2017-18

Michigan State University Department of Anthropology

Graduate Manual

Table of Contents

I.   PROGRAM OVERVIEW

Anthropologists study humans in relation to themselves, their past, their environment, and their biological heritage. As a discipline, Anthropology spans the social and natural sciences and the humanities, and is equipped with various tools and approaches to study human problems. We are unique among social sciences in our commitment to a holistic perspective and in our reliance on fieldwork as a primary means of gathering information. Our knowledge and skills contribute critical perspectives on contemporary transformations within academia and in society at large.

Graduate education in Anthropology at MSU is directed toward development of high achievement in scholarship among a new generation of anthropologists, including a commitment to research, public engagement, and the ethical practice of anthropology. The various stages of graduate studies, including courses, comprehensive exams, proposals and dissertation research and writing, are all necessary steps in the development of a professional anthropologist. There are also opportunities to participate in a scholarly community through department brown bags, visiting lectures, faculty searches and interdisciplinary programs.

As a discipline, Anthropology highlights the value of diverse knowledge, viewpoints and perspectives, and the process of investigating and integrating knowledge from diverse sources in the production and implementation of new ideas, methods, and policy. The Department of Anthropology at MSU takes pride in the diversity of our own community of scholars, including our graduate students and faculty, and is committed to maintaining and supporting this diversity both in our Department and in the profession. The Department also emphasizes the importance of collaborative work with the people and communities whom we study, and the need to share our research with a variety of audiences.

As part of a land grant institution, the Department of Anthropology at Michigan State University is theoretically engaged and practice-oriented in its approaches to research and teaching. These approaches are grounded in participatory fieldwork and a comparative perspective. The faculty and graduate students together form a community of engaged, committed scholars who are dedicated to making a difference in people's lives. MSU's Department of Anthropology includes faculty from the four traditional subfields of the discipline: sociocultural anthropology, linguistic anthropology, biological anthropology, and archaeology. These faculty form the basis of the Department's nationally recognized programs in Sociocultural and Linguistic Anthropology; Medical Anthropology; Forensic Anthropology; and Archaeology.

This handbook provides an overview of the graduate program in Anthropology. For a comprehensive discussion of the department, programs, and faculty, please see the department website at: http://anthropology.msu.edu/

Many policies and rules described here derive from University, College, and Graduate School guidelines. For more information and recent updates please consult the following websites:

University and Graduate School Regulations:
http://www.reg.msu.edu/AcademicPrograms/
Graduate Students Rights and Responsibilities:
 http://grad.msu.edu/gsrr/
MSU/Graduate Employees Union Contract (GEU) for graduate student employees:
https://hr.msu.edu/contracts/documents/GEU2015-2019.pdf
Guidelines for Graduate Student Advising and Mentoring Relationships:
https://grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf
Guidelines for Integrity in Research and Creative Activities:
https://grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf
Research Assistant (RA) Adoption and Parental Leave Policy
The university policy addressing adoption and parental leave for RAs can be found at:
https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=111#s351

II. PROGRAM COMPONENTS/PLAN OPTIONS

Summary of Program Requirements

The graduate program in Anthropology is directed to prepare students with the knowledge and skills they need to become independent researchers and scholars, regardless of their ultimate careers or work settings. All graduate degrees in Anthropology therefore share the same basic structure, including coursework, research design, independent research that integrates data and anthropological theory, and the communication and presentation of research results.

All incoming students are encouraged to apply to the Ph.D. program, and in most cases, will be admitted directly as Ph.D. students. Students have eight years to complete the Ph.D. program beginning with the first Anthropology course that counts toward their program. For those entering under the PhD code, this is typically the first Anthropology course taken. If entering under the MA code, the first class beyond the 30 credits used for the MA counts. Often, but not always, this will be 999 dissertation credits. There are currently two options for MA degrees as well that must be completed within five years. For specifics on Master's degrees including requirements see pages 5 and 8. Students are required to complete all of their Responsible Conduct of Research (RCR) requirements annually (http://grad.msu.edu/rcr/). Students whose research involves human subjects must also obtain Institutional Review Board (IRB) approval prior to conducting research. For a fuller discussion of these requirements see Section VIII.

Coursework

The first part of the graduate program focuses on coursework. Students take classes related to the range of contemporary perspectives in anthropological theory, a background in qualitative and quantitative research methods, and knowledge that is specific to a student's subdiscipline and research area (for requirements, see Section III). Graduate level courses are designed to cultivate the skills and capabilities necessary to become practicing anthropologists as well as prepare students for the next stage in their degree program (Appendix 17).

The faculty has designed a rubric (see following page) that outlines the skills and capabilities that students are expected to develop through their degree program. The rubric demonstrates what constitutes performance at each of three levels: emerging, developing, and proficient. It is expected that students will be proficient by the end of their coursework and comprehensive exams. This rubric is used in graduate student evaluations (see Section VII) and may be used by committees and/or individual course instructors in assessing student progress.

MSU Anthropology Department Graduate Student Rubric

Objective	Emerging	Developing	Proficient
Ability to work critically and creatively with theory to address anthropological questions	Identifies author's argument; identifies theoretical framework or perspective used. Recognizes the relationship between critical theory and anthropological issues.	Works critically and comparatively across arguments and frameworks, recognizes key terms and definitions, and recognizes nuance and distinction within theoretical works.	Synthesizes work within and across critical frameworks and/or bodies of anthropological literature to generate innovative questions and approaches.
Writing Mechanics	Correct/appropriate grammar and articulates ideas/information clearly.	Organizes arguments effectively.	Supports/illustrates arguments with data/examples.
Writing Style	Identifies differences in authorial styles and matches them to appropriate contexts.	Able to locate and use textual evidence appropriate for the context, apply effective critique.	Able to write effectively across different contexts (grant, article, review) and for multiple audiences.
Research design	Able to apply a range of methods; Recognizes competing claims to ethics, including the historical legacies of research within the discipline; developing knowledge of field site; able to apply methods of data analysis.	Works between existing literature and knowledge of field research context to formulate anthropological questions.	Articulates a researchable question; utilizes methods of data collection and analysis appropriate for theoretical framework, fieldwork context, and ethical obligations.
Professional Self-Presentation	Expresses ideas and raises questions in class; interacts respectfully with peers and faculty.	Actively facilitates learning by self and others by engaging in class discussions; expresses ideas and questions clearly; listens and Responds to others in a respectful manner.	Delivers clear and well-organized oral presentations or lectures; effectively responds to questions from audience, able to manage and lead discussion.

After completion of coursework, students in the Ph.D. program prepare for research by fulfilling several requirements that represent intellectual steps in the process of preparing for, designing, implementing, and disseminating independent research. These requirements are the comprehensive exams, dissertation proposal, dissertation research and completion.

Funding:
In the past several years, students have generally been admitted into the PhD program with a promise of 4 or 5 years of funding, depending on the funding source. Up to year 5, if the student is on track with all program requirements as shown in the timeline (p. 7), that student is "in good standing" in the program. Funding beyond this point is not guaranteed, but may be available, dependent on student progress and availability of funds.

Comprehensive Exams:
Comprehensive Exams in Anthropology include four parts: 1. bibliographies, 2. Written exams, 3. Oral exam, 4) dissertation research proposal. The purpose of the Comprehensive Examination is to test the student's ability to relate selected topics to broader issues in anthropology and to enable students to demonstrate substantive, methodological and technical competence relevant to their future research and career. To successfully pass, the student must:
- Prepare annotated bibliographies of professional literature relevant to the student's topic and geographic area of interest
- Demonstrate mastery of this body of literature in a comprehensive written exam that achieves professional standards of thinking, reasoning, and writing,
- Defend the comprehensive exams orally to the Guidance Committee
- Design a feasible research project including statement of a research problem, review of appropriate theoretical and methodological literature, and discussion of the contribution of the proposed research to the discipline. This takes the form of a dissertation research proposal that may be used or modified to apply for extramural funding.
- Formally present the proposal in a forum that is open to the public and includes the Guidance committee.

Dissertation Research and Completion
After the student has passed their Comprehensive Examination, including both the written exam and the proposal and proposal defense, they are now a doctoral candidate. At this point the student undertakes research leading to the doctoral dissertation. The doctoral dissertation is based on original research conducted by the student. The Department expects fieldwork based dissertations. Alternative kinds of dissertations may be possible, but must be justified and approved by the student's Guidance Committee in writing.
- Performing independent fieldwork, including data collection, organization, and analysis
- Writing up the results of research in the format of a dissertation that represents an original theoretical or methodological contribution to the field of Anthropology
- Formally presenting the dissertation to an audience including the Guidance Committee, faculty members, graduate students and interested members of the public.

Master's Degrees
Students may choose or will be directed by either the department or their committees to complete a Master's degree. There are two options for MA degrees within the department: 1) Plan A Master's Degree with a thesis or 2) Plan B Master's Degree with a final evaluation. Many Ph.D. students complete the Plan B Master's degree since it is a useful credential. Students with MA degrees are paid higher amounts as teaching and research assistants and are often eligible for summer employment opportunities.

Plan A Master's Degree
A minimum of 30 credits of graduate coursework conforming to the requirements listed in Section III. Students will write an approved thesis proposal, and write and defend a master's thesis. The student must receive Institutional Review Board (IRB) training and approval before beginning research if the thesis research will include human subjects.

Plan B Master's Degree
A minimum of 30 credits of graduate coursework conforming to the requirements listed in Section III. Students will undergo a final evaluation with a Guidance Committee of at least three faculty members, at least two of whom should be from the Department of Anthropology. The process for final evaluation is determined by the Guidance committee and students should consult with faculty regarding possibilities.

Dual doctoral degrees
All dual major doctoral degrees must be approved by the Dean of the Graduate School. A request for the dual major degree must be submitted via GradPlan within one semester following its development and within the first two years of the student's enrollment at Michigan State University. See Academic Programs (https://www.reg.msu.edu/academicprograms/Text.aspx?Section=111#s407) for details.

