

DEPARTMENT OF ANTHROPOLOGY
UNIVERSITY OF UTAH

GRADUATE STUDENT HANDBOOK

2005-2006

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ACKNOWLEDGEMENTS

Much of this handbook is based on, cribbed from, and in some cases outright copied from, graduate student handbooks from the following schools and departments:

University of Utah Geography Department
University of Utah Psychology Department
University of Washington Anthropology Department
University of New Mexico Anthropology Department

INTRODUCTION

Welcome to the graduate program of the University of Utah's Department of Anthropology!

This handbook is intended as a quick guide for navigating the Anthro grad program. The information and procedures listed below are subject to change and may vary according to the specific program requirements for each of the four subdisciplines. We recommend that you use this text as a first reference tool and basis for further inquiry with your advisors. It is your responsibility as a graduate student to maintain your program in accordance with departmental policies and to meet relevant deadlines. All questions regarding departmental graduate policies should be directed to the Graduate Advisor.

Disclaimer: Keep in mind that all information contained in this handbook is meant to be used as guidelines only, and may not reflect current University or Department policy. Please verify all details with your committee before making any important decisions!

Other Recommended References:

University of Utah Graduate School website: <http://www.utah.edu/gradschool/>, especially their page with downloadable forms: <http://www.utah.edu/gradschool/forms.html> and their Graduate Handbook which lists university-wide policies: http://www.utah.edu/graduate_school/gspolicies.html. And, perhaps most importantly, your fellow graduate students who have been through many of the hurdles you will face!

ADMISSION PROCEDURES

Students are admitted to the program beginning in Autumn Semester only. In addition to meeting the university requirements outlined by the Office of Graduate Admissions (<http://www.sa.utah.edu/admiss/graduate.htm>) applicants are expected to

- (a) preferably score in the 70th percentile or above on all categories of the General Test of the Graduate Record Exam (Verbal, Quantitative, and Analytical).
- (b) submit a ca. 500-word statement outlining professional objectives and identifying a proposed faculty sponsor, and
- (c) be sponsored by at least two regular faculty member. The faculty sponsor becomes the student's advisor until the student forms a supervisory committee. Applicants are encouraged to contact faculty with whom they would like to work, and seek their sponsorship. Applicants who do not request a specific sponsor will ordinarily be sponsored by faculty in their area of interest. Applicants may be rejected if their area of interest lies outside the expertise of the department.

The application and transcript must be submitted to the University of Utah Admissions Office no later than December 15 of the academic year in which admission is desired. The GRE scores, references, and statement must be submitted to the Department of Anthropology no later than February 15.

DEPARTMENTAL OFFICES

Main Office

The Department of Anthropology main office is located in the William Stewart Building (abbreviated on campus maps and for campus mail as ST) in room 102. The building is unlocked and open to the public from 8 am – 10 pm Mon-Fri. Stewart is closed and locked on weekends and holidays. The office staff currently includes:

Shawn Carlyle, Office Assistant
Orders textbooks
Reserves movies
Reserves classrooms for review sessions
Ursula Hanly, Administrative Assistant
Maintains graduate student files
Helps with paperwork
Sandra McCarthy, Undergraduate Advisor
Schedules classes

In addition, all three of these staff members are always willing to provide a shoulder to cry on, to share your successes and to listen to any problems you may encounter.

The department phone number is 801-581-6251 and the fax number is 801-581-6252.

Main Office Services

Keys

Since the Stewart Building is locked during the evening and on weekends, graduate students should request a key from Ursula if they want off-hour access to the computer center, labs, etc. You must fill out a key request form, and about a week later your key will be available to pick up in the custodial office of the University Services Building (you can find this building on the campus map under V. Randall Turpin Univ. Serv. Bld.). If you no longer need a particular key, please return it to the main office – the sooner, the better.

Mailboxes

Mailboxes for faculty, staff, and students are located in the main office. Graduate students receive their mail in the lettered mailboxes on the right side of the bank of mailboxes according to the first letter of their last name. Mail sent to graduate students should be addressed as follows:

Student name
Department of Anthropology
270 S. 1400 East Room 102
University of Utah
Salt Lake City, UT 84112-0060

Campus mail is simply addressed to the student's name, Department of Anthropology, ST102.

Copy machines

There is a copy machine available for personal copies in the main office at \$0.10 per page. If you are TA-ing and need to make copies for class or student use, please check with Sandra or Shawn in order to use the departmental machine in the back of the main office.

Department equipment available for check-out

The department maintains a collection of anthropological videos that can be used in classes. See Shawn to check out a video. There are also a few laptops available to check out if you need to show a powerpoint presentation, for example. See Jennifer to check out a laptop.

Room reservation

The department can arrange to reserve rooms in Stewart for one-time use (e.g., a study session for the class you're TA-ing) or recurring functions (e.g., the graduate student colloquium). Anyone in the main office can help you reserve a room.

ARCHAEOLOGICAL CENTER AND COMPUTER LAB**Archaeological Center**

The Archaeological Center is a connected series of rooms that is entered through Stewart 117. It houses the Archaeology Lab, the Zooarchaeology Lab, the Computer Lab and TA offices. Jennifer Graves is in charge of the Arch Center, and all questions regarding the computer lab should be directed to her. Items available for reservation and check-out from the Arch Center include a laptop and LCD projector. There is a microwave and a coffeepot in the entry lounge of the Arch Center – please feel free to use them, but remember to clean up any mess you make.

Computer Lab

The Anthropology/CSBS Computer Lab (CSBS stands for College of Social and Behavioral Science) is located in Stewart 118, which is accessed through Stewart 117, and is generally open Mon-Fri 8:30 am – 5:30 pm. If you will require access to the computer lab outside of these hours, please request keys from Ursula, and make sure you get the Archaeology Center alarm code from Jennifer. Also make sure Jen adds your name to the list of graduate students who have official permission to access the lab or other areas of the building after-hours. This is because in the event of the alarm going off, Security has been known to do things like confiscate driver's licenses of students who are not on the list.

