subfields.**

A. Archaeology and Social Context

The Ph.D. concentration in Archaeology and Social Context bridges the subfields of Social/Cultural Anthropology and Archaeology to address archaeological issues as they apply to contemporary peoples. Students pursuing this track are expected to follow a course of study that will provide them with a general background in the discipline of anthropology and broad knowledge of the fields of Social/Cultural Anthropology and Archaeology. Training will include both theoretical issues and field/laboratory methods.

Subfields

Archeology and Social Context bridges both Archaeology and Social/cultural anthropology. Students who pursue this concentration will designate one as their primary subfield and the other as their secondary subfield in accordance with their research interests.

Advisory Committee

The Advisory Committee will consist of four members, at least one of whom will be a member of the Archaeology and Social Context faculty. The members will include representatives from the primary subfield, secondary subfield, and outside minor.

Requirements

1. Theory: Archaeological Ethics (P509)
2. Primary Subfield: min. 4 courses including one methods course and one pro-seminar (P500 or E500).
3. Secondary Subfield: min. 3 courses, including one methods course.
4. Culture Area: min. 3 courses in a culture area, including one past and one contemporary. These courses are often taken as part of an outside minor.
5. At least one graduate level course in linguistic anthropology or bioanthropology.

These courses may be double-counted, i.e., they may fulfill more than one requirement.

In cases where the required courses above are not offered during a student's tenure or a course does not fit with a student's individualized research plan, students can request to take an equivalent course or can request a waiver (exemption) from these requirements. These permissions are granted at the discretion of the student's advisor.

Recommended Course

Museum practicum or internship (A576)

Qualifying Examination

The written qualifying examination will consist of the following:
1. Archaeology and Social Context
2. the primary subfield.
3. the secondary subfield
4. Outside Minor, at the discretion of the outside minor advisor.

B. Food Studies

The Department of Anthropology at IUB has unique strengths in the study of food. The Ph.D. Concentration in the anthropology of food draws on those strengths to offer students training in the roles of food in (1) prehistoric, historic and modern societies, (2) human evolution and adaptation, (3) human health, (4) political economic relationships, (5) human-environment interactions, including sustainability, (6) the representation, construction and maintenance of ethnicity, social class, and cultural identity.

Food Studies is organized as a Concentration within anthropology and each student will normally choose one of the four subfields within the department within which to pursue food studies. We expect students to draw on as much of the diversity of knowledge across anthropological subfields as possible even while pursuing their degree in one of the existing four subfields.

Subfield and Concentration

Depending on the specific interests of the student, their major subfield will be Archaeology, Social/Cultural, Linguistics or Bioanthropology, with the Anthropology of Food constituting a concentration within the selected subfield.

Advisory Committee

The Advisory Committee will include at least one member of the Anthropology of Food faculty.

Course Requirements

1. Core Courses
   a. ANTH E621 Food and Culture
   b. ANTH B545 Nutritional Anthropology (permission from B545 instructor required for substitution)
2. A minimum of 3 courses in the Anthropology of Food, one of which must be a methods course.

Qualifying Examination

The Ph.D. qualifying examination will follow the format of the subfield in which the student is enrolled. It is expected that in addition to the examination sections required for the anthropology degree, the examination also will include a section covering the Anthropology of Food. The format of the exam will be approved in advance by the committee.

Research Committee

Students in this inside minor must include one faculty member drawn from the Anthropology of Food faculty on their Research Committee.

C. Paleoanthropology

The concentration in Paleoanthropology provides a course of study that includes general background in Anthropology, a broad knowledge of the field of Archaeology and world prehistory, including theoretical issues and field/laboratory methods and techniques, and a focused concentration on archaeological approaches to human evolutionary studies. Students should acquire an in-depth understanding of the prehistoric record of a chosen area as well as a solid background in related disciplines, which will enhance their understanding of human evolution.

