

TABLE OF CONTENTS

1. Program Overview	
1.1. Introduction	7
1.2. The Anthropology Department at MSU	7
1.3. Department Mission Statement and Goals	8
1.4. A Very Brief Overview of the Graduate Program in Anthropology	9
1.5. Recent Changes in the 08-09 Handbook	10
1.6. These changes are new with the 09-10 Handbook	10
1.7. A note regarding this Handbook.....	10
2. Admission to the Graduate Program	
2.1. Overview	11
2.2. Undergraduate Preparation.....	11
2.3. How to Apply to the Department	11
2.3.1. Application Form and Transcripts	
2.3.2. Additional Documents Needed	
2.3.3. Application Deadline.	
2.3.4. Admissions Criteria	
2.3.5. Credit for Prior Work at MSU	
2.4. Financial Aid for Entering Graduate Students.....	13
2.5. Admission to Interdepartmental Graduate Specializations.....	13
2.5.1. African Studies.	
2.5.2. Ecology, Evolutionary Biology and Behavior	
2.5.3. Environmental Science and Policy Program	
2.5.4. Forensic Sciences	
2.5.5. Gender, Justice, and Environmental Change	
2.5.6. Latin American and Caribbean Studies	
2.5.7. Infant Studies	
2.5.8. International Development and Sustainability	
2.5.9. Women in International Development	
3. Who's Who and What They Do	
3.1. Individuals.....	14
3.1.1. The First Year Advisor	
3.1.2. The Guidance Committee Chair	
3.1.3. The Graduate Program Secretary	
3.1.4. The Department Administrative Assistant	
3.1.5. The Department Chair	
3.1.6. The Department Assistant to the Chair and Graduate Program Director	
3.1.7. The Department Ethics Advisor (IRB representative)	
3.1.8. The Department Ombudsman (Associate Chair)	
3.1.9. The Graduate Student	
3.2. Committees Relevant to the Graduate Program	16
3.2.1. The Graduate Student's Guidance Committee	
3.2.2. The Graduate Curriculum and Programs Committee	
3.2.3. GSA (Graduate Students in Anthropology)	
3.2.4. GEU (Graduate Employees Union)	

4. The First Year of Graduate Study in Anthropology	
4.1. Overview of the Student's First Year.....	19
4.2. Coursework	19
4.2.1. Required Courses	
4.2.2. Other Courses	
4.2.3. Transfer Credits	
4.2.4. Ungraded Classes	
4.2.5. Independent Study Classes	
4.3. Annual Reviews	20
4.3.1. Procedure	
4.3.2. Documents Needed	
4.3.3. Evaluation	
4.3.4. Evaluation Follow-up	
5. The Second Year of Graduate Study	
5.1. Overview of the Second Year	22
5.2. The Guidance Committee	22
5.2.1. Who Serves on the Guidance Committee	
5.2.2. Forming the Guidance Committee	
5.2.3. Meeting with the Guidance Committee	
5.2.4. Changing the Guidance Committee	
5.3. Second Year Program Evaluation	23
5.3.1. Documents Needed	
5.3.2. Program Review.....	24
5.3.3. Evaluation Follow-up	
6. Research with Human Subjects	
6.1. General Information	25
6.1.1. What is HRPP, IRB, IRB	
6.1.2. Who Serves on IRB	
6.1.3. How the Review Process Works	
6.2. What Students Must Do	25
6.2.1. Complete Three Required Training Sessions	
6.2.2. Get Research Approval	
6.2.3. Department Resources	
6.2.4. Enforcement	
7. The Master of Arts Degree	
7.1. General Information for all Master's Degree Students	27
7.1.1. Academics	
7.1.2. Degree Time Limits	
7.2. The Plan A Master's Degree	27
7.2.1. Who is in the Plan A Degree Program	
7.2.2. Degree Components	
7.2.3. Forming a Committee	
7.2.4. File the Report of the Guidance Committee	
7.2.5. The M.A. Proposal	
7.2.6. The Master's Thesis	
7.2.7. The Master's Thesis Defense	
7.2.8. Time Limits	
7.2.9. Finishing Up	
7.3. The Plan B Master's Degree	29
7.3.1. Who is Eligible	
7.3.2. Degree Components	
7.3.3. Final Evaluation	