The lab has 7 open access Macintosh G5s. The Macs can all read PC-formatted files so going back and forth between a PC at home and a Mac at school is generally not a problem. The G5s have built-in CD and DVD recorders. There are three floppy drives that can be moved from machine to machine if you're still using floppies (!). The following programs are available on the lab Macs: Microsoft Office (including Word, Excel and PowerPoint but NOT Access) and recent to fairly recent versions of CricketGraph, FileMaker Pro, Adobe Acrobat, Adobe Photoshop, Adobe Illustrator, Maple and SPSS. One computer in the lab is also hooked up to a color scanner.

There are 2 PCs available in the lab as well. These PCs require a CSBS login and password for access. This password is the same as your CSBS email login and password (see below if you don't already have one). You can also access the PCs by logging in as Labguest.

Printing

The lab Macs all print to a 1200 dpi black and white laser printer located in the outer room of the computer lab. At the present time graduate students do not have to pay for printing, but students should behave responsibly and print only materials for courses or other university activities. Students who print large quantities of material may be asked to pay for their copies. If you abuse the free printing privilege, you're likely to lose it for yourself and all your peers. Please try not to print lots of pdfs just because you're interested in the subject and want to have the biggest file cabinet.

The pay-for-print setup affects only the lab machines, which can see no other than the pay-for-print printer. If you print from a lab machine, you'll have to swipe your U-card to pay (the cost is 8 cents per page). There are kiosks in various buildings on campus (including the library, bookstore, and student union) where you can add money to your card.

If you have your own (or departmental) computers on your desks that are not set up to print to departmental printers, ask Jennifer about how to set up your computer to print. If she can't help you, you can send a message to the college help desk (support.csbs.utah.edu) for someone to help. You can print to departmental machines even if you're networking wirelessly.

If you don't have your own machine you can use the grad student printer station. It's located in room 114B, which is actually the hallway that leads to 115A and B where the archaeology TA desks are. The printer station is an older Mac and runs MacOS 10.3 with about 500 MB of RAM, but has the newest Mac version of Acrobat and Office. There is a USB port on the left side of the keyboard so you don't have to reach around the back. You can download PDFs from this station or print from your thumb drive. Please remember to throw away any PDFs you download when you've finished printing. You can also access your Home drive from the printing station.

Rules for the Computer Lab

1. This facility is intended to support your research and studies. Users are expected to maintain a library-like atmosphere while in the lab. Please take extended personal conversations and cell phone calls outside.
2. Be courteous in your printing: If you must print a very long document, please print in sections so others have a chance to get their printouts in a reasonable amount of time. Use the duplexer feature whenever possible to save paper. And please, don't print things out and then not pick them up.
3. If you change settings in any of the programs, please put them back to the generic setting before you leave the machine.

4. Do not expect to use the lab as you might a private work space or office. If you are concerned about something you are working on being viewed by others, then the computer lab is not the place to be doing it.
5. You are responsible for your data. Do not save data to any of the local computers. Always remember to save it to your local thumb drive or to your personal storage folder (home). Periodically systems are updated and nothing is backed up. Save your work frequently. It can save you a lot of headaches.
6. Log out at the end of your session. This closes down all programs you've used.
7. If you need help, ask Jennifer in room 117A. If you have a problem with pay-for-print, call one of the numbers posted near the printer.

ELECTRONIC STUFF

Some confusion may be avoided if you remember that you can obtain a free CSBS (college) email account AND a free U of U (university) email account. You can use either for email, but there are other benefits to the CSBS account detailed below.

Department Email

Every Anthro student who requests an account from the College of Social and Behavioral Science (CSBS) will be assigned an email address, user name and password. The email address will be in the following format:

firstname.lastname@anthro.utah.edu

You are not required to use this email address, but it's far more convenient for others in the department to contact you if you do. It's much easier to keep track of mailing lists and to reach students when they don't have email addresses such as "littlewoogydog@yahoo.com", irresistible as some may find them. If you have another email address you don't want to give up, you can set your CSBS email account to forward your mail to your other provider. This assures that you'll still receive anything that is addressed to you at your department email address.

Your CSBS user name (as opposed to your email address) will be your initials plus four digits, i.e. "xx1234," where xx are your initials. This is the user name you will use to log in to your webmail or your Home (see below). At the time the account is initially requested, CSBS will generate a form with your new user name and a temporary password. Jennifer will receive the form usually within 24 hours after you make the request. After you review and sign this form, you should immediately change the

password according to the instructions on the sheet. Do not EVER write your password on the same piece of paper as your user name. If you need help ask Jennifer.

Access your CSBS webmail account by going to webmail.csbs.utah.edu and logging in with your “xx1234” login name and password.

University Email and Wireless Networking

Wireless networking is available in the Stewart building, although you might find that some spots work better than others. If you want to network wirelessly, you will have to request a U of U account as well as a CSBS account. Instructions for getting the U of U account and connecting wirelessly are available at:

<http://www.it.utah.edu/services/connected/index.html> and at
<http://www.it.utah.edu/services/connected/wireless/index.html>

The Anthro Grads list

We maintain a listserv for Anthro graduate students. It is a convenient way to get out information to all grad students, and is used for everything from notices about colloquia to invites to parties. You should subscribe to it right away so you don't miss out on any important information. The list is currently administered by Dave Iltis – you can email him at dave.iltis@utah.edu to have him add your email to the list.

“Home” drive

A “Home” drive will be created for each student requesting a CSBS account. You can use the “Home” drive even if you don't use the anthro.utah.edu email account. The “Home” drive is an allocated space on a CSBS server that is backed up nightly. Grad students are limited to 250MB of space. If your “Home” becomes too full, CSBS will inform you. If you take no action, your account will be made inaccessible. If you have a valid reason for using more than the allocated space, application for exception can be made. You can easily access your “Home” from any University computer in the Stewart building. If you need to access your Home drive from a non-university (ie, personal) computer, you will need to access it via a secure FTP program. You can download such a program for a PC from the CSBS helpdesk website; for a Mac, you can use a free program called Cyberduck that you can download if you google it.