This concentration emphasizes an interdisciplinary perspective and program of training, which encourages students to examine long-term dynamics of culture change within the context of evolutionary biology and ecological changes in prehistory. It is designed to help students carry out research in the archaeology of human origins.

Course requirements.

3 courses in Bioanthropology (including ANTH-B526, Human Osteology).

2 courses in Social/Cultural Anthropology. These should be chosen to expand the student's theoretical background and deepen their understanding of a particular culture area as relevant to their developing research interests in human evolution.

Outside Minor

It is advisable for the student to select an outside minor in a physical or biological science, such as Biology, Geology, Chemistry, or Geography. In addition, students are strongly encouraged to seek further training in an appropriate area studies program, such as African studies, and in other disciplines as beneficial to the development of their background and research interests.

Advisory Committee

The student will form an Advisory Committee composed of 4-5 faculty members, at least 2 of whom must be archaeologists representing the student's special areas of interest..

Graduate Study Plan and Outlines of Specific Research Goals

By the end of the first year of graduate study, students should submit to their Academic Advisor and Advisory Committee a concise statement of goals and plans for study and research while in graduate school. This statement should present:

1. Succinct statements regarding major areas of development for graduate training. These are:
   a. the projected topic and geographic area of focus for graduate work, at least in general terms but as specifically as is possible at this point in the student's career.
   b. the plan for pursuing the inside minor in Bioanthropology.
   c. the choice for an outside minor.
   d. a plan for fulfilling their Language and Research Skill requirements.

2. An initial outline of **Specific Research Goals,** which synthesizes and expands upon the above items. This should:
   a. discuss in general how research interests are developing and how completed and projected coursework, special projects and any outside field or laboratory work or training fit into larger goals.
   b. give a specific plan for future coursework in Archaeology and general Anthropology.
   c. outline plans for pursuing a course of study for the inside minor.
   d. outline plans for coursework and study in the outside minor.
   e. discuss a preliminary or pilot project which could lead into the doctoral project.
   f. give a preliminary annotated bibliography for the developing research focus in Archaeology.

This plan should be discussed with the student's Academic Advisor before registering for classes for the second year. After their first year, students should submit a **yearly** report of their current **Specific Research Goals** (as described above) that provides an up-to-date assessment of the progress of their coursework and research, describes how they are proceeding toward their stated goals, and refines or revises their research interests and objectives. This yearly report on Specific Research Goals should be submitted to the student's Advisory Committee and discussed fully with the advisor before the start of coursework in each academic year.

Qualifying Examination

The Ph.D. Qualifying Examination will consist of the following:
1. A written examination in Archaeology. It will be prepared by the Academic Advisor in consultation with other departmental archaeologists. The examination will address the general preparation of the student within Anthropology and Archaeology as well as the specific topic and geographic area of competency developed by that student in preparation for dissertation research.
2. A written examination composed by the bioanthropology committee member.
3. An outside minor examination to be given by and at the discretion of the outside minor advisor.

D. Medical Anthropology

The Ph.D. concentration in medical anthropology offers students training in (1) biocultural approaches to health and disease; (2) cultural analyses of illness and suffering; (3) paleopathology and disease in human

prehistory; (4) evolutionary perspectives on health; (5) gender and health; (5) topical specializations in infectious disease, nutrition, reproductive health, and disability, among other topics.

Subfield and Concentration

The concentration is most suitable for those in Bioanthropology and Social/cultural anthropology, but students in other subfields can select Medical Anthropology as a concentration if it is consistent with their research goals.

Course Requirements

The PhD Concentration in Medical Anthropology includes the following requirements.

1. Two required core courses
   a. E645: Advanced Seminar in Medical Anthropology
   b. B645: Biocultural Medical Anthropology
2. Two methods courses
   a. E606: Research Methods in Cultural Anthropology
   b. A graduate-level statistics course
3. Two additional courses from the list of eligible courses below (must be from two different subfields in anthropology)

Depending on the student's research interests, it is expected, but not required, that they will develop a knowledge base in a particular culture area, either through an outside minor in an area studies program, or through culture area courses in anthropology.