Interdepartmental Graduate Specializations
Students who are accepted in the graduate program in Anthropology may also apply for admission to one of several affiliated interdepartmental graduate specialization programs. Students may participate in these programs even if they do not complete the specialization. Students in these graduate specializations can also elect Anthropology as their cognate field. These interdepartmental specializations are listed below:

African Studies	http://africa.isp.msu.edu/
Asian Studies	http://asia.isp.msu.edu/
Ecology, Evolutionary Biology & Behavior	https://www.msu.edu/~eebb/graduate.html
Environmental Science and Policy Program	http://www.espp.msu.edu/index.php
*Forensic Sciences	http://www.forensic.msu.edu/
Gender, Justice, and Environmental Change	http://gencen.isp.msu.edu/graduate-students/gjec-gender-justice-environmental-change-program/
Global Urban Studies	http://gusp.msu.edu/?t=about.php
Latin American and Caribbean Studies	http://latinamerica.isp.msu.edu/
International Development and Sustainability	http://www.casid.msu.edu/
Center for Gender in Global Context	http://gencen.isp.msu.edu/

This interdisciplinary program offers a Master's of Science (MS) degree and **can include a specialization in Forensic Anthropology. For more information, please consult with departmental faculty.*

Summary Timeline of Student Progress

First year students
1. Coursework selected in consultation with first year advisor (First Year Plan of Study-Appendix 1 in Grad Manual)
2. Responsible Conduct for Research (RCR) training and Human Research Protection Program (IRB) training
3. Select and meet with faculty members who would be appropriate for their Guidance Committee Chair/Members
4. Initial guidance committee meeting (must be held within 12 months after entering the program)
5. Obtain IRB approval during the first year if students are planning to do research during the summer. Students must have IRB approval before they begin their research.

Second year students
1. Continue required coursework as well as coursework recommended by the Guidance Committee
2. By the end of 3rd semester, all students must have a fully formed Guidance Committee in GradPlan.
3. Guidance Committee members and Courses for Degree entered into GradPlan no later than the end of 4th semester.
4. Obtain or renew IRB approval (if required)
5. RCR training and verification
6. Annual meeting of the guidance committee.

Third/Fourth year students
1. Enrollment in Courses as required by the Guidance committee
2. Complete comprehensive exam bibliographies in consultation with the Guidance Committee
3. Obtain IRB approval for dissertation research (if required).
4. Complete the written exams and oral defense of comprehensive exams
5. Complete dissertation proposal and proposal defense
6. Apply for external funding for dissertation research
7. RCR training and verification
8. Annual meeting of the guidance committee

Subsequent years
1. Enroll in ANP 999 credits for dissertation research (minimum of 24 required, maximum of 36)
2. Renew and amend IRB approval as necessary
3. Dissertation research and/or writing
4. RCR training and verification
5. Annual meeting or conference call with guidance committee

Final Semester
1. Must be enrolled in at least one credit of ANP 999
2. Oral Dissertation Defense
3. Final Submission of the dissertation to the University with required revisions completed
4. RCR training and verification
5. Process Final Degree Certification in GradPlan/Grad Audit

III.   DEGREE REQUIREMENTS

Requirements for a Doctorate in Philosophy in Anthropology

Coursework Requirements:
Students are required to take 30 credits of coursework. Of these credits, at least 21 credits must be in ANP courses and 16 credits need to be at the 800 level or higher. The following courses are required, and count toward the total 30 credits:
- ANP 830 Cultural and Linguistic Theory
- ANP 840 Biocultural Evolution*
- One methods course (ANP 429, 464, 829, 842, 846, 850, 859)
- Subdiscipline Requirements, which are:
  1. Medical Anthropology: ANP 834, 835
  2. Archaeology: ANP 850 and 854
  3. Physical (Forensic): ANP 842 and ANTR 551
  4. Sociocultural and Linguistic: no specific requirements

For the remaining credits, students need to enroll in courses related to their proposed geographic and/or topical/theoretical concentration. These courses may be in Anthropology or related disciplines. Subdiscipline requirements listed above may be counted toward the topical/theoretical concentration (See Appendix 3).

In addition, students must take coursework as required upon admission and/or by the student's first year advisor or guidance committee. Enrollment and registration information can be accessed here: https://reg.msu.edu/roinfo/Enrollment.aspx. Finally, students need to take classes or workshops that may be required as a part of the Responsible Conduct of Research requirements (see section VIII).

Dissertation Credits (ANP 999)
Following the required coursework, students must register for and successfully complete a **minimum of 24 credits** and **no more than 36 credits** of doctoral dissertation research (Course number ANP 999). Students must request an override from the ANP Grad Secretary each semester they wish to enroll in 999 credits. Requests for overrides to exceed the maximum of 36 credits must be processed by the ANP Graduate Secretary and will require the approval of the College of Social Science. Contact the Graduate Secretary for the 999 Waiver Request Letter to initiate the override request. Should the total number of dissertation (999) credits exceed 45, the waiver request will be considered by the College and the Graduate School. The minimum and maximum credit requirements can be accessed from the University Academic Programs catalog at https://reg.msu.edu/AcademicPrograms/.

Students requiring a foreign language for dissertation research should, if possible, begin such study in the first year of graduate work. Only 400 level or above courses can count towards a graduate degree.

*Students who did not have undergraduate preparation in physical anthropology will need to consult with their advisor regarding preparatory work for ANP 840. Options might include sitting in on ANP 206, being a TA for ANP 206, or taking a one-credit reading course.

Graduate Certificates
Academic Programs now has two separate policy statements about MSU graduate certificate credits being applied to master's and doctoral degrees: https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=111#s2244. Both support stackable certificates as part of a master's or doctoral degree.

Transfer credit
Up to a combined total of 9 credits of graduate coursework at other institutions, courses enrolled with Lifelong Education status, or at the Graduate Certificate level can be transferred, if approved by the Graduate Curriculum and Programs Committee and by the student's Guidance Committee. Graduate credit earned elsewhere can either be transferred for credit OR used to waive program requirements. If transferred the PhD clock starts the semester the course was taken at the previous university and will be calculated in the 8 year time limit to complete the PhD degree.

Requirements for Plan A/Plan B Master's Degrees
A minimum of 30 credits of graduate coursework, including ANP 830 and ANP 840 and a methods course appropriate for the student's subdiscipline, approved by the student's Guidance Committee, which consists of at least three Anthropology faculty members. Twenty one of the 30 credits must be earned in Anthropology; 16 must be earned in courses numbered 800 and above. Additional coursework maybe required beyond 30 credits by the student's guidance committee. The Department requires a grade of no less than 3.0 in each ANP course.

The Plan A degree requires the student to write an approved thesis proposal (Appendix 5), and write and defend a master's thesis (Appendix 6). The student will register for at least 4 credits (and no more than 8 credits) of M.A. thesis research (ANP 899). If needed, the student must receive Human Research Protection Program (HRPP) training for research and file a research proposal and plan of study that meets the requirements of the Social Science Institutional Review Board (IRB) before beginning research. The thesis must be formatted according to the guidelines established by the Graduate school: https://grad.msu.edu/etd/formatting-guide.

The Plan B degree requires a final evaluation with the student's Guidance Committee. The committee consists of at least three faculty members, at least two of which should be from the Department of Anthropology. The format and content of the evaluation will be specified by the student's committee. The student will meet with the Guidance committee in the spring semester of the second year to review progress and establish the evaluation procedure (Appendix 7).

GradPlan
GradPlan (https://login.msu.edu/?App=J3205) is the official website for all doctoral student program planning, guidance committee reports and changes, comprehensive exam and final defense reports, submission of the dissertation to the Graduate School, and the final University degree certification.

GradPlan was developed for Ph.D. students to lay out their Ph.D. program of study, record faculty approval, and make notes on all the degree requirements as they are completed. GradPlan replaces the Report of the Guidance Committee, Record of Comprehensive Exam, the Dissertation Final Defense form and the final certification form. The Record of Comp and Record of Dissertation forms are still required by the department and College and must be submitted to the Graduate Secretary at the time of completion.

The Graduate School will certify the acceptance of each dissertation final format using GradAudit.   The Graduate Secretary or other department or college level designee has the final GradAudit sign off. The Office of the Registrar and the departments will access Degree Audit to complete degree certification once a student completes an application for graduation and all degree requirements are met.

The Graduate School has developed a user guide to help students use GradPlan https://grad.msu.edu/sites/default/files/content/gradplan/GradPlanUserGuide.pdf. All Ph.D. students are required to use GradPlan.,

Beginning in the second year of the program, students should work closely with their Ph.D. advisors to create their Ph.D. Degree Plan. The student will need to adhere to the specific requirements listed above as well as University requirements.

Creating a plan involves completing the following five sections within the Ph.D. Degree Plan process:
- • Committee – the student designates committee chair and members
- • Courses - the student selects doctoral program courses
- • Research - the student answers research questions including comprehensive exams areas and tentative dissertation topic
- • Other Requirements - the student fills out other optional requirements
- • Finalize - the student reviews the plan and saves it for later changes or submits the plan for approval

The student finalizes the Plan and it electronically routes to the graduate secretary for review. After this review, it is electronically routed to the Guidance Committee for approval. Any changes to the plan or constitution of the Guidance committee are made electronically and again routed to appropriate members for approval. After the Ph.D. Degree Plan has been generated and approved, GradPlan will be used to record the results of the comprehensive exams as well as the dissertation defense report. You can monitor the status of approvals by checking your GradPlan. If you see that approvals are pending you should contact committee members to remind them that your Plan is awaiting their approval.