When you log on to a CSBS PC, your “Home” drive appears as the N:\ drive. To access your “Home” from a CSBS Macintosh, select “Go” from the Finder menu and pull down to “Connect to Server.” A window will appear. The server address should be `smb://csbsshare/home`. If it's not there, type it in. Then click “Connect.” When the authentication window comes up, the Workgroup/Domain should default to “CSBS.”

Type in your CSBS (not U of U) user name (xx1234) and password. Do not click the “Add to Keychain” box unless you have your own computer. Click on “OK.” Your “Home” will appear on the desktop. Double click to open it. Use it by dragging files to or from the icon just as you would to a disk or thumb drive.

IMPORTANT: Unless you have your own secure machine, don’t leave your Home on the desktop. This makes it accessible to anyone who happens to wander in. When you’ve finished using your Home, either log out of the machine (PC) or drag your Home icon to the trash (Mac) to disconnect it.

Other CSBS Computer labs

There are 4 other CSBS computer labs on campus, all of which have PCs. They also have access to different programs than the ones we have here. The closest one is in the Alfred Emery Building, the large sandstone-fronted building diagonally across the dead-end street behind the Stewart building. The others are located in OSH and in the Behavioral Sciences building. Consult the campus map or ask another grad student if you don’t know where these buildings are.

Problems?

If you need help with computer-related things, ask Jennifer. She’s more helpful with Macs than with PCs, but she’ll usually try with PC stuff as well. If she can’t help you, navigate to <http://support.csbs.utah.edu/> and click on the Helpdesk link. In a real emergency or if you have no access to email, you can call the CSBS Helpdesk at 5-8985 (from off campus, 585-8985)

OTHER INFORMATION

Student Office Space

Office space is assigned by Jennifer (archaeology students) or Ursula (everyone else). Grad students have offices primarily in the following parts of the Stewart building: the Archaeology Center (room 117); room 207, which is sometimes referred to as Henry’s lab or Rick’s lab; room 210, also known as the bio lab; room 218, also called the TA office or the Cultural TA office, and room 213, which is really a maze of small rooms housing some professors’ offices and grad student offices. There are also a few grad student offices scattered in other small rooms and corners of the building. Student office space is not guaranteed but every effort is made to accommodate everyone. Keep in mind that if you need a bookcase, file cabinets, etc. for your office, the department can usually provide one – it’s worth asking Ursula or Jennifer.

Graduate Student Colloquium

Each year the graduate students sponsor a colloquium series in which presentations are made by and for graduate students. The colloquium provides a form in which graduate students can present their previous, current or future research. It allows for practice before conference presentations, and provides feedback in a low-pressure environment. Participation is an important aspect of graduate education and graduate students are strongly encouraged to attend regularly.

Parking and bus passes

You can get an annual parking pass from Parking Services (<http://www.parking.utah.edu/>). The closest “U” parking is in the Rice-Eccles Stadium lot; the closest “E” parking is along Guardsman’s Way. There are also two 20-min free meters directly behind Stewart. As a student you’re also entitled to a free bus/Trax pass. You can get one at the beginning of the semester in the bookstore or the Union.

Student Advisory Committee (SAC)

Graduate students are encouraged to constructively participate in departmental affairs through a number of avenues. Membership on the Anthro Grads Student Advisory Committee (SAC) allows students a vehicle for evaluating instructors, courses, programs, etc. This committee, currently chaired by Shannon Arnold, can send a student representative to faculty meetings; the student representative has the right to participate in these meetings. The SAC also compiles student opinions and provides recommendations when professors are up for retention and tenure review.

Useful Websites

University of Utah: <http://www.utah.edu>

Department of Anthropology: <http://www.anthro.utah.edu>

The Graduate School: http://www.utah.edu/graduate_school/index.html

FINANCIAL INFORMATION

Teaching assistantships

Teaching assistantships are awarded on a competitive basis as Departmental needs and funds allow. TA-ship stipends are usually \$5,000 per semester (subject to change) plus tuition waiver. If you did not receive assistance during your first year, this does not preclude you from subsequent consideration.

Current holders of financial aid and other students who wish to be considered for aid must submit an application to Ursula no later than Feb. 1 of each year. The form must be filled out and accompanied by three letters of recommendation from faculty in the Department. Financial aid may be withdrawn from awardees under the following conditions: a) failure to maintain required minimum grades, b) failure to adequately fulfill work obligations, c) failure to make adequate progress toward a degree, e.g., to form a Supervisory Committee or to complete a thesis proposal by the scheduled time. In cases where a teaching assistant resigns, leaves the program, or fails to meet academic or work obligations, the Department Chair will select a replacement.

In general, graduate students can hold a TA-ship a maximum of 4 semesters (excluding summer).

Research assistantships

RA positions are available as a result of grants awarded to the Departmental faculty and are available on an individual basis, usually by arrangement with the faculty member in question. Directors of funded research projects have total responsibility for selecting their Research Assistants. Research Assistants are entitled to a partial tuition waiver. However, resident (in-state) tuition only is included in the Tuition Benefit Program for RAs once the accumulated credit hours as a graduate student exceed 84.

Other sources of funding

Graduate students are encouraged to seek their own financial support by applying for fellowships and other aid, including Federal Work Study Grants. Other possibilities include University Fellowships and National Science Foundation Dissertation Improvement Grants. If you are interested in acquiring outside aid, contact the Department Chair, the Graduate Fellowship Office (Graduate School), or the Financial Aid Office of the University. See <http://www.utah.edu/gradschool/finanaid.html> for more information about various University-sponsored fellowships.