8. The Third Year of Graduate Study in the Ph.D. Program	
8.1. Overview of the Third Year in the Ph.D. Program.....	30
8.2. Completing Course Requirements.....	30
8.2.1. Course Selection	
8.2.2. Form a Guidance Committee	
8.2.3. Fill Out a Report of the Guidance Committee	
8.2.4. College Grade Requirements.....	32
8.2.5. Enrollment Credits	
8.2.6. Full Time Status for Doctoral Students	
8.2.7. Time Limits	
8.3. The Comprehensive Examination	33
8.3.1. The Written Examination.....	33
8.3.1.1. Preparing for the Examination: The Annotated Bibliography	
8.3.1.2. Scheduling and Sitting for the Comprehensive Exam	
8.3.1.3. Submit the Bibliography	
8.3.1.4. Taking the Written Exam	
8.3.1.5. How is the Exam Graded	
8.3.1.6. The Oral Component of the Exam	
8.3.1.7. Retaking the Exam	
8.3.2. The Dissertation Proposal and Defense.....	36
8.3.2.1. Description of the Proposal	
8.3.2.2. When to Write the Proposal	
8.3.2.3. Who must Approve the Dissertation Proposal	
8.3.2.4. Presenting the Proposal (the Proposal Defense	
8.3.2.5. Time Limits for the Written Exam and Proposal	
8.4. Becoming a Doctoral Candidate.....	37
9. Dissertation Research and Writing	
9.1. Funding Dissertation Research.....	38
9.1.1. What Funding is Needed	
9.1.2. How to Find Funding	
9.1.3. Writing and Submitting Grants	
9.2. Dissertation Fieldwork	39
9.2.1. Permits and Approvals	
9.2.2. Student Responsibilities	
9.2.3. University travel guidelines	
9.3. Analysis and Writing.....	39
9.3.1. Resources	
9.3.2. Working with your Committee.....	40
9.3.3. ANP 999 credits (Dissertation Research Credits	
9.3.4. Dissertation Time Limits	
9.4. The Dissertation Defense	41
9.4.1. What is a Defendable Draft	
9.4.2. Arranging for the Defense	
9.4.3. Obtaining an Outside Reader	
9.4.4. What Happens at the Defense	
9.4.5. Revisions to the dissertation	
9.5. Finishing Up.....	43
9.5.1. Enrollment Requirements	
9.5.2. Due Dates	
9.5.3. Format Requirements	43
9.5.4. Plan to make at least three copies of the dissertation.	