Survey of Earned Doctorates (SED)
- • The Survey of Earned Doctorates is the definitive source of information on the nation's new research doctorates. Sponsored by the National Science Foundation and five other federal agencies and conducted by RTI, the SED is critical to the understanding in what specialty areas doctorates are produced and their post-graduation employment plans.
- • Results are used by government as well as academic institutions to make decisions about graduate education funding, developing new programs and supporting existing ones.
- • Michigan State University REQUIRES verification of completion of the survey. When you submit your survey, a notification of completion will automatically be sent to the Graduate School office. It is recommended that at the end of the survey, you also have a copy of the "certificate of completion" emailed to your personal email for your records. Contact information for issues associated with the survey can be directed to: exitsurvey@grd.msu.edu.
- • The registration URL for the survey is: https://sed-ncses.org. You will receive an email with a PIN and password as well as the URL to the survey upon registering.
- • Confidentiality Assurance: The information provided in the survey questionnaire remains confidential and is safeguarded in accordance with the Privacy Act of 1974 and the NSF Act of 1950, as amended. The survey data are reported only in aggregate form or in a manner that does not identify information about the individual.
- • Questions about the survey may be directed to RTI at sed@rti.org or at 1-877-256-8167.

Comprehensive Examinations
The comprehensive exams consist of: the preparation of an annotated bibliography, completion of the written exam, oral defense of the written exam, preparation of a written dissertation proposal, and the public presentation and oral defense of the proposal. Before the "Record of Comprehensive Examinations" (included here as Appendix 20), is processed, students must have defended the dissertation proposal and successfully completed the written and oral comprehensive examinations.

Preparing the Annotated Bibliography
In consultation with the Guidance Committee, the student will select two or three examination areas. Graduate student bibliographies will consist of either 1) a combination of geographic and topical areas or 2) a combination of only topical areas as agreed upon by the student and the student's Guidance committee.

The student, with the advice of the Guidance Committee, then prepares a Comprehensive Exam Bibliography. The total number of entries for the bibliographies is 150. If two areas are defined, each

bibliography should contain approximately 75 entries. If three areas are defined, each bibliography should contain approximately 50 entries.

The bibliography is intended to demonstrate the student's knowledge of the scholarly literature in the selected topic and geographic area. It is more general than the dissertation topic and establishes expertise within a defined area of anthropology (see Appendix 18 for examples).

Acceptable Bibliographies must include the following component and formatting requirements:
- A general introduction for each bibliography. For each topic (or topic and area), the student will include a brief introductory essay articulating a justification for the selection of the topic and the theoretical approaches to be considered in addressing the overall topic.
- Annotated References. Each reference must be annotated or justified, either in an annotation for each entry or in a series of short essays in which every entry is cited, providing an explanation of the student's choice to include specific references.
- Use a consistent format. Each of the bibliographies will adhere to a consistent format. All sources listed in the bibliographies will be cited in the annotations, and all sources cited will be listed. The number of references should be noted for each section as well as the total for each bibliography.

The student drafts the bibliographies and circulates them among the members of the Guidance Committee for comments and suggestions. Faculty members are expected to respond with comments within two weeks of receiving a draft.

Review of Graduate Curriculum and Programs Committee
After the Guidance Committee approves the bibliographies, the student completes the "Request to Schedule the Comprehensive Examination" form (Appendix 9) and attaches it to the bibliographies. These are submitted to the department Graduate Secretary who will verify dates and forward to the Graduate Curriculum and Programs Committee for review and approval according to the dates set by the Committee at the beginning of the academic year. The comprehensive exams must not be scheduled sooner than ten business days after the turn-in date.

The Graduate Curriculum and Programs Committee reviews the bibliographies for adherence to the guidelines provided and ensures comparable and equitable treatment of all graduate students in the Department, regardless of the composition of their Guidance Committees.

The comprehensive bibliographies are the intellectual property of the student who compiles them, and the department does not distribute them. If a student desires access to bibliographies previously prepared by other students, the student should request permission directly from the author of the bibliographies for permission to view them.

The Written Exam
After approval, the student is eligible to sit for the comprehensive exams. The written portion of the Comprehensive Examination consists of questions on each of the student's areas/topics of concentration. The Guidance Committee can select from three format options for each of the areas in which the student is being examined. It is possible that different questions on the exam can be of different formats.

1) An eight-hour, closed-book exam (student may use their written bibliographies for reference). Exams must be scheduled during weekdays only and not on holidays that fall during the week where the office is closed.
2) A 48-hour open-book take-home exam. Students can only schedule the dates on Monday, Tuesday, or Wednesday of any given week in order to complete the exams within the 48 hour period and send them to the Graduate Secretary for distribution to committee members.
3) A two-week open-book take-home exam, with a limit of 30 double-spaced pages.

Evaluation
Each answer is read by two designated readers and evaluated according to Appendix 15. At least one reader for each section must be a member of the Guidance Committee. The second reader may be another faculty member from the Department of Anthropology or may be from outside the Department.

The student and the Guidance Committee develop a tentative schedule including the dates of the exam and the oral defense. The Guidance Committee will evaluate the written exam within two weeks after the student completes the exam, and the oral defense will take place soon thereafter. The Guidance Committee will confer with each other and decide if the student has passed the exam. The Chair of the Guidance Committee will notify the student of this decision no later than 24 hours before the oral exam is scheduled to occur.

If either written responses receives a non-passing grade from the committee, the oral portion will normally be postponed. The Guidance Committee decides whether the student will be given the opportunity to re-write answers or to answer new exam questions.

The Oral Defense of the Exam
The schedule for the oral examination is announced to the Anthropology Faculty after the Guidance Committee has met and decided that the student's performance on the written examination is sufficient to justify the oral defense. The student must be given at least 24 hours notice of this evaluation before the oral exam occurs.

The oral exam is administered by members of the student's Guidance Committee and readers. Any faculty member in the Department may attend, but only the members of the Guidance Committee and official readers decide on the student's performance.

The student's Guidance Committee will decide whether the student has passed or failed each section of the Comprehensive Examination. They will notify the student orally after the decision is made, and then in writing within three days. If the student fails one or more written sections of the exam, the Guidance Committee determines whether the student may retake the failed section(s) of the exam. The written retake must take place no later than the end of the semester following the semester in which the written portion was taken. Copies of the decision must be provided to the Graduate Secretary.

The Dissertation Proposal and Defense
The writing and formal presentation of the dissertation proposal is the final component of the PhD Comprehensive Examination. The proposal should present a clear statement of the problem to be investigated, describe how this problem is related to larger issues in the field, briefly review the relevant literature on the problem, and describe the methods that will be used to address the issue. The proposal is usually 10 to 30 double-spaced pages in length. When preparing a research proposal for Departmental approval, students should consider the requirements for submitting proposals to external research granting agencies.

Approving the dissertation proposal
Members of the Guidance Committee approve the content and format of the proposal and sign the "Request to Schedule Dissertation Proposal Defense" form (Appendix 10). Appendix 10 and a copy of the dissertation proposal are submitted to the department Graduate Secretary who will forward to the Graduate Curriculum and Programs Committee for review and approval according to the dates set by the Committee at the beginning of the academic year. The proposal defense must not be scheduled sooner than ten business days after the turn-in date.

The Proposal Defense
The proposal defense is the public presentation of the research proposal. The student provides the Graduate Secretary with a one page abstract, approved by the Guidance Committee Chair, for distribution. The student will make a short presentation of the proposed research, and there is time for questions from the audience as well as discussion both with the student, and privately among the faculty.

Upon a successful defense, the Guidance Committee signs the "Approval of the Dissertation Proposal" (Appendix 11). The student returns this form, a final copy of the proposal, and a copy of the IRB verification form (Appendix 8), with signed approvals (if required) to the Graduate Secretary.

Failure to have these documents on file before beginning dissertation research is grounds for dismissal from the program.

Time Limits for the Written Exam and Proposal
The dissertation proposal can be presented and defended either before or after the student takes the written exams; however, completion of all parts of the Comprehensive Exam must take no longer than two semesters.

The University requires that the entire Comprehensive Exam (written exam and defense, and dissertation proposal and defense) must be completed within 5 years of the first course taken for the PhD program.

Once students pass the Comprehensive Examination, they are classified as "doctoral candidates."

Residency Requirements
The University requires one year of residency on campus after first enrollment for doctoral credit. A year of residence consists of two consecutive semesters, involving the completion of credits at the level of full-time graduate work each semester. According to the university, a "full-time" student is either enrolled in six credits (PhD) per semester or nine credits (MA) per semester. Graduate students holding a graduate assistantship must enroll in a minimum of 3 credits. Minimum enrollment for doctoral students who have successfully completed all comprehensive exams is one credit.

A resident of the State of Michigan may or may not be a student who can receive "in-state tuition." Basically, once the University classifies you as "out of state" for tuition, that status within the University does not change, no matter how long you live in the state. Students can appeal the University classification; however the department and faculty have no influence in this classification.

Students with a competitive externally funded (non-MSU) fellowship qualify for "in-state" tuition rates. The in-state tuition rate applies only to the semesters during which the student is supported by the fellowship. This policy applies only to grants funded through a competitive process by a US institution/agency/foundation. Funds obtained through non-competitive processes (e.g., need-based fellowships) or from international sources do not qualify the students for in-state tuition rates.

Summary of Forms, Due Dates, and Time Limits

Forms	Required or Optional	Appendix number	Year 1	Year 2	Year 3/4	Years +	Final Year	Time Limit
First Year Plan of Study	Required/ Committee only	1	X					
Annual Activities/Graduate Assistantships	Required/ Supporting forms optional	2	X	X	X	X	X	
RCR Training Verification	Required	Online	X 5 hours	X 3 hours	X 3 hours	X 3 hours	X 3 hours	
Worksheet for the Report of the Guidance Committee	Required/ Committee only	3		X				
Add Non-MSU faculty Guidance Committee	Optional	4		X				
GradPlan Courses and Committee Formalization*	Required	online		X				End of 2nd year
IRB approval/renewal	Required (some research)	online			X	X	X	Before research
Master's Plan A Thesis Proposal Approval	Optional	5		X				5 years
Master's Plan A Report	Optional	6			X			5 years
Master's Plan B Report	Optional	7			X			5 years
IRB verification	Required (some research)	8			X			
Request to Schedule Comprehensive Exams	Required	9			X			5 years
Request to Schedule Dissertation Proposal Defense	Required	10			X			5 years
Approval of the Dissertation Proposal defense	Required	11			X			5 years
Acceptance/Submission of Dissertation GradPlan Audit	Required	Online					X	8 years

*Should it become necessary, students can make changes to the membership of the Guidance Committee, including the Chair, through GradPlan. Affected faculty members will be notified automatically via GradPlan of these changes.