Tuition Waivers

Certain departmental positions will qualify you for the Tuition Benefit Program including TA, RA, "reader," and some scholarships. Students are entitled to a full tuition waiver (in-state or out-of-state) if they are paid at least \$5,000 a semester (subject to change) by the Department. Students paid less than \$5,000 a semester can qualify for a partial tuition waiver: If you are paid at least \$3,750 a semester (subject to change) you will qualify for a 75% tuition benefit, and the remainder of your tuition will be billed as in-state. The same math applies for a 50% benefit.

If you are employed by a different department you may be entitled to a full tuition waiver, however this must be approved by the Graduate School. The work you do in a different department must be related to your area of research.

Keep in mind that master's student are limited to only 2 years of tuition waivers, and PhD students who got their master's degree at the U get 3 additional years. Entering PhD students with a master's from another university get 4 years. See the graduate school website (http://www.utah.edu/graduate_school/tbp6.html) for more information.

Health Insurance

A subsidized health insurance plan is available to graduate students who qualify for a 100% tuition waiver; the cost is about \$100/semester. A non-subsidized plan is available for those who do not qualify for a 100% tuition waiver at a considerably higher expense. More information is available at http://www.utah.edu/graduate_school/hip.html.

Residency and Tuition

Residency may be established if the student: 1) completes 60 semester credit hours at a regionally accredited Utah school (credit hours for graduate level courses 5000 and above are multiplied by 1.5 in calculating the 60 semester credit hours); 2) demonstrate by additional objective evidence, including Utah voter registration, Utah drivers license, Utah vehicle registration, employment in Utah, payment of Utah resident income taxes, and Utah banking connections, the establishment of a domicile in Utah and that the student does not maintain a residence elsewhere. Funded graduate students receiving tuition waivers are required to apply for residency when they meet the 60 hours requirement. For further information and application forms on Utah Residency go to the following website: <http://www.sa.utah.edu/admiss/resInstruct.htm>

Travel Funds

Funding is available for travel to conferences, especially if you are presenting a paper or poster. There is usually a better chance of obtaining funding the earlier in the academic year you ask for it. Often, travel funds are exhausted by March or April. There are two main sources of travel funding: the ASUU, via the SAC chair, and the Graduate School.

ASUU funding

To request travel funds from ASUU, you should send the Anthro Grad SAC Chair the following information: your name, name of conference attending, location, reason for attending (not simply, "presenting a paper;" you need to state something about how attending will benefit you and the department), and an itemized list of anticipated expenses including hotel, airfare, registration fees, etc. If you get funding, you will need to save all of your receipts so you can get reimbursed. Funding limits change every year,

but typically include something like:

- 50% of airfare up to \$100 (\$200 international)
 - 50% of hotel up to a maximum of \$50/night
 - 50% of car rental or motor pool fees
 - 50% of total registration fees
- (occasionally per diem reimbursements will be made, up to 50% of total)

Once you send the SAC chair your information, the SAC chair will forward it to the CSBS Senator, who will then draft a bill for you. You will have to attend the Senate meeting at which your bill is being considered, usually held on a Thursday evening in the Union. Once your bill is approved, but before you travel, you will need to go to the ASUU office in the Union to sign a travel waiver.

In some years, travel funding is available retroactively, i.e., after you have completed your travel, or for travel to a conference at which you are not presenting, or for travel for research. Please see the SAC chair to find out if any of these options are available in a given academic year.

Graduate School funding

Travel funds are also available through the Department and the Graduate School. You can download the *Graduate Travel Award Instructions and Application* from the Graduate School form site. The maximum you can receive is up to \$200 from the Graduate School, which must be matched by \$200 from the department. The Graduate School also requires that you save all of your receipts, and will reimburse you after you travel. In general, the Graduate School will reimburse for the same items as ASUU (except food/per diem), so it can help cover the other 50% not covered by ASUU. Reimbursement checks can sometimes take several weeks to arrive.

Your Paycheck

If you are receiving funding from the University, you will get a paycheck twice a month in your box in the main office. You must sign up for direct deposit; download the form from the payroll office (<http://www.hr.utah.edu/payroll/deposit/>). It's a good idea to go over your first paycheck carefully, as sometimes mistakes are made (e.g., you might not be getting paid the correct amount). You can also check your paychecks online at the Campus Information Center (https://gate.acs.utah.edu/psp/plpr/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST). If you are receiving a paycheck from the University and you are enrolled as a student, you probably qualify for the FICA exclusion. This means that you don't have to pay social security tax, so it won't be withheld from your check. Often, the payroll office takes care of this for you, but they sometimes forget. If you are having social security taken out of your paycheck, you should go to the payroll office in Research Park and fill out a form. They will give you a retroactive refund of social security already withheld from your

University paycheck for up to three years.

REGULAR FACULTY

Jack M. Broughton (PhD U Washington 1995; Assoc. Prof.; jack.broughton@anthro.utah.edu). Zooarchaeology, evolutionary ecology, paleozoogeography; western North America.

Elizabeth Cashdan (PhD U New Mexico 1979; Prof.; elizabeth.cashdan@anthro.utah.edu). Behavioral ecology, evolutionary psychology, sex differences and reproductive strategies, hormones and behavior, spatial organization and exchange; Hunter-gatherers, sub-Saharan Africa.

Henry C. Harpending (PhD Harvard 1972; Prof.; henry.harpending@anthro.utah.edu). Foragers, pastoralists, demography, population genetics, evolutionary ecology, human evolution; Africa.

Kristen Hawkes (PhD U Washington 1976; Prof.; kristen.hawkes@anthro.utah.edu). Behavioral ecology, sociobiology, hunter-gatherers.

Douglas Jones (PhD U Michigan 1994; Asst. Prof.; douglas.jones@anthro.utah.edu). Biocultural perspectives on mate choice, human behavioral ecology, evolutionary psychology, kinship; Brazil.