10. Academic Policies	
10.1. Academic Performance	45
10.1.1. Grades	
10.1.2. Scholarly Integrity	
10.1.3. Review of Graduate Student Progress	
10.2. The Graduate Student's "File"	47
10.3. Degree Time Limits	47
10.4. Termination Guidelines.....	47
10.4.1. Departmental Degree Requirements	
10.4.2. Graduate School and University Requirements	
10.4.3. Faculty, Department, and/or Guidance Committee Requirements	
10.4.4. Dismissal based on non-academic criteria	
10.5. Resolving Problems	49
11. Graduate Assistantships	
11.1. Applying for an Assistantship	52
11.2. Evaluation Criteria	53
11.2.1. Evaluation Procedure	53
11.2.2. Primary Criteria for Evaluation and Ranking	
11.2.3. Secondary Criteria	
11.2.4. General criteria	
11.2.5. Evaluation of Post-Fieldwork Students	
11.2.6. Overall Allotment of Awards	
11.3. What Do Graduate Assistants Do.....	54
11.3.1. Responsibilities	
11.3.2. Time Commitment	
11.3.3. Maintaining your Student Status	
11.4. Resources for Graduate Assistants	54
11.4.1. Through the University	
11.4.2. Through the Department	
11.5. Resources for the Graduate Teaching Assistant	
11.6. Summer Fellowships for Research and Training	
11.7. Externally funded fellowships now qualify students for in-state tuition.....	55
12. Your Graduate Student Career	
12.1. Professional Development	56
12.1.1. Join the "Community of Scholars"	
12.1.2. Presenting Your Research	
12.1.3. Resources for Professional Development.....	57
12.2. The Graduate Student's Role in Academic Governance.....	58
12.2.1. Graduate Students in Anthropology (GSA)	
12.2.2. Council of Graduate Students (COGS)	
13. Resources for Graduate Students	
13.1. Departmental Facilities	59
13.1.1. The Department Main Office (354 Baker Hall)	
13.1.2. Lowry Memorial Library (Baker Hall)	
13.1.3. The Consortium for Archaeological Research (McDonel Hall)	
13.1.4. The Forensic Anthropology Laboratory (Fee Hall)	
13.1.5. Anthropology Computer Laboratories (Baker Hall)	
13.2. College and University Facilities	59
13.2.1. E-mail Accounts	
13.2.2. The Main Library	
13.2.3. Computer Assistance	
13.2.4. Statistical Assistance.....	60
13.2.5. The Writing Center	
13.2.6. Office for International Students and Scholars	
13.2.7. MSU's Area Studies Centers and Institutes	

13.2.8. The MSU Museum	
13.2.9. The Center for Remote Sensing and GIS	
13.3. Helpful MSU Publications for Anthropology Graduate Students	
13.3.1. General Newspapers and Newsletters	
13.3.2. General Resource Books and Handbooks.....	61
13.3.3. Publications from The Graduate School	
13.3.4. Other Useful Publications	

14. Frequently Asked Questions

14.1. General Topic: 899 and 999 credits.....	62
14.2. General Topic: Who can be on my Guidance Committee?	64
14.3. General Topic: Full Time Status and Continued Enrollment	65
14.4. General Topic: Being a “Resident”	66
14.5. General Topic: Other topics that need clarification.....	66

15. Graduate Program Summary

15.1. Summary of the Program Requirements in Anthropology	68
15.2. Summary Timeline of Student Progress.....	69

APPENDIXES

**LIST OF APPENDIXES
2009-2010**

1. Department of Anthropology Faculty
2. List of Graduate Courses 2009-2010
3. What Should Be In My File? checklist
4. Financial Aid Application Form
5. First Year Plan of Study
6. Members of the Guidance Committee
7. MASTER’S LEVEL- PLAN A MA THESIS PROPOSAL APPROVAL
8. MASTER’S LEVEL- Plan A MA Report On Plan A MA Master’s Program
9. MASTER’S LEVEL- PLAN B Report on Plan B MA Level Achievements
10. Report of the Guidance Committee Student Worksheet
11. Report of the Guidance Committee Form (Grad Secretary prepares)
12. Change in Plan of Study and Committee Membership
13. IRB form (Research Involving Human Subjects) (on-line)
14. Examples of Possible Comprehensive Examination Topics
15. Procedures for Grading Departmental Comprehensive Exams
16. Request to Schedule Comprehensive Exams
17. Record of Comprehensive Exams
18. Request to Schedule Dissertation Proposal Defense
19. Approval of the Dissertation Proposal Defense (Grad Secretary prepares)
20. Teaching Assistant Evaluation Form and Research Assistant Evaluation Form
21. Instructor's Student Evaluation Form
22. Code of Ethics of the American Anthropological Association
23. Guidelines for Graduate Student Advising and Mentoring Relationships
24. Guidelines for Integrity in Research and Creative Activities
25. Possible Funding Sources For Anthropologists