IV.   SELECTION OF THESIS/DISSERTATION ADVISOR

First Year Advisor

Each incoming graduate student is assigned a first year advisor based on the faculty's evaluation of the incoming student's research interests. This advisor will help students complete the First Year Plan of Study (Appendix 1) and provide assistance until the student selects a Chair for the Guidance Committee. The first year advisor can be selected as Chair by the student, but need not be.

The Guidance Committee Chair and Dissertation Advisor

By the end of the first year of graduate study, the student selects a faculty member to be the Guidance Committee Chair and Dissertation Advisor. Ideally, the student's Chair is someone with whom the student can establish a mentoring, as well as an advising, relationship. A mentor not only guides the student through the degree program, he/she also can contribute to the student's intellectual, professional, and personal growth.

When selecting a Guidance Committee Chair and Dissertation Advisor, the student should consider these issues:

- Overlap in research interests and/or geographic area. The advisor should help guide research, arrange fieldwork, and develop a professional network
- A good working relationship. A good mentoring relationship is characterized by mutual respect, trust, understanding, and empathy.
- Other expectations and obligations of faculty members, including number of students
- What other faculty members at MSU or elsewhere can be relied upon for other aspects of mentoring

Students are encouraged to familiarize themselves with the university's *Guidelines for Graduate Student Advising and Mentoring Relationships* (https://grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf).

The specific responsibilities of the Guidance Committee Chair and Dissertation Advisor include:

- Advising students on preparing for and selecting a thesis or dissertation topic with realistic prospects for success within an appropriate time frame.
- Providing training and oversight regarding the conduct of research, theoretical and technical aspects of the student's research, and professional integrity.
- Providing regular feedback on student progress, including constructive criticism if the student's progress does not meet expectations.
- Helping students develop into successful professionals and colleagues.

If a faculty member retires before the student completes his/her degree, the retiring faculty member and each of his/her students must come to an agreement regarding roles and expectations. An emeritus (retired) faculty member can choose to continue to serve as one of the four required faculty members on a doctoral Guidance Committee, or as the Guidance Committee Chair, with the approval of the Department Chair. The student and the faculty member need to determine whether the faculty member is willing to continue serving on the Guidance Committee or as Chair of the Guidance Committee, and what their role in the graduate student's research will be.

Alternatively, the graduate student may select a new Chair, designate a current faculty member to serve as co-Chair with the retiring faculty member, or replace the retiring faculty member entirely. In general, the University expects that retiring faculty will be done with such advising duties after one year, but the exact length of time is highly variable and depends on individual circumstances.

A faculty member who leaves MSU for a job at another institution (that is, who does not have emeritus status) is classified as a faculty member from outside MSU (see discussion in section V).

V. FORMATION OF THE GUIDANCE COMMITTEE

Composing the Committee
No later than the third semester in the program, the student must have a fully formed Guidance Committee to assist them in course selection and preparation for research. The Guidance committee is formalized through GradPlan. Any changes to the composition of the committee are submitted through GradPlan. Students should consult with faculty regarding committee composition; however, if a student elects to remove a member from the committee, advance permission from that person need not be sought. The changes can be made in GradPlan, and the faculty member will be automatically notified. The Department Chair or the Graduate Program Director can approve changes to committee membership. The student should, however, notify the remaining committee members of the change.

The Guidance Committee consists of at least four regular faculty members from MSU. The Committee Chairperson and a second committee member must be regular "tenure-stream" or "approved" faculty of the Department of Anthropology. The third member must also be from the Department's faculty, but may have either a regular or an adjunct appointment in Anthropology. The Department strongly recommends that the fourth committee member be from an MSU department outside Anthropology. That individual must be a regular MSU faculty member in a discipline that is relevant to the student's interests and course of studies. A Guidance Committee may also include additional faculty members from other universities. If a non-MSU or non-regular (non-tenured) member is added, this must be approved by the College of Social Science and the Dean of the Graduate School (Appendix 4).

The student has the responsibility to get to know a variety of faculty members within the Department and in related disciplines, either through formal coursework or by participation in informal interactions that accompany social and professional events such as brown bag lectures, colloquia, Department sponsored social events, and other informal interactions. The student can also use faculty office hours to initiate conversations with various faculty members regarding their research interests and ongoing projects.

The Department Chair must approve all Guidance Committee members and reserves the right to appoint one member. If the student is unable to form a Guidance Committee for any reason, the Department Chair is responsible for intervening to resolve the problem.

Failure to form a complete Guidance Committee by the end of the third semester, and absolutely no later than the end of the fourth semester (see p. 7), of graduate study constitutes grounds for termination from the program.

Students are required to meet with their entire Guidance Committee at least once each year. The Committee works with the student in completing the Worksheet for the Report of the Guidance committee (Appendix 3) in anticipation of courses being used within GradPlan. The Guidance Committee Chair is responsible for recording minutes of each formal Committee meeting and for providing copies of minutes to all concerned parties and to the Department's Graduate Secretary for the student's departmental file.

Responsibilities of the Guidance Committee include:
- Advising students on course work, research, or other professional activities
- Administering comprehensive examinations and evaluations in a fair and professional manner
- Reviewing and evaluating the thesis or dissertation in a timely, constructive, and critical manner

If a student's Guidance Committee Chairperson is temporarily not in residence at Michigan State University, the student must select one resident Committee member to serve as temporary Chair, or co- Chair.

VI. THESIS/DISSERTATION DEFENSE AND FINAL ORAL EXAMINATION

The doctoral dissertation is a sustained analysis and discussion based on original research. The Department expects fieldwork-based dissertations. Alternative kinds of dissertations may be possible, but must be justified and approved by the Guidance Committee in writing.

Funding Dissertation Research
Funding for dissertation research is often needed for language study, travel, equipment, and analysis of some materials by specialists. Students may also need funding for personal support during fieldwork, analysis, and writing. Applying for external funding is often critical for students in their future job searches, since most organizations (whether academic or not) expect employees to acquire external funding.

The student's Guidance Committee is the best source of information regarding sources of funding in the student's geographic area and specialty. The Graduate School also has information regarding funding for dissertation research (http://grad.msu.edu/funding/), and the library maintains an online list of sources (http://staff.lib.msu.edu/harris23/grants/index.htm)

The Department's Business Manager can help provide budget information that may be required for grant preparation. The granting agencies themselves are also available to answer questions about whether a particular project would be fundable by that agency, and what budget items may or may not be approved. Applicants are expected to call or email the appropriate agency Program Officer with these sorts of questions.

Make two hard copies of any grant proposal and budget for the Department. The Department's Business Manager must have a copy of any grant proposal that you submit. The Graduate Secretary also needs one copy for your graduate student file.

Grant applications for field research involving human subjects require proof of SIRB approval. This approval must be obtained before the grant can be submitted. Students should never submit any proposal without the express agreement and knowledge of their Guidance Committee Chair. Guidance Committee members should also be informed about proposal submission plans.

Some students are funded via fellowships or programs such as Fulbright, and students should follow the appropriate requirements and permissions for these programs. Usually, approval of the Dean of International Studies and Programs (ISP) is required.

All funding proposals must have approvals and signatures from units within the university. For agencies such as National Science Foundation (NSF), Wenner Gren, National Institute of Health (NIH), and National Endowment for the Humanities (NEH), the Department Chair, the Dean of the College of Social Sciences, and the Office of Sponsored Programs must approve the proposal and budget. Most proposals require the signature of the Guidance Committee Chair, and many are submitted in their name with the student as the co-principal investigator. Any proposals for international research require the signature of the Dean of International Studies and Programs. Prior to obtaining signatures, it is expected that the student will have received feedback on their proposal from their Guidance Committee; students must have the approval of their Guidance Committee Chair to submit a funding proposal.

Some grants or fellowship qualify for additional funding through the Graduate School. Consult the Graduate School web site for instructions (http://grad.msu.edu/funding/).

Conducting Fieldwork
Students are required to keep in contact with their Guidance Committee Chair during dissertation fieldwork and writing. The best way to avoid problems and conflict is for the student to keep all members of their Guidance Committee informed of their research activities, schedule, plans, and any changes in plans. The

Guidance committee continues to meet formally with the student at least once a year. If students are not conducting research locally, this can be accomplished via a conference call.

In addition to RCR and IRB approval for human subject research (section VIII), dissertation fieldwork may also require permits or official letters of permission. The Guidance Committee Chair should be able to help the student find out any permit requirements and how to fulfill them. Students must have appropriate permits and approvals before beginning th**eir doctoral research.**

Writing Up Results and Analysis
A doctoral dissertation is an original theoretical and/or methodological contribution to the literature of Anthropology.

The Department library (335 Baker Hall) contains many Anthropology dissertations and theses, which can give the student an idea of how to organize and present various kinds of information and analysis. The Graduate School's Resource Guide also has a section of practical advice for dissertation-writing https://grad.msu.edu/fsresources/FacultyAdvisors. The Graduate School also offers workshops and other sessions designed to help students who are writing their dissertations.

Different Guidance Committees may have different ideas about how a dissertation should be written, and what information it should include in the text or its appendixes. It is therefore important that the graduate student keep in contact with the members of the Guidance Committee throughout the period of dissertation writing, even if the graduate student is no longer in residence at MSU.