Laurence D. Loeb (PhD Columbia 1970; Assoc. Prof.; laurence.loeb@anthro.utah.edu). Middle East ethnology, social organization, religion, ethnomusicology, sociocultural reconstruction, culture change; Old World Jewry.

John M. McCullough (PhD U Illinois 1972; Prof.; john.mccullough@anthro.utah.edu). Physical anthropology, ecological genetics, human variation; the Americas, Yucatan, Europe.

Duncan Metcalfe (PhD U Utah 1987; Assoc. Prof.; duncan.metcalfe@anthro.utah.edu). Archaeological method and theory, evolutionary ecology; western North America.

James F. O'Connell (PhD UC Berkeley 1971; Prof.; james.oconnell@anthro.utah.edu). Hunter-gatherer ecology, archaeological method and theory; Australia, Africa, North America.

Dennis H. O'Rourke (PhD U Kansas 1980; Prof.; dennis.orourke@anthro.utah.edu). Population and evolutionary genetics, genetic epidemiology, quantitative methods, native America, Arctic regions and Siberia.

Richard R. Paine (PhD Pennsylvania State U 1992; Assoc. Prof.; richard.paine@anthro.utah.edu). Archaeology, prehistoric demography, complex societies, human/land relationships; Mesoamerica, Europe.

Lars Rodseth (PhD U Michigan 1993; Assoc. Prof.; lars.rodseth@anthro.utah.edu).
Political economy, historical anthropology, kinship and social organization, anthropology of religion, history of anthropology, theories of globalization; Tibet, Nepal, South Asia.

Alan R. Rogers (PhD U New Mexico 1982; Prof.; alan.rogers@anthro.utah.edu).
Population genetics, evolutionary ecology.

Pauline Wiessner (Ph.D. U Michigan 1977; Prof./Lecturer; wiessner@soft_link.com).
Hunter-gatherers, cultural systems of sharing and exchange, ethnoarchaeology, ethology ecology, warfare, oral history; Highland Papua New Guinea, southern Africa.

AUXILIARY FACULTY

Allan D. Ainsworth – Adjunct Assistant Professor

Joan Brenner-Coltrain – Research Associate Professor

Shawn W. Carlyle – Research Assistant Professor

John N. Fritz – Adjunct Assistant Professor

Stephen C. Josephson – Adjunct Assistant Professor

Kevin T. Jones – Adjunct Associate Professor

David C. Knowlton – Assistant Professor (Lecturer)

Bojka Milicic – Assistant Professor (Lecturer)

Renee L. Pennington – Assistant Professor (Lecturer)

Ewa Wasilewska – Assistant Professor (Lecturer)

STAFF

Shawn Carlyle – Office Assistant

Jennifer Graves – Archaeological Center Executive Secretary

Ursula Hanly – Administrative Assistant

Sandra McCarthy – Undergraduate Advisor

GRADUATE PROGRAM AND REQUIREMENTS – Master’s and PhD

Forms

Graduate students are required to submit a number of forms, most of which can be found as pdf files on this the Graduate School website:

<http://www.utah.edu/gradschool/forms.html>. A few forms are unavailable on the grad school website; in such cases, the proper source for the form in question should be listed.

Supervisory Committee

A critical aspect of timely completion of your graduate degree is selecting a Supervisory Committee Chair and forming a committee as soon as possible. The Committee advises the student in planning a degree program and selecting and planning dissertation research. By the end of the first year of study, graduate students should select a Supervisory Committee. A Supervisory Committee consists of three faculty members for Master’s candidates and five faculty members for Doctoral candidates. It is the student’s responsibility to initiate a written request for a committee by completing a *Request for Supervisory Committee* form.

Choosing a Committee

All University of Utah faculty members (including regular, research, clinical, emeritus, visiting, and adjunct) are eligible to serve as supervisory committee members. However, the makeup of your committee must meet certain requirements.:

- The committee chair must be a regular faculty member in the Department.
- Regular faculty must comprise a majority of any Master’s or Doctoral supervisory committee.
- At least one member of a PhD student’s committee must be from outside of the Anthropology Department, and can be from another university. Students must provide the Department and the Graduate School with curriculum vitae for any committee members in this category.

Supervisory Committees are not set in stone, and a student can change their committee by filling out a *Request to Change Supervisory Committee Personnel* form available on the Graduate School website. Signatures from the Committee chair and the new member are needed. Don’t be afraid to change around some members of your committee, but be polite when informing a committee member you’ll no longer be requiring their supervisory services.

If a graduate student leaves the University without requesting a leave of absence from the

Department, the Supervisory Committee will be disbanded.

Committee Chair

Choosing a chair shouldn't be a paralyzing experience – ultimately, the chair is only one of three committee members. The chair serves as an administrative contact and as someone the student can go to for guidance.

Committee Meetings

You should keep close contact with your committee and schedule a committee meeting at least once a semester. It is your responsibility as a grad student to schedule committee meetings. This includes contacting all committee members in order to find a mutually acceptable date and time, and reminding them of the meeting as it approaches. The student should prepare an agenda for the committee itemizing all matters that the student wishes to discuss, and should have copies of the agenda for each committee member. The student is responsible for taking minutes during the meeting. After the meeting the student should type up the minutes, sign and date them, have the committee chair sign and date them, and then turn the minutes in to Ursula to keep in the student's file.

Required Proficiencies and Coursework

If the Supervisory Committee finds work completed before entering the program deficient, they may require that the student take additional coursework, the nature of which will be determined on a case-by-case basis. All graduate students should have basic proficiency in statistics. Courses used to fulfill this requirement do not count toward graduate credit and should preferably be fulfilled as part of the undergraduate program. Most graduate students (particularly those in Biological Anthropology, Evolutionary Ecology, and Archaeology) will be expected to gain additional statistical expertise, but these additional requirements will be individualized and determined by the student's supervisory committee.