Eligible Courses

Only those courses with known regular offerings are included; courses from outside of anthropology will be considered for inclusion on a case-by-case basis.

A465/665   Topics in Medical Anthropology (can be taught from any subfield)
B512   Evolutionary Medicine
B544   The Biology and Anthropology of Women's Bodies
B545   Nutritional Anthropology
B600   Seminar in Bioanthropology (*approved topics only. Currently approved topics include Behavioral Genetics)
B602   Paleopathology
E600   Seminar in Cultural and Social Anthropology (*topic must be approved by Medical Anthropology Advisor).
E621   Food and Culture
E648   Power, Subjectivity, and the State
E656   The Anthropology of Race
E664   Body, Power, and Performance
E674   The Anthropology of Human Rights
E690   Development and Anthropology

Advisory Committee

The Advisory Committee should include at least one member of the Medical Anthropology faculty.

Qualifying Examination

The Ph.D. qualifying examination will follow the format of the subfield in which the student is enrolled. In addition to the examination sections required for the anthropology degree, the examination will also include a section covering Medical Anthropology.

Research Committee

Students completing this concentration must include one faculty member drawn from the Medical Anthropology faculty on their Research Committee.

VI. OUTSIDE MINOR IN ANTHROPOLOGY

Students in other departments may minor in anthropology by completing at least 12 credit hours of coursework in anthropology with a grade of B or better. Comparable course credit from other universities is transferable to the anthropology minor here; however, no more than 6 credit hours will be accepted by transfer of graduate credit from another university. Students choose an Anthropology faculty advisor to help in the selection of a set of courses that best contributes to the research goals of the student. At least 9 of the 12 hours (representing at least three courses) must be selected from regularly scheduled classes; the remaining hours may be taken in readings or research, at the discretion of the student's minor advisor. Potential anthropology minors are encouraged to contact an anthropology faculty member whose research complements their interests or meet with the departmental Director of Graduate Studies for referral to a potential minor advisor.

The Department of Anthropology requires that the student's outside minor advisor be invited to participate in the written and oral PhD Qualifying Examinations. Although the advisor may choose to waive the written portion of the examination, the advisor *must* participate in the candidate's oral qualifying examination.

VII. OUTSIDE MINOR IN FOOD STUDIES

Students must take four courses (3 credits each), one of which must be the core course, ANTH-E621 Food and Culture. The additional graduate courses in anthropology must be chosen from at least two of the subfields of the discipline (archaeology, social/cultural anthropology, bioanthropology, linguistic anthropology). Courses include: Food and the Body, Food in Communication, Prehistoric Diet and Nutrition, Faunal Osteology, Food in the Ancient World, Economic Anthropology, and Nutritional Anthropology. Appropriate variable topics courses may also be counted with approval of the minor advisor. Minor students will be expected to participate in activities of the IU Food Institute.

The Department of Anthropology requires that the student's outside minor advisor be invited to participate in the written and oral PhD Qualifying Examinations. Although the advisor may choose to waive the written portion of the examination, the advisor *must* participate in the candidate's oral qualifying examination.

VIII. FINANCIAL ASSISTANCE

Please note: The Department is required to prepare reports of graduate student funding. These reports impact our national ranking and determine in part funds available for graduate student support. As part of our record keeping and to maintain compliance with academic appointment regulations of the Vice

Provost for Academic Affairs, <mark>***all students must report to the Graduate Coordinator all funding offers, awards, grants, fellowships, appointments, and teaching positions they receive***</mark>. *These data are critical for our department.*

All announcements of awards and notifications of awards are sent to **students' official IU email account.** Students are responsible for monitoring their official IU email account regularly.