The Dissertation Defense
After the student has completed research and written a dissertation, in a form approved by the Guidance Committee and in conformity with University regulations, they must successfully defend the dissertation orally before the Guidance committee, department faculty, and interested members of the MSU community.

It is expected that the dissertation draft to be defended will be substantially the same as that in the version submitted to the Graduate School. The defended draft of the dissertation will be reasonably free of technical errors in grammar and spelling, and will include all photographs, maps, tables, figures, appendixes, and full bibliographic citations. All Guidance Committee faculty members will receive the same version of the dissertation.

An electronic copy of the title page and an abbreviated abstract (no more than one page) must be submitted to the Graduate Secretary at least 5 working days in advance of the defense. This brief abstract is used to publicly announce the dissertation defense.

The format of the Ph.D. dissertation defense usually includes:
- Presentation by the candidate, including such items as research objectives, methodology, findings, and, finally, the conclusions and significance of the dissertation;
- Question and answer period during which the faculty will question the candidate and discuss issues or other matters relevant to the dissertation.

The defense is open to the public, including all other faculty, students, and interested individuals. Anyone may ask questions of the candidate. After the presentation and discussion, everyone except faculty members will leave. Faculty members present at the examination are allowed to participate in the final deliberations. However, only the members of the student's Guidance Committee may vote on the acceptability of the dissertation.

The Department Chairperson technically serves on all doctoral committees, and can elect to attend the dissertation defense him/herself or designate a representative. The graduate student who is defending can specifically request that the Department Chair (or representative) attend, or any faculty member in the

Department can make this request. If the Department Chair (or representative) does attend the defense, then he or she also has the right to vote on the acceptability of the dissertation.

Revisions to the Dissertation
Following the dissertation defense, the Guidance Committee may require revisions of the dissertation before it is accepted. The Guidance Committee will state in writing how the revisions will be evaluated and approved.

The defense and the revisions must take place in the same semester (Fall or Spring). If the student needs an extension of this deadline to accommodate more extensive revisions, she/he must petition the Graduate Program and Curriculum Committee.

The final version of the dissertation must be approved by Department of Anthropology, the College of Social Science, and the Graduate School. The student is responsible for completion of all University forms, including the Record of Dissertation and Oral Exam (included here as Appendix 21, submission of the IRB Approval Form and any fees before the degree is awarded.

Enrollment/Graduation requirements
- A student must be enrolled for at least one credit during the semester in which he/she defends the dissertation. If there are circumstances that make it necessary for the defense to take place immediately in the Summer (See Section VII regarding scheduling defenses), the Department Chair can ask the Dean of the Graduate School to waive the one credit requirement and thereby the need to register for Summer. These requests, endorsed by the Department and the College, are sent to the Graduate School for review.
- A student need not be enrolled to turn in final copies of the dissertation if this happens in a semester following the defense.
- Apply to graduate the first week of semester in which the student plans to complete all degree requirements (https://reg.msu.edu/StuForms/GradApp/GradApp.aspx). This will assure that your name is included in the commencement program.
- If you expect to complete your degree requirements during Summer semester, submit this application on or before the end of the first week of Spring semester. This will assure that your name is included in the Spring/Summer commencement program.
- Degree Audit is an online certification tool that is tied to Grad Plan. Degree Audit replaces the final paper degree certification process for doctoral students with an online interface for tracking and entering degree decisions for graduation applicants.

Format requirements
Please be sure to obtain an up-to-date guide from the Graduate School website for the preparation of the final dissertation. The guide provides detailed information regarding submission procedures http://grad.msu.edu/etd. The Graduate School also publishes a guide to help with formatting (https://grad.msu.edu/etd/formatting-guide). Electronic submission semester deadlines for dissertations can also be accessed on the Graduate School website at https://grad.msu.edu/etd/etd-deadline-dates.

The Graduate School accepts only electronic versions of the thesis or dissertation. Detailed instructions for the electronic submission of a thesis or dissertation can be found at the following site: http://grad.msu.edu/etd. A submission via ProQuest does not mean that the document has been ACCEPTED. The review process is interactive and can take anywhere from a few hours to weeks, depending upon the extent of the necessary revisions and how diligent the author is when making the necessary revisions.

Because your dissertation will be catalogued and available online through the MSU Library (direct access) and also available more widely through ProQuest, the department no longer requires you to submit electronic or paper copies of the dissertation. This is consistent with College and Graduate School requirements.

VII.   DEPARTMENTAL POLICIES: ACADEMIC PERFORMANCE

Standards of performance are set by the Department, the College of Social Science, and the Graduate School of the University. *Academic Programs* details the College and Graduate School requirements that are summarized below. Academic Programs policies are available on-line at:
http://www.reg.msu.edu/academicprograms/Programs.asp?PType=SPCG

Academic Performance/Grades
The University sets minimum requirements for course grades for graduate students. The Department requires a minimum of 3.0 in each course with an ANP prefix. A student earning lower than a 3.0 in an ANP course must re-take the course. Grades lower than 3.0 in cognate courses are acceptable as long as the student's overall grade point average is not below 3.0.

Deferred grades
If a student is unable to finish the required work of the semester, an instructor may give the student a deferred grade (DF). The student and instructor agree upon a schedule for completion; however, the required work must be completed and a grade reported within 6 months with the option of a single six-month extension. If the required work is not completed within the time limit, the DF will become U-Unfinished and will be changed to DF/U under the numerical and Pass-No Grade (P-N) grading systems, and to DF/NC under the Credit-No Credit (CR-NC) system.

Review of Graduate Student Progress
Students are required to meet at least once each year with their Guidance Committee. In these meetings, all committee members are informed of student's performance, current status in the program, and future plans. Written minutes of this meeting are maintained by the Guidance Committee Chair, and are distributed to each Committee member, the student, and the Department Graduate Secretary, who places it in the student's departmental file.

The progress of every student in the graduate program is reviewed each spring by the faculty. At the end of every fall semester, students are required to submit an Annual Activities/Graduate Assistant Application form (Appendix 2) which is signed by their Guidance Committee Chair. As of 2015, all graduate students are required to submit this form. Only students who are applying for a graduate assistantship from the department are required to provide supporting documentation (see Section X).

The Department's Graduate Curriculum and Programs Committee will collect the following materials for each student:
- "Academic Advisor/Chair Evaluation of Graduate Student" (Appendix 12) completed by the Guidance committee chair regarding the student's progress and plans.
- Grades for each course taken while a graduate student at Michigan State University.
- "Graduate Assistant Evaluation Form" (Appendix 13) completed by instructor or supervisory faculty for those students who have held a TA or GA during past year
- "Instructor's Student Evaluation form" (Appendix 14) completed by the instructors for all first-year graduate students in Anthropology courses (400-level and above).

These materials are reviewed by the Graduate Program and Curriculum Committee, which makes recommendations to the full faculty for action. Based upon the documents mentioned above as well as other pertinent data, the full faculty reviews the academic progress of each student according to the established rubric (see section II). The result of this review is reported to the student in an evaluation letter from the Department Chair. If there are serious questions about the student's ability to make satisfactory progress in the program, the student will be informed at this time.

Graduate students who wish to appeal any part of the evaluation should do so in writing to the Department Chair, and this appeal will be included with the evaluation in the graduate student's file.

Graduate students are required to comply with any specific action or requirement specified in the evaluation letter within the time span dictated. **Failure to comply with any Department requirement or deadline is grounds for dismissal from the program.**

The Graduate Student File
The Department Graduate Secretary maintains a file for each student. The file contains records concerning each student's program, including program plans, the list of members of the Guidance Committee, annual review letters, thesis proposals, graduate assistant/funding information, grades and evaluations, grant proposals or funding requests, and results of the Comprehensive Exam.

Other than confidential reference letters (to which the student has waived access), the student should have their own copies of all letters and forms that are in their Department file. Students can make an appointment with the Graduate Secretary to review their file at any time.

For teaching assistants, a separate personnel file is kept as prescribed by the GEU/MSU contract.

Other Departmental Policies

Review of Student Materials
Drafts of bibliographies, proposals, and dissertation chapters should be submitted to committee members in paper form and should not be submitted via email unless requested by a faculty member. The faculty is committed to respond to drafts within two weeks unless they have notified the student in advance.

Scheduling of Exams/Proposal Defense
Bibliographies must be submitted to the Graduate Curriculum and Programs committee by the dates set at the beginning of the academic year. The comprehensive exams must commence no sooner that ten business days after the turn-in date.

Exams and Proposals may not be taken or defended after the University finals week. Students are responsible for scheduling an exam early enough to allow time for a defense by the end of the semester; otherwise, the oral defense will take place in the next fall or spring semester. The department does not allow dissertation defenses during the summer session. If there are extreme and extenuating circumstances that make this necessary, this policy can be waived through an agreement with the Guidance committee and the Chair of the Department.

Degree Time Limits
The University, Graduate School, and College of Social Science have set the following time limits:
- The Master's degree (Plan A or Plan B) must be completed within **five** calendar years from the date of enrollment in the student's first course of the Master's degree program.
- Comprehensive Examinations for the PhD degree must be taken within **five** years from the date of enrollment in the student's first course of the Ph.D. degree program.
- All remaining requirements for the degree, including the dissertation, must be completed within **eight** years from the time when a student begins the first course of the degree program
- Applications for extensions of the **eight**-year period of time toward degree must be submitted by the department/school for approval by the Dean of the College and the Dean of The Graduate School. Upon approval of the extension, doctoral comprehensive examinations must be passed again. Generally, the students' Guidance Committee crafts a comprehensive exam retake as part of the dissertation review and defense process.

Time extensions for the master's degree and the doctoral degree are difficult to obtain and must be approved by the Graduate Program Director, the Department Chair, the College of Social Sciences, and the Graduate

School. The Graduate School will allow *one* extension for only a specific time period, normally no longer than one year. The extension will include a specific time frame for each remaining requirement. If students choose not to enroll for some period they need to be aware that this does NOT 'stop the clock' and they remain subject to the degree time limits.