There is a University-wide requirement that all M.A. candidates have standard proficiency in a foreign language (see the Graduate School website at http://www.utah.edu/gradschool/graduate_handbook/language.html for more information). There is no University-wide language requirement for the M.S. degree and there are no departmental language requirements for either degree, except at the discretion of a student's supervisory committee.

All students are required to take ANTH 6161 (Anthropological Theory I, 3 semester credit hours). Students must also complete all other course requirements for the specific departmental program (Archaeology, Biological, Cultural, Evolutionary Ecology) with which they are associated (see below).

Other courses are arranged with the student's Supervisory Committee in accordance with

the Graduate School requirements as indicated in the Graduate School Bulletin. Students are expected to adhere to high standards of ethics in their research, course work, and examinations, as outlined in the University Student Behavior Code.

Course Load

Graduate students are considered full time when registered for 9 credit hours, and are not permitted to register for more than 16 credit hours in any semester (this includes daytime and evening classes). Teaching Assistants or any others receiving tuition waivers are required to be registered for a minimum of 9 credit hours in courses listed at the 6000 level and above (but 5000 level is acceptable if there is not a 6000 level course available), and are not to exceed 12 credit hours per semester. If a funded student exceeds the 12 credit hour limit, that student is responsible for payment of the additional credit hours taken. Students registered for 5 to 8 credit hours per semester are considered part time. Students registered at 4 credit hours or below are considered less than part time – remember that this may be a factor when it comes to repaying student loans. PhD students who have finished all required course work, had their dissertation proposal approved, and taken their exams are considered full time when registered for Dissertation Hours (ANTH 7970) for 3 credit hours or more per semester.

Continuous Registration

Every student must register for a minimum of 3 credit hours every fall and spring semester until all requirements for the degree are completed. Students must also register during summer semester if examinations are taken. Students who do not enroll in regular courses, seminars, independent study, or dissertation research must register for Faculty Consultation (ANTH 6980 or ANTH 7980 for Master's and Doctoral candidates, respectively), which carries 3 credit hours. This typically occurs during the last semester, when the student's dissertation defense is held.

Doctoral students who have advanced to candidacy (successfully completed qualifying exams and their dissertation proposal approved) may enroll in Continuous Registration (ANTH 7990) for zero credit hours and a \$37.50 fee (subject to change). This course number is also used for Doctoral students working on their dissertation off campus. Students are allowed to take this course for up to 4 semesters and you **cannot** defend while registered under this course. Note that this option will likely require you to start repaying student loans.

Leave of Absence

A graduate student who does not intend to register for classes, consult with the Supervisory Committee, or use University facilities may submit a *Request for Leave of Absence* form to request a leave of absence. A leave of absence can only be granted once, for a maximum of two semesters. Upon recommendation of the Department, the Graduate School may grant leaves of absence. Typical situations for which leaves may be requested are prolonged illness or absence from the state for research or military service.

A graduate student who fails to register for a term (excluding summer terms) is immediately made ineligible to register for future terms. The student must reapply for admission to graduate studies at the University. A completed graduate admissions application and fee must be sent to the Admissions Office by the appropriate term deadline. The student should also contact the department regarding their readmission to the program.

GPA and Credit

GPA

Students must maintain a minimum GPA of 3.0 with no grade lower than a “B-” in courses taken for graduate credit.

Transfer Credit

Six credit hours of graduate credit may be transferred from the University of Utah or other institutions and may be applied toward the graduate degree requirements. Students must petition the course/s by completing a *Department Coursework Petition* form. You’ll have to go to the registrar to get this form – it’s not available online. You must have your Supervisory Committee Chair approve and sign the petition and then you must submit it to the Department Chair for approval. Credits transferred from another institution may be used for only one University of Utah degree. Credit may be applied toward fulfillment of graduate degree requirements if it: (1) is of high letter grade, A or B, (“credit only” grades are unacceptable); (2) is recommended by the student’s Supervisory Committee, (3) is taken within the prescribed time limit, and (4) is used toward only one University of Utah degree.

MASTER’S PROGRAM

The program for a Master of Arts or a Master of Science degree in Anthropology usually requires at least two years of work.

Hours Requirement

Candidates for M.A. and M.S. degrees must devote a minimum of 30 credit hours to graduate courses. Graduate students must register for courses listed as 6000 or above to obtain graduate credit. However, a course listed at the 5000 level is acceptable for graduate credit if that course does not have a listing at the 6000 level or above. A minimum of 24 credit hours must be in course work; with the balance in individual studies. The candidate is required to maintain a 3.0 or higher GPA in course work listed on the *Application for Admission to Candidacy* form for the Master’s Degree. No graded work below a B- is acceptable toward the degree.

Language Requirement

Candidates for the Master of Arts degree must be certified by the Department of Languages and Literature as having demonstrated “standard proficiency” in at least one foreign language. The student’s committee must approve the choice of language. There is no language requirement for the Master of Science Degree.

Application for Candidacy

Before a student can be advanced to candidacy the following items must be completed and approved: (1) Supervisory Committee form, (2) course work must be approved by the student’s Supervisory Committee and the Department Chair by filing an *Application for Admission to Candidacy* form and (3) *Comprehensive Exam for the MA and MS degree* form. The student should apply for candidacy no later than one semester before graduation and no earlier than two semesters before graduation. The Supervisory Committee, the Department Chair/Director of Graduate Studies and the Dean of the Graduate School must approve applications.

Program Requirements for the Master’s Degree

Note on Electives

Electives are selected by the student in consultation with his/her supervisory committee and may include courses from other departments. Individual curricula may vary depending on the student's interests and professional agenda. Students seeking an MA degree must also demonstrate standard proficiency in one foreign language as approved by the supervisory committee. Electives may (but are not required to) include ANTH 6950 (Individual Study) for 1-3 credit hours.

