

Department of Anthropology
Michigan State University, College of Social Science
Application Cover Sheet and Instructions
2007-2008

Name: _____
 Current Address: _____
 City/State/Postal Code: _____
 Country: _____
 Phone: _____
 Fax: _____
 E-mail: _____

Date: _____
 Permanent Address: _____
 City/State/Postal Code: _____
 Country: _____
 Phone: _____
 Fax: _____
 E-mail: _____

Have you previously attended MSU? Y or N If "Y", please enter your PID: _____
 Have you taken any MSU Lifelong Education courses in Anthropology? Y or N

Proposed Degree: The MSU Department of Anthropology focuses primarily on doctoral students. All graduate students are admitted to the combined M.A./Ph.D. track, then are moved to the Ph.D. program after successful evaluation in year #2. A few students do end their studies with the MA degree; but most obtain their MA as part of their doctoral program.

_____ I have a BA or BS degree; I'm planning to get the MA degree only
 _____ I have a BA or BS degree; I'm hoping to earn the MA degree and then the PhD
 _____ I already have an Anthropology M.A. degree; I'm hoping to study for the Ph.D.

Subfield of study: _____ archaeology _____ sociocultural / linguistic
 _____ physical/ forensic _____ medical anthropology

Geographic Concentration _____

(ie. Japan, South Africa, Mexico)

Educational Background:

Institution			
Degree			
Date Received			
Major			
GPA			

Your application is not complete until MSU and the Department receives the following:

FILL OUT THESE ONLINE FORMS:

_____ MSU Application and Application Fee (apply on line and pay on line)
 _____ "Personal Statement/Statement of purpose " is part of this application (see over for instructions)

ARRANGE TO HAVE SENT DIRECTLY TO THE DEPARTMENT

_____ Three Letters of Recommendation; download the form from the Graduate School website
<http://www.msu.edu/user/gradschl/prospect/gradapprec.pdf>
 _____ Transcripts from all institutions of higher learning
 _____ GRE Scores (**Required; taken within 5 years**)
 _____ TOEFL Scores (Foreign applicants only)

THE APPLICANT SENDS THESE DOCUMENTS TO THE DEPARTMENT

_____ This cover sheet
 _____ "Future Plans and Goals" (see over for instructions)
 _____ Curriculum Vitae (see over for instructions)
 _____ Writing Samples (totaling about 10 double-spaced pages)
 (such as graduate or undergraduate research papers)

Please send this entire packet to:

Department of Anthropology
 Michigan State University
 Attn: Graduate Secretary
 350 Baker Hall
 East Lansing, Michigan 48824-1118

Additional instructions for applicants:

Filling out the “Personal statement/statement of purpose.”

This essay is part of the online application for Graduate Admissions at MSU. The Graduate School will forward this information to the Department of Anthropology. The personal statement focuses on your ability and preparation to do graduate level scholarly work, as well as personal and professional experiences that may have led to your interest in anthropology. Therefore, in this essay you should emphasize your **academic and personal preparation for graduate study**, including undergraduate coursework and professional experiences, awards, and undergraduate research experience. Other relevant information might include volunteer experiences, experiences in living or working abroad,, competency in a foreign language.

Writing about your “Future Plans and Goals” for graduate study

IN ADDITION to the above essay, the Department requires a separate essay (1-2 pp, double-spaced) discussing your *future plans and career goals*. Here are some sample ideas to consider: Why you are interested in graduate study in anthropology? Why did you select MSU’s Department of Anthropology for graduate study? What makes you think that MSU would be a good fit for your graduate education? What topics and geographic areas are you particularly interested in? Do you have any ideas what faculty members you might want to work with? What do you anticipate doing after graduate school? How do you anticipate your graduate studies in anthropology at MSU to prepare you for your career?

Preparing a Curriculum Vitae (CV)

A curriculum vitae is commonly used in academic institutions instead of a resume. A resume is usually only one page long; a CV can be many pages. There are many different ways of organizing a CV; in general, however, academic CVs commonly include the following sections:

1. a **HEADING**: name, address, phone, email. You should NOT include your birth date, marital status, or social security number.
2. “**Educational Background**”: list your post-secondary school career (Community College, Colleges, and University), the dates of attendance, the degree awarded, your major field of study, and possibly the title of your senior thesis, if you wrote one.
3. “**Research Interests**”. This section is usually short, 1-3 lines of text, not necessarily in complete sentences. This doesn’t mean you can’t change your mind; it just gives people a quick idea of your possible scholarly interests. For example: “medical anthropology, AIDs policy, human rights, South America” or “skeletal biology, musculo-skeletal stress markers, growth and development” or “archaeology, Midwest USA, PaleoIndian, lithic analysis ”.
4. “**Experience**”: list any relevant paid or unpaid experience (internship, volunteer work, job) (that is, relevant for becoming a graduate student). For example, you might want to include travel/living or study abroad experience, archaeological fieldwork experience, volunteer work in a physical anthropology lab, presenting a workshop, or doing library research for your work-study job. Be sure to note if you had any kind of a leadership position and what you did.
5. **Optional sections**, as appropriate (mostly for advanced students). Consider these kinds of headings and information:
 - a. Positions Held (formal teaching, research or lab assistantships/jobs)
 - b. Publications and Papers Presented (formal articles, or even in-house reports; brown-bag presentations, or papers given at a conference.. Provide complete citation, including date, title, and journal / conference title)
Papers written for a course don’t count
 - c. Special Skills (computer programs, web design, GIS, statistics, graphic arts)
 - d. Extracurricular activities that might not fit anywhere, but seem relevant.
 - e. Awards received, especially academic awards and fellowships, grants, scholarships. Honorary academic society memberships or work-related memberships. Memberships in professional societies such as the American Anthropological Association.