Termination Guidelines
The following are the criteria that are used for dismissals due to academic deficiencies.
- Failure to constitute a full graduate Guidance committee.
- Failure to meet Departmental requirements outlined in this handbook within the time frames stipulated.
- Failure to fulfill a requirement or meet a stated deadline stipulated in writing by the student's Guidance Committee, or the members of the faculty as a whole, or the Department Chair.

Grief and Bereavement Policy
The Department recognizes the need to accommodate the bereavement process of a student who has lost a family member or who is experiencing emotional distress from a similar tragedy so that the student is not academically disadvantaged in their classes or other academic work.

For master's (Plan A), master's (Plan B) with research responsibilities, and doctoral students, it is the responsibility of the student to:
- notify their advisor/major professor and faculty of the courses in which they are enrolled of the need for a grief absence in a timely manner, but no later than one week from the student's initial knowledge of the situation
- provide appropriate verification of the grief absence as specified by the advisor/major professor and faculty
- complete all missed work as determined in consultation with the advisor/major professor and faculty.

It is the responsibility of the advisor/major professor to:
- determine with the student the expected period of absence – it is expected that some bereavement processes may be more extensive than others depending on individual circumstances
- receive verification of the authenticity of a grief absence request upon the student's return
- make reasonable accommodations so that the student is not penalized due to a verified grief absence.
-

If employed as a graduate assistant (TE or RA), the graduate student must notify the employer. Both employer and student should communicate to determine how the student's responsibilities will be covered during their absence.

Graduate teaching assistants (TAs) should refer to the bereavement policy in the MSU GEU CBU Article 18.

VIII.   DEPARTMENTAL POLICIES: INTEGRITY AND SAFETY IN RESEARCH AND CREATIVE ACTIVITIES

Training in the Responsible Conduct of Research is essential in the preparation of future scholars and professionals. An understanding of the issues concerning the conduct of research in an increasingly complex world has become critical in successfully navigating the research landscape. To help prepare Michigan State University graduate students for their future scholarly work, a plan for providing the foundation of responsible conduct has been developed in coordination with the Graduate School, the Vice President for Research and Graduate Studies Office, and college associate deans for graduate education. The plan is predicated on the principles that a basic understanding of issues is necessary through didactic training and a periodic reinforcement of the principles through discussion. It is the belief that this plan will provide a foundation for all graduate students as well as others pursuing a career in research and will offer the basic information to meet most, if not all, federal agency granting requirements.

Integrity in research and all professional activities is based on sound disciplinary practice as well as on a commitment to basic values such as fairness, equity, honesty, and respect. Students learn to value professional integrity and high standards of ethical behavior through interaction with members of the Department and their Guidance Committee, and by emulating exemplary behavior. As a result, the Department as a whole shares a commitment to high ethical standards.

The University document *Guidelines for Integrity in Research and Creative Activities* https://grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf as well as the *American Anthropological Association Code of Ethics http://ethics.americananthro.org/category/statement/* are important guides for all graduate students and faculty. Students should also be aware of other resources regarding ethical behavior in general and the standards expected in their subfield. The Responsible Conduct of Research requirements focus on this and other aspects of professionalism.

MSU Responsible Conduct of Research
In accordance with federal regulations, MSU requires that all graduate students engaged in research involving human subjects or animal use must complete the Michigan State University training modules for those subjects before submitting IRB or IACUC approvals. These modules may be completed as part of the training requirements below, or in addition to them, depending on the department/program or college plan. The Department of Anthropology offers several options for students to fulfill these requirements. The Graduate School RCR Workshop series may be used to help fulfill both the annual refresher and discussion-based training requirements.

Please note that in addition to these requirements, certain funding agencies may require researchers to obtain additional specific training for their grant. Students must meet the timeline and content requirements of training for that grant.

The specific topics covered by this training will vary, but will generally include:
•	Responsible Data Acquisition, Management and Sharing
•	Conflict of Interest
•	Protection of Human Subjects
•	Research Misconduct
•	Mentor/Trainee Responsibilities
•	Publication Practices, Responsible Authorship, and Peer Review

All ANP graduate students must complete a minimum of **five (5) hours of initial RCR training by the end of their first year.** All continuing students must complete a minimum of **three (3) hours RCR training each following year.** If a student is in the field conducting dissertation research, they are waived from the yearly requirement during the period they are conducting field research; when they return, they will have to complete the continuing student training requirement. See Appendix 19 in department Graduate Manual.

All graduate professional, master's and doctoral students training options

1) **Year 1**

   All new graduate and graduate professional students will complete 4 CITI online modules within the first year of enrollment in their program: Completion of this requirement will be tracked in SABA (*http://hrpp.msu.edu/saba-help-information*)

   - Introduction to the Responsible Conduct of Research
   - Authorship
   - Plagiarism
   - Research Misconduct

2) **Discussion-Based Training**

   All graduate and graduate professional students must complete a minimum of 6 hours of discussion-based training prior to receiving their degrees. These hours can be completed at any point in the graduate program, including during the first 2 years (e.g., as part of a course), or as part of the ongoing training requirement (for doctoral students). Specifics about the number of hours required, the content, and the timing of this training will be defined in the individual department/program or college plan. *For master's Plan A and PhD students completion of this requirement will be recorded by the department in GradInfo as "Initial" training.*

Master's plan A and doctoral students
In addition to 1 and 2 above, master's plan A and doctoral students will complete:

3) **Year 2**

   Within the first 2 years of enrollment in their program, master's plan A and doctoral students will complete 3 additional MSU online training modules, to be selected from the following list. Specific requirements for course selection may be defined in the individual department/program or college plan.

Completion of this requirement will be tracked in SABA.

   - CITI Collaborative Research
   - CITI Conflicts of Interest
   - CITI Data Management
   - CITI Financial Responsibility
   - CITI Mentoring
   - CITI Mentoring
   - CITI Mentoring
   - CITI Peer Review
   - IACUC Tutorial for Animal Care Training (in http://Train.ORA.msu.edu)
   - Human Research Protection/ IRB Certification (in http://Train.ORA.msu.edu)
   - Rigor and Reproducibility Course (in production)

In addition to 1, 2 and 3 above, doctoral students will complete:

4) **Annual Refresher Training**

   Starting in year 3, all doctoral students must complete 3 hours of annual refresher training; this can include discussion-based training and online courses beyond the 7 required in basic training. Specifics about the number of hours required, the content, and the timing of this training will be defined in the individual department/program or college plan. *Completion of this requirement will be recorded by the department in GradInfo as "Annual" training.*

Department Training Options:
In addition to the training requirements above, department and university training options are also available and can be fulfilled in several ways, by combining various options.

- ANP Graduate Workshop (2 Hours). In spring semester, the Department of Anthropology holds a Graduate Workshop that includes significant RCR content. This workshop is required of all first year students, but others may choose to attend.
- Initial IRB Training (2 Hours). MSU's Human Research Protection Program (HRPP) requires completion of an online tutorial for individuals receiving IRB approval to conduct research at MSU.
- CITI (Collaborate Institutional Training Initiative) Modules (2 Hours). MSU is licensed to access CITI modules. A link can be found on the HRPP website http://hrpp.msu.edu/training-education. There are several modules to choose from. These modules are also required by the HRPP for renewal of their educational requirements.
- Select ANP Graduate Courses with RCR Content (4 Hours): The following ANP graduate courses have significant RCR content: ANP 829 Research Methods in Cultural Anthropology; ANP 870 Professional Issues in Anthropology; or ANP 850 Principles of Archaeological Analysis.
- Selected ANP Brownbag Presentations with RCR Content (up to 3 Hours). The ANP Colloquium Series will include at least one presentation each semester that will count toward the RCR requirement. Students may receive one (1) hour RCR credit for each RCR-designated colloquium, for a total of three (3) hours annually of the ANP RCR requirements.
- MSU Graduate Schools' RCR Workshop Certificate (4 Hours): Certificates are awarded to students who complete the requirements of the workshop series (http://grad.msu.edu/rcr/).
- RCR Discussion with student's Graduate Advisor (1 Hour). Students are encouraged to **meet at least one hour face-to-face with their graduate advisor each year** to discuss Responsible Conduct of Research as part of their annual RCR training requirement.

The student is responsible for making sure that the Department Graduate Secretary has a copy of certificates of completion.

Research with Human Subjects
Students engaged in research involving human subjects or animal use must complete the Michigan State University training modules for those subjects before submitting IRB (http://Train.ORA.msu.edu) or IACUC (http://Train.ORA.msu.edu) approvals. These modules may be completed as part of the training requirements listed above, or in addition to them, depending on the department/program or college plan.

Federal and University regulations require that all research projects involving human subjects be reviewed and approved by an Institutional Review Board (IRB) to assure the ethical conduct of research and the protection of human subjects. Students engaged in research involving human subjects or animal use must complete the Michigan State University training modules for those subjects before submitting IRB or IACUC approvals. MSU's IRB process is overseen and conducted by MSU's Human Research Protection Program (HRPP). U nder the regulations, research is defined as a formal investigation designed to develop or contribute to general knowledge. A human subject of research is an individual from whom an investigator obtains data by interaction or intervention or about whom the researcher obtains confidential information.

IRB Research Approval
Anthropology students whose research involves human subjects must obtain IRB approval for their project from MSU's HRPP **PRIOR** to initiating data collection. The application material is available at: https://hrpp.msu.edu/msu-irb-online-application-system-instructions. Your graduate advisor will need to approve and submit the application under his/her name, and will appear as the PI (Principle Investigator) on the application and approval.

Prior to beginning dissertation research, the student must submit Appendix 8 and a copy of the IRB Approval Letter. These documents will be kept in the student's file maintained by the department's Graduate Secretary. **Failure to obtain and comply with IRB approval for research with human subjects is considered grounds for dismissal of a student from the program.**

IX.   STUDENT CONDUCT AND CONFLICT RESOLUTION

The department utilizes the University's policy based on the Graduate Student Rights and Responsibilities (Article 5): http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities.