The Department makes every attempt to help Ph.D. students finance their graduate education, by offering qualified students teaching or research positions or fellowships as they become available and by keeping students apprised of internal and external funding opportunities they can apply for.

Current information on funding opportunities within the department, at IU, and external sources is available online at https://anthropology.indiana.edu/graduate/financial-support.html and in regular emails and notices to students.

IX. GRAD MENTORING GUIDELINES

Advisor-Graduate Student Roles and Responsibilities in the Department of Anthropology, Indiana University
Approved by AGSA and Faculty vote, April 30, 2020

The success of every graduate student in the Department of Anthropology depends in part upon the role of the student's faculty advisor(s). Whether they work together in a lab or a research team, meet in a seminar, or consult periodically in office hours or online, the faculty advisor and the student together establish a plan for the graduate student's research, work to identify and remove obstacles to success, and ensure that the student has opportunities to develop professional experience. Most of these interactions take place outside the classroom, often in informal interactions. These guidelines are designed to ensure that these interactions are as productive and professional as possible.

This document was created through a collaborative process between faculty and the Anthropology Graduate Student Association. While these guidelines do not constitute a contract or describe sanctions for not upholding the terms of the relationship, they are intended to define the roles and responsibilities of the department, faculty advisor(s), and the student, which are the foundation of an effective training program. They also constitute a list of ground rules that can be referenced if a conflict arises. The advisor-student relationship should be based on transparency, trust, respect, clear communications, and shared expectations. These guidelines supplement the IU Student Code, which primarily addresses formal academic matters.

The sections below outline the roles of the department, faculty, and the graduate student in academic and professional training.

The Department will:
- provide students with up-to-date information about policies, practices, resources, degree requirements, and expectations for progress;
- provide guidance on expectations for effective mentoring and encourage mentoring training for faculty;

- proactively monitor graduate student progress toward their degrees and professional development, including scheduling meetings should concerns arise and monitoring benchmarks toward the degree. Check-ins with students should provide an opportunity to examine the effectiveness of the student-advisor relationship and address any issues that have arisen;
- provide students and faculty with contacts, resources, and a clear process for potential conflict resolution (e.g., Department Chair, Director of Graduate Studies, DEI committee, ombudsperson, etc.);
- provide appropriate infrastructure to allow students to complete their education and research in a timely and productive manner;
- establish and communicate policies for emergencies and unplanned situations that may disrupt the work of students and/or faculty;
- ensure that faculty and graduate students are aware of the resources available on campus to address student mental health concerns;
- assist in the selection of each students' preliminary advisors;
- ensure that all students have a faculty member with responsibility for advising them;
- assist students who wish to change advisors in identifying new advisors or advising the student on options should no placement be found;
- set and circulate policies and expectations for work, either as associate instructors or research assistants, including work hours, vacation time, religious holidays, and health contingencies;
- provide professionalization opportunities that will be relevant to students seeking careers both inside and outside academia and/or their research discipline;
- promote the use of and compliance with these guidelines.

All Faculty and Graduate Students should:
- promote an environment that is intellectually stimulating and free of harassment;
- be supportive, equitable, encouraging, and respectful of all department faculty, staff, and students;
- behave professionally in all academic settings;
- help to build the intellectual community in the department through participation in departmental colloquia and events;
- know the policies governing graduate studies in the department and the graduate school (as set forth in the Graduate Guide for Students in Anthropology and the Graduate Bulletin) and take responsibility for being aware of and communicating departmental and graduate school deadlines;
- promptly respond to and/or acknowledge receipt of email queries, especially those that are time-sensitive, within three business days of receipt of the email. If delays are to be expected due to travel or other circumstances, acknowledge receipt with an out-of-office reply and follow up as soon as possible.