Archaeology

The following courses are required for all Archaeology Master’s students:

- ANTH 6161 - Anthropological Theory/3 credit hours
- ANTH 5461 - Behavioral Ecology/3 credit hours
- ANTH 6342 - History of Archaeology/3 credit hours
- ANTH 6361 - Behavioral Ecology and Archaeology/3 credit hours
- ANTH 6381 - Archaeological Practice/3 credit hours

Elective courses 5 to 9 courses (15-27 credit hours)

Total Credit Hours 30 to 42

Biological Anthropology

The following courses are required for all Biological Master's students:

ANTH 6162 - Anthropological Theory/3 credit hours
ANTH 5291 - Evolution of Human Health/3 credit hours
ANTH 5261 - Paleoanthropology/3 credit hours
ANTH 6411 - Human Evolutionary Genetics/3 credit hours

Elective courses 6 to 9 (15-27 credit hours)

Total Credit Hours 30 to 39

Cultural Anthropology

The following courses are required for all Cultural Master's students:

ANTH 6161 - Anthropological Theory I/3 credit hours
ANTH 6162 - Anthropological Theory II/3 credit hours
ANTH 6168 - Problems in Ethnology/1 credit hour
ANTH 6163 - Ethnographic Data Collection/3 credit hours
TOTAL: 10 hrs.

Elective courses in Anthropology: 3 (9 credit hours)
Additional elective courses: 4 to 9 (12-27 credit hours)
Total elective courses: 7 to 12 (21-36 credit hours)

Total Credit Hours 31 to 46

Evolutionary Ecology

The following courses are required for all EE Master's students:

ANTH 6161 - Anthropological Theory/3 credit hours
ANTH 5461 - Behavioral Ecology/3 credit hours
ANTH 5471 - Fundamental Methods in Evol. Ecol./3 credit hours
ANTH 6163 - Ethnographic Data Collection/3 credit hours
ANTH 6498 - Problems in Evolutionary Ecology/1 credit hour

Elective courses 6 to 9 (18 to 27 credit hours)

Total credit hours 31 to 40

Master's Qualifying Exam

All students are required to take a qualifying examination (2 four-hr sessions) by the end of their fourth FTE semester in this department. It is generally expected that all required courses be completed prior to the examination. The exam will be offered twice a year (late Spring semester and late Fall semester) and will consist of six to eight essay questions selected by the student's supervisory committee from the posted list established for the student's particular program (i.e., Cultural Anthropology, Archaeology, Evolutionary Ecology, Biological Anthropology). Students (within a given program) taking the exam at the same time will be given the same questions. Students are strongly encouraged to consult with their advisors and other committee members in preparing for the exams. The student's supervisory committee will evaluate the exam and meet with the student within 10 business days following the examination to discuss the results. Examinations will be assigned one of three grades: 1) high pass, 2) low pass, or 3) fail. Students earning a "high pass" grade will be awarded the MA/MS degree and be encouraged to proceed to the Ph. D. program. A "low pass" grade will satisfy the requirement for the MA/MS but the student will not be permitted to continue into the Ph. D. program. No degree will be awarded for a failing grade. However, for "low pass" and "failing" grades, the student can retake the exam at the next offering with the same outcome possibilities as above. No student in the department will be given more than two opportunities to pass the exam.

No paper/thesis is required for the MA/MS degree. However, students interested in certain career paths, e.g., an academic career, are encouraged to undertake a master's level project likely to result in a publishable paper.

PH.D. PROGRAM

Students admitted to the Ph.D. program will have (a) completed a Master's degree in anthropology or closely related field at another university, or (b) passed the Department's Master's level qualifying examination.

The University of Utah confers graduate degrees upon candidates who meet the requirements designated by the appropriate graduate committees, the Graduate Council, and the faculty of the University. The Ph.D. degree is not awarded simply for the fulfillment of residence or credit requirements. It represents high scholarly achievement demonstrated by independent research. Each Ph.D. student is responsible for fulfilling all Departmental and University requirements and regulations at the designated time.

Length of Study

Although students typically require more time, a minimum of three years of approved graduate study (beyond the Master's level) are required to complete the Ph.D. degree, one

year (2 consecutive full-time semesters) of which 18 hours must be spent in continuous residence at the University of Utah. The Department allows 6 years (exclusive of Master's work) for completion.

Language Proficiency

The Department of Anthropology no longer requires proficiency in a foreign language. Language proficiency is at the discretion of the student's Supervisory Committee. You may be required to have "Standard Proficiency" or "Advanced Proficiency" in language competence in one or more foreign languages. Computer languages may be acceptable at the supervisory committee's discretion, and can be used based upon satisfactory completion of advanced courses in mathematical and statistical modeling.

Required Coursework

In addition to proficiency in statistics and foreign language, and the required course ANTH 6161 described above, doctoral students are required to complete a minimum of 14 credit hours in ANTH 7970 (Dissertation Research). Students must register for courses listed as 6000 or above to obtain graduate credit. However, a course listed at the 5000 level is acceptable for graduate credit if that course does not have a listing at the 6000 level or above. The candidate is required to maintain a 3.0 or higher GPA in course work listed on the *Application for Admission to Candidacy* form for the Ph.D. Degree. No graded work below a B- is acceptable toward the degree.

Program of Study for the Ph.D.

Candidates for the Ph.D. degree ordinarily must complete no fewer than three full years (six semesters) of approved graduate work (i.e., courses numbered 6000 and above), exclusive of work for the master's degree. More time may be required. If a Supervisory Committee finds a graduate student's preliminary work deficient, the student may be required to register for and complete supplementary courses that do not carry graduate credit. Ph.D. candidates must file the *Program of Study* form, which lists course work and dissertation hours, with the Graduate Records Office no later than one semester before graduation and no earlier than one year before graduation.