Resolving Problems
The key to avoiding conflict is to maintain communication between faculty and student, and to ensure that the Departmental requirements are explicit and are fairly applied to all graduate students. The Department has in place certain rules and procedures to ensure at least minimal standards of communication and to prevent potential conflicts between students and their faculty mentors. These include:
- Annual meeting of the Guidance Committee which includes written summaries that are placed in the student's file
- Requirement that any additional requirements be formally communicated in writing to the student
- Regular communication between the Graduate Curriculum and Programs Committee and a student's Guidance committee

The University has a judicial structure and process for evaluating alleged violations of recognized graduate student rights and responsibilities https://ombud.msu.edu/Complaint%20and%20Grievance%20Systems.html.

While it is always best to avoid problems where possible, if a serious problem does arise, the first step to resolve it is within the Department. The Department Chair is the student's first resource for advice on avoiding a potential conflict, or on how to deal with a problem. In the event that the student wishes to seek informal advice without involving the Department Chair, or in cases where the student's problem concerns actions of the Department Chair, students should consult with their Guidance Committee Chair, the Graduate Program Director, and/or the Chair of the Graduate Program and Curriculum Committee.

It may also be to your benefit to consult the University Ombudsman's web site for resources and additional information (https://ombud.msu.edu).

There are various ways in which students and faculty can have conflicts of interest that may affect the integrity of research; these may be personal relationships, financial interests that could affect grants or projects, or anything else that might bias a faculty or student's perspective. The Graduate School has an outline of a number of these issues that are especially relevant for graduate students: https://grad.msu.edu/researchintegrity.

Whether or not a student has a conflict of interest, it is always a good policy to consider potential conflicts of interest prior to beginning any research project.

Dismissal based on non-academic criteria
Responsible and ethical conduct of all scholarly and a research activity is expected of all graduate students, and failure to adhere to these expectations is grounds for dismissal from the graduate program.

Specific examples of some non-academic criteria that are grounds for dismissal include:

- Failure to obtain IRB approval before beginning a research program involving human subjects.
- Plagiarism in any form in classes, degree requirements, or scholarly work.
- Dishonesty regarding grades or any academic record.
- Dishonesty regarding research protocol, methodology, findings, and reporting.
- Dishonesty regarding financial aid, or application for and use of grant money.

Failure to adhere to the basic standards of professional behavior and standards of integrity in scholarship and research as established by the discipline of Anthropology, as set forth in documents for the discipline as a whole by the American Anthropological Association and for the various sub-disciplines, is grounds for dismissal from the graduate program in Anthropology at MSU. Termination from the graduate program of the Department of Anthropology will become official when the student is so notified in writing by the Department Chairperson. More information regarding dismissal can be found in the document "Graduate Student Rights and Responsibilities." http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities).

X.   WORK RELATED POLICIES

There are several opportunities for graduate assistantships, including teaching and research assistantships, in the Department. Additional research assistantships funded by individual professors' research grants may also be available; these are awarded at that professor's discretion.

Graduate student teaching assistants are covered by the MSU/Graduate Employees Union (GEU) Contract (https://www.hr.msu.edu/contracts/documents/GEU2015-2019.pdf).Students and faculty both have the responsibility of becoming familiar with the major issues covered in the contract.

Applying for an Assistantship
Every year, students must complete the Annual Activities/Graduate Assistant Application form (Appendix 2). This form is due each January and reports on students' activities for the preceding calendar year. Students seeking assistantships for the following academic year must check "Yes" on the form and supply supporting documentation for claimed activities.

Students must apply for graduate assistantships through the Department to be eligible to receive a teaching or research assistantship from either the Department of Anthropology or from Integrative Studies in Social Sciences (ISS).

Students unsure of their eligibility for an assistantship for the next year should apply regardless. Sometimes extra funds for teaching assistantships or research assistantships become available later in time, and the Department will only fund students who have completed the Annual Activities Report/Graduate Assistant Application form.

The University requires that all teaching assistants whose first language is not English must pass the SPEAK test or Test of Spoken English, which is administered by the English Language Center http://elc.msu.edu/tests/msu-english-language-test-msuelt/.

Evaluation Criteria
Graduate Assistantships in the Department are awarded on the basis of merit, including progress through the graduate program. Students are divided into five groups, or cohorts: first year; second year; third year; fourth year; and post-fieldwork students.

The Department's annual review of graduate students provides the framework for decisions about graduate assistantships The faculty use evaluation results to determine separate rankings for each student cohort. Only students who apply for assistantships for the coming year will be ranked.

The primary criteria concern academic achievement in the graduate program. Primary criteria include:
- GPA
- Grades in Anthropology courses
- Faculty evaluation letters
- Successful completion of required courses.

Secondary criteria include accomplishments and deficiencies. The faculty is aware that students differ in their prior experience and education, and general expectations for students will vary according to their background and their year in the program at MSU. In particular, the more advanced the student, the more the faculty expects to see evidence of scholarly activities noted on the Annual Activities/Graduate Assistant Application form (Appendix 2).

Priorities for Funding

Students may expect a MAXIMUM of four years of departmental funding prior to dissertation fieldwork and completion.

Priorities for funding are:
- current first year students
- current second year students
- current third year students

Incoming students are eligible for funding packages such as the University Distinguished Fellowships (UDF), Foreign Language Areas Studies (FLAS) fellowships), and Anthropology Department fellowships.

Post Fieldwork Students

Post fieldwork financial aid will be awarded through a Graduate Curriculum and Programs Committee evaluation of application materials submitted by the student and voted on by the faculty. The application includes a work plan and a supporting letter from the student's advisor, along with the student's statement of other accomplishments. The work plan will include a copy of the dissertation proposal, a one-page thesis abstract and chapter outline, and a writing schedule for the period of the award. Accomplishments should be listed for the last two years. Applicants will be ranked. This support is limited to one academic year and is contingent upon available funding in the department.

Advanced graduate students who have completed comprehensive exams may teach 100-300 level courses in the department. 400 level courses are typically not taught by graduate students since some graduate students take these courses. In some circumstances, the department may hire a graduate student to teach a 400 level course and this takes special arrangement with the chair.

Students interested in these teaching opportunities should submit a cover letter to the chair each fall for the spring, summer, and following fall semesters, identifying which courses they feel they are qualified to teach, along with a CV. An endorsement line for the Guidance Committee Chair should appear on the letter and be signed. These materials should be submitted to the Department of Anthropology Chair.

Graduate Assistants Responsibilities

Teaching Assistant duties vary, depending on the class level, class size, subject matter, and personal preferences of the instructor. Teaching assistants are usually expected to attend lectures and to keep up with the assigned readings, as well as assisting the instructor. They may assist with test writing, grading, preparing handouts, and lecturing. They may be expected to hold regular office hours and/or review sessions. Lead TAs may serve as the primary or only instructor for a course. It is essential that the TA and the primary instructor discuss and agree on the TA's role and responsibilities for a particular class.

A graduate student Research Assistant will work with a professor on some aspect of ongoing research. Research Assistants may code data, draft figures, do analysis, and /or be involved in writing. Some of this work may overlap with the student's thesis or dissertation research. It is therefore crucial that the graduate student and professor discuss and agree on the student's duties regarding the assistantship as well as the research project as a whole.

Levels and Compensation

There are three levels of Graduate Teaching Assistantships:
- Level 1: graduate student, bachelor's degree and less than one academic year's experience as a graduate teaching assistant or as full-support fellow.
- Level 2: graduate student, relevant master's degree (30 semester credits) and/or two semesters' experience as a graduate teaching assistant.

- Level 3: graduate student, relevant master's degree or equivalent (30 semester credits), six semesters of experience as a graduate teaching assistant (including summers).

Information regarding teaching assistant compensation can be found at the following site: http://www.hr.msu.edu/hiring/studentemployment/gradasst/stipendRanges.htm

Assistantships are most commonly expressed as 1/4 time or 1/2 time. "Quarter time" assistantships carry a workload averaging 10 hours/week; "half time" assistantships average 20 hour/week workloads. Graduate Assistants should be familiar with the GEU contract, and the sections on rights, workload, and performance requirements are particularly applicable to this issue.

In the event of any problems or confusion, the TA should seek help from the Department Chair first to see if the problem can be resolved informally within the Department. Students who are teaching assistants for ISS courses (that are taught by members of the department) are in fact employees of the Department of Anthropology, and should ask the Department Chair for assistance if a problem arises.

More information on University Assistantships including additional benefits and health care coverage is available through the Graduate School website (http://grad.msu.edu/assistantships/)

Relationship Violence and Sexual Misconduct (RVSM) Training
All employees, including graduate assistants and research assistants, are required to complete online Relationship Violence and Sexual Misconduct (RVSM) training **every two years.** The RVSM Policy provides information on identifying, reporting, and preventing relationship violence and sexual misconduct.

When you receive notification the training must be completed within 30 days**.** To access the training, navigate to http://studentsuccess.org/SSO/msu and log in using your MSU ID and password. The course, *Not Anymore for Employees*, is 29 minutes in length and may be stopped and restarted. For additional information go to http://titleix.msu.edu/learn-more/education-awareness-programs.html

Grief and Bereavement Policy
The Department is sensitive to and willing to accommodate the bereavement process of a student who has lost a family member or who is experiencing emotional distress from a similar tragedy so that the student is not disadvantaged in their academic work (See also Section VII).

If employed as a Graduate Assistant, the student must notify the department chair. Both the department chair and student will communicate to determine how the student's responsibilities will be covered during their absence. Graduate teaching assistants (TAs) should also refer to the bereavement policy in the GEU contract, Article 18 and the university Policy on Grief Absence at https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s13216.