Faculty Advisors should:
- be sensitive to the power imbalance in the student–advisor relationship;
- be a role model by acting in an ethical, professional, and courteous manner toward advisees, other students, staff, and faculty;
- set clear expectations and goals for students regarding their academic performance, research activities, and progress to degree;
- meet regularly and often with students to provide clear feedback on research activities, performance, and progress;
- provide timely feedback on dissertation chapter drafts and other writing, for dissertation chapters this should be within one month of receipt of the draft;
- provide and discuss clear criteria for authorship at the beginning of all collaborative projects;
- encourage participation in professional meetings and advise students on how best to secure funding for such activities;

- provide students with training (or facilitate access to such training) in all relevant aspects of research, including the design of research projects, the development of necessary skills, applications for funding, and the use of rigorous research techniques or procedures;
- ensure that students receive training (or facilitate access to such training) in skills that they will need for a successful career in their discipline, including oral and written communication and grant writing, statistics, coding, etc.;
- help students understand the expectations for professional behavior in their field (that is, how to behave in the classroom, at conferences, and so on);
- give students credit for contributions to papers, presentations, or other products;
- support students in achieving their chosen career goals, recognizing that some students will pursue careers outside of academia and/or outside their research discipline;
- promote and manage productive and collaborative relationships among students working in laboratories, research groups, and other collaborations;
- ensure that they are aware of the resources available on campus to address student mental health concerns;
- promote a healthy work/life balance and encourage safety in the field;
- provide access to additional resources as necessary, especially if advising graduate students from underrepresented populations.

Faculty Advisors should never:
- expect uncompensated student assistance in non-academic realms (for example, running personal errands);
- belittle or demean a student in person or other media;
- use a student's work without attribution;
- ask an AI/GA to work more than 20 hours/week;
- ask a student to write papers or presentations for them;
- ask a student to write their own recommendation letter.

Graduate Students should:
- recognize that they bear the primary responsibility for the successful completion of their degree, including meeting Department, College, and University deadlines;
- be proactive in communicating with the advisor and research committee, ideally multiple times per semester;
- work with their advisor to schedule arrival times for drafts of presentations, articles, etc. to enable advisors to provide timely feedback;
- meet deadlines agreed to with their advisors;
- complete all tasks assigned by the department, including teaching, grading, and other assistantship responsibilities, as outlined in department documents and those that accompany the work contract;
- recognize that, in addition to their role as a student, they have rights and responsibilities as employees of the university, and expect that these are clearly conveyed to them;
- clearly communicate with their advisor(s) regarding their career preferences;
- be proactive about improving their research skills, including written and oral presentation skills;
- request feedback on written work or letters of recommendation from faculty advisor(s) in a timely manner. [Note: it may take up to one month to receive comments on written work and may require two-week notice for recommendation letters. Faculty will do their best to provide letters with less notice, but cannot guarantee that they will be able to do so.];
- seek mentoring and support resources beyond their faculty advisor(s), including other department faculty members, department administrators, peers, and other resources on campus such as the

University Graduate School Grad Mentoring Center and the Graduate Professional Student Government and the Walter Career Center;

- get in touch with their advisor immediately if they run into serious intellectual or professional issues, or personal issues that affect their research or other academic duties;
- inform faculty advisors of potential and/or existing challenges and work toward their resolution, following departmental guidelines;
- seek help from other committee members, DGS, or Department Chair, if conflicts arise with their advisor;
- understand that concerns or challenges should be communicated through the appropriate channels. Individuals available to help in resolving conflicts (in sequence), include: other faculty advisors/mentors, the Director of Graduate Studies, Department Chair, University Ombudsperson. If resolution at one level is not satisfactory or not possible, then it is important to go up the chain of command. If the conflict is related to racial bias or sexual misconduct, then there are also other departmental and university level reporting mechanisms. Please note that all faculty and administrators are mandatory reporters for complaints regarding sexual misconduct;
- be aware that students have the option to change advisors or research direction; if changes are sought, students consult with their advisor, other faculty mentors, and/or the Director of Graduate Studies.