Qualifying Examination

It is recommended that students take the Ph. D. Qualifying exam by the end of their third year in the Ph.D. program. The exam consists of the following two components:

I. A substantial written piece that demonstrates a breadth of understanding in the student's general area of anthropological research. To fulfill this requirement, *one* of four

options can be chosen by the student in consultation with, and approval by, the supervisory committee:

- a. A research paper from a different area/topic than the student's planned dissertation focus determined by the committee to be publishable in a major journal
- b. A review paper (such as in *Annual Review of Anthropology*) from a different area/topic than the student's planned dissertation research
- c. A take-home exam covering four areas of professional specialization (one of them geographical)—the questions will be chosen by the supervisory committee. A two-week period will be given to complete the exam
- d. Substantial written reviews on four areas of professional specialization (one of them geographical) with relevant literature cited. These might take the form of detailed outlines for potential courses

An oral follow-up with the supervisory committee is required, tens days after submission of the above options. Based on the written work and the oral, the student may be discouraged from further participation in the program, or advised to begin dissertation research and the preparation of a research proposal (step II).

II. A formal *dissertation research proposal* prepared in consultation with the supervisory committee, to include a conference with the committee to receive final approval. It is recommended that the proposal be completed within six months of finishing step I, above.

Application for Admission to Candidacy

Before a student can be advanced to candidacy the following items must be completed, approved, and turned in to Ursula: (1) Supervisory Committee form, (2) Pass the qualifying written and oral exams, (3) dissertation proposal approved by supervisory committee, (4) course work must be approved by the student's Supervisory Committee and the Department Chair by filing a *Program of Study* form. The student should apply for candidacy no later than one semester before graduation and no earlier than two semesters before graduation.

Dissertation

Each candidate for the Ph.D. must present a dissertation (representing a minimum of 14 credit hours of ANTH 7970), embodying the result of independent research and constituting a contribution to knowledge and/or methodology in the student's field. Selection of the topic and preparation of the proposal are undertaken in consultation with the student's Supervisory Committee. Upon supervisory committee approval of the student's formal written proposal, one copy of the proposal must be submitted to the Department Secretary.

Final Oral Examination

A final oral examination (usually known as the “dissertation defense”) is open to the academic and professional community, and must be passed at least four weeks before graduation in a specific semester. The title, time, and date must be posted at least ten days in advance. The candidate must be enrolled for a minimum of three credit hours at the University of Utah during the semester of the oral defense. Most students register for three credit hours of Faculty Consultation (ANTH 7980) during the semester of their oral defense.

PAPERWORK CHECKLIST & GRADUATE SCHOOL TIMELINE

All paperwork is available from the office staff. However, most University forms can be downloaded from <http://www.utah.edu/gradschool/forms.html> in pdf format. You are responsible for obtaining all signatures and meeting relevant deadlines. The department will send the paperwork to the graduate school after you have gotten all of the appropriate signatures.

MASTER’S

Form	Due By
Request for Supervisory Committee Form	must be in place before any other paperwork is completed
Application for Admission to Candidacy for the Master’s Degree Form	Lists all of your coursework – due by at least one semester before completion of degree

Ph.D.

Form	Due By
Request for Supervisory Committee Form	must be in place before any other paperwork is completed
Program of Study for the Ph.D. Degree Form	Lists all of your coursework – due by at least one semester before defense

APPENDIX

Some Unofficial and Unedited Advice from Fellow Graduate Students

“Advice for Grad Students” documents

Read the "Cynical advice for graduate students" link (and other documents) on Alan's website (<http://www.anthro.utah.edu/~rogers/>). It is fairly accurate for this program, but that is not necessarily a bad thing. We have a lot of freedom here to do what research WE want to do instead of picking up something from a professor. We're encouraged to write our own grants, etc. The faculty can give great advice about specific topics, but in general, this is the do-it-yourself PhD program, with the faculty as a resource, not as taskmasters.

Working outside the department

A note about working outside of the department: Because funding is extraordinarily limited within the department, both with respect to the financial amount and the number of TA-ships, most students have jobs outside of the department. But, working in other departments builds collaborative opportunities with other faculty and staff. It can give you real-world experience doing what you want to do, e.g., working for the BLM if you're an archaeologist, working in a modern DNA lab if you're a biological anthropologist, or teaching at the community college. It's a bitch that we pretty much have to go work elsewhere, but by forcing us to do it, it can inadvertently help us build skills and networks.

Choosing committee members

Choose your committee members, but especially your chair, wisely. Talk to the students who have that individual as their chair or those members as committee members so you can get an idea of how they like to run the committee – but always take what your fellow students say with a grain of salt. Things change, and it's possible to rearrange your committee or change your chair if you want to, but it's kind of a pain in the ass. And you run the risk of bruising the faculty members' egos if you do.

Social life

Socializing with other grad students in the department can create an outlet both for troubleshooting your graduate experience and for letting out steam with people who have been there. They may have insights into solutions for any obstacles you run into, just from having been around the department.

Scheduling committee meetings

Committee meetings should be scheduled frequently – the more often you meet with your committee, the more on-track you'll stay. You're responsible for approaching your chair to propose a meeting, for tracking down all your members, and for finding a date and time that is good for everyone. A hint about scheduling: If you're having trouble scheduling a meeting, Thursday afternoons are often good since no faculty member teaches a class at that time (it's kept clear for faculty meetings).

Obtaining Residency

Note that if a student comes here as a non-resident you will NOT qualify as a resident until after 3 years – unless you pay for 60 out-of-state credit hours in less time (although graduate credit hours count as 1.5 units so grad students need 40 units to be eligible for residency). The upshot of this requirement is that Master's students will never qualify as residents! This information as it is NOT explicitly stated on U of U website. The SLCC site is much more clear: <http://www.slcc.edu/pages/138.asp> You also may find the state of Utah site useful: <http://www.utah.gov/>

Get a second opinion

If there is something that you're wondering about (requirements, etc.), don't rely on any one source for the answer to that question. Make sure you get the answer corroborated – errors have been made by students assuming that the advice their advisor, for example, gave them was correct.