Student Status
The University requires that graduate assistants with a half time or quarter time appointments must enroll for at least six credits per semester to be considered a full time student, unless the student is a doctoral candidate. Students who have successfully completed all portions of the comprehensive exams (including dissertation proposal) only have to register for one credit of ANP 999 https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=346 per university guidelines.

Please note: the department requires the completion of the dissertation proposal in addition to the comprehensive oral examination before a student is considered ABD (all but dissertation). Both requirements must be met before submitting the university required form "Record of Comprehensive Examinations" (included here as Appendix 20).

Resources for the Graduate Teaching Assistant
The Department administers some resources for graduate assistants and teaching assistants, including office space or laboratory space, access to computers, internet access, mailboxes, and office supplies. These are dependent on the specifics of the assignment. The graduate student assistant should clarify these issues with the faculty supervisor as well as the Departmental office staff.

The Department's copiers, fax machine and printers are not intended for graduate student use. Please ask the office staff for assistance in making copies for assigned courses.

The Graduate School and the University offer training for teaching assistants in teaching skills, classroom management, and other aspects of teaching (http://fod.msu.edu/online-demand-asynchronous-workshops-teaching-essentials-careers-higher-education-teche). The Graduate School also offers a Certification in College Teaching Program (https://grad.msu.edu/CCTP).

XI.   DEPARTMENT STRUCTURE AND RESOURCES

In addition to a student's advisor and Guidance Committee, several individuals and committees in the Department share responsibility for the quality of scholarship and graduate education.

Graduate Students in Anthropology (GSA)
All graduate students in the Department are members of this organization. The GSA is governed by members elected by other graduate students and sends an elected representative to all faculty committees that include a student representative. The email address for GSA is: msu.anp.gsa@gmail.com

The Graduate Secretary
The Department's Secretary for Graduate Programs keeps graduate student records and can answer procedural questions. Students may access all except the confidential sections of their files. Students should check periodically with the graduate secretary to make sure their files are current.

Students are responsible for updating their GradPlan and informing the Graduate Secretary of any changes in the composition of their Guidance Committee or changes in courses approved by the Guidance Committee. Students will make the necessary changes in GradPlan and these will route electronically for approvals. Students should also make sure that the Graduate Secretary has a copy of any required research-related documents in the student's file: documents such as a copy of the students research bibliography, the research proposal (for master's thesis or dissertation research), any grant proposals, any research approvals or permits, and also a copy of the completed master's thesis.

The Graduate Secretary also assists students in completing the proper paperwork or electronic process for changes in student status (for example, advancement to Ph.D. candidacy) and in applying for graduation. The Graduate Secretary insures that university and departmental forms and university processes in GradPlan are completed correctly.

The email for the graduate secretary is: ANPGrad@msu.edu.

The Department Graduate Program Director
The role of Graduate Program Director is to facilitate communication about rules, procedures, financial support, and other issues between the graduate students, department, college, and university. This person is a resource for information regarding how University and Graduate School policy impacts the Anthropology graduate program in general.

The Graduate Curriculum and Programs Committee.
This committee is the faculty oversight committee responsible for hearing petitions, prioritizing students for graduate assistantships, and for assuring equity among student programs. One graduate student serves as the graduate student representative to this committee. Any student may bring a matter before the Graduate Curriculum and Programs Committee by notifying the graduate student representative to the Committee or the Graduate Curriculum and Programs Committee Chairperson.

The Graduate Curriculum and Programs Committee is particularly relevant during the annual reviews of graduate student progress, when the Committee utilizes the information provided by the faculty instructors, supervisors, and advisors, together with the information provided by the student, to evaluate student progress in the program and to recommend students for graduate assistantships.

In addition, the Graduate Curriculum and Programs Committee:
- verifies that the bibliographies adhere to common Departmental standards
- verifies that the student has obtained the signatures required to schedule comps or proposal defense

The Department Business Manager
The Department's Business Manager is an important resource regarding financial requirements and procedures used by the Department, College and the University. This information is particularly relevant to graduate students who are writing grants and fellowship applications, or who are employed in the Department. The Department Business Manager also hires student staff for office and other work as the need arises.

The Department Chair
The Chair is responsible for both fiscal and academic standards as well as program integrity and is thus ultimately responsible for Department programs, including the graduate program. The Chair works to bring the Department together and acts as a liaison between the College and the Department. The Chair also serves ex-officio on all graduate student committees and approves the composition of all Guidance Committees.

The Department Associate Chair
As Associate Chair, this person assumes the responsibilities of the Chair in the Chair's absence and manages course scheduling for the Department. This person facilitates communication regarding College and University policies, procedures and rules for undergraduate education.

The Department Ombudsman
The Department's Ombudsman acts as a liaison or mediator for students if they need advice or help in resolving a problem within the department, and can identify where to find more information. Students should consult their advisors or the department chair first; however, students may consult the Department Ombudsman to help resolve problems before they get to the point of requiring attention outside the department. The Department Ombudsman changes; see the Department Chair for the name of the current person.

The email for the Ombudsman is: ANPDept@msu.edu.

The Department Office (355 Baker Hall)
The Department's main office, as well as many faculty offices, is on the third floor of Baker Hall. Many TA offices are on the 4th floor of Baker or in McDonel Hall. The Department's copiers, fax machine and printers are not intended for graduate student use.

Lowry Memorial Library (Baker Hall)
The Department maintains a small library in 335 Baker Hall. This library has selected anthropology books, journals, and copies of Anthropology theses/dissertations.

The Consortium for Archaeological Research (McDonel Hall)
The Consortium (CAR) includes archaeologists from the Departments of Anthropology, History, and Art History. The Consortium has office space, laboratory space, a computer lab, storage facilities, and a lounge in the east wing of McDonel Hall. Campus Archaeology (CAP) is part of CAR, and often hires graduate students for special projects or work (http://campusarch.msu.edu/).

The MSU Forensic Anthropology Laboratory (4th floor, East Fee Hall)
The Forensic Anthropology Laboratory is located in East Fee Hall (the medical school). The equipment in this laboratory is available for graduate student use on projects under the supervision of the physical anthropology faculty.

Computer Laboratories (3rd and 5th floors, Baker Hall) The Department shares these facilities with the Department of Criminal Justice. The 3rd floor computer lab emphasizes qualitative data analysis and ethnographic research. No food or drink is allowed in these rooms. There are also printing facilities in the computer labs.

XII. UNIVERSITY POLICIES AND RESOURCES

The Graduate School
The Graduate School has many helpful resources to help students navigate their graduate careers. Students are encouraged to become aware of programs and resources offered through the Graduate School (https://grad.msu.edu/). The Graduate School is located at:

Chittenden Hall
466 W. Circle Drive
East Lansing, MI 48824-1044.

The Graduate School also provides information regarding funding for all stages of the graduate career (http://grad.msu.edu/funding/)

Council of Graduate Students (COGS)
The Council of Graduate Students represents the graduate student population to the University. It is the official governing body of all MSU graduate students. Each department has a graduate student representative to COGS, who attends meetings and reports back to the students on those issues that are relevant to them. COGS is located in Chittenden Hall (http://cogs.msu.edu/).

Graduate Employee Union
Graduate teaching assistants at MSU are covered by the GEU contract. Information regarding the union and the contract are available on line (http://geuatmsu.org/)

Computer Assistance
MSU IT Services (https://tech.msu.edu/itservices/) offers short courses on computer use and on the collection and coding of data. Contact information for IT Services: https://tech.msu.edu/itservices/.

The Main Library
Information about the library is available on line https://www.lib.msu.edu/ and at 353-8700. The Library has many resources available to graduate students including area studies librarians.

MSU's Area Studies Centers and Institutes
The Department has formal ties with many other campus units that emphasize international studies. MSU houses many nationally recognized area studies centers and institutes, such as the Center for Latin American and Caribbean Studies (CLACS), the African Studies Center (ASC), the Julian Samora Research Institute (JSRI), the Center for Advanced Study for International Development (CASID), the Institute of International Agriculture, the Institute for Public Policy and Social Research (IPPSR), the Center for Ethics and Humanities in the Life Sciences, and the Center for Gender in Global Context (GENCEN).

Graduate students and faculty in the Department also have access to facilities at the Center for Remote Sensing and GIS for specific research projects. Consult: http://www.rsgis.msu.edu/

Lab for the Education and Advancement in Digital Research (LEADR)
Anthropology graduate students may consult with LEADR regarding the use of digital technologies and methods for classes and their individual research projects (http://leadr.msu.edu/)

MATRIX: Center for Digital Humanities and Social Sciences
The Department partners with MATRIX (http://www2.matrix.msu.edu/) to develop new technologies for teaching, research, and outreach. Anthropology Graduate students have opportunities to work on digital humanities projects through the Cultural Heritage Informatics Initiatives (http://www2.matrix.msu.edu/community/cultural-heritage-informatics/) and the CHI Fellowship program (http://chi.anthropology.msu.edu/fellowships/)

The MSU Museum
The Department maintains formal ties with the MSU Museum (http://museum.msu.edu/); some faculty members have joint appointments as Curators.

Office for International Students and Scholars (OISS)
The OISS serves international students and faculty. It is a resource center for information and consultation on matters such as academic problems, immigration questions, employment, and finances. The Center also sponsors training programs. OISS is in Room 103, International Center (http://oiss.isp.msu.edu/

Statistical Assistance
CSTAT (Center for Statistical Consulting and Training) offers personalized help with statistical problems. Graduate student consultants from the Department of Statistics and Probability are available by appointment to consult about design problems, statistical design, etc. (http://www.cstat.msu.edu/).

The Writing Center
The Writing Center offers personal assistance for small projects such as vitas, abstracts, and cover letters. The consultants also organize "peer response writing groups" to help graduate students prepare class papers, research papers, and theses/ dissertations. The writing center is located at 300 Bessey Hall (432-3610). The Center's web site is at http://writing.msu.edu.

CIC Traveling Scholar Program
The CIC is the Committee on Institutional Cooperation, a group of universities comprising members of the Big Ten plus the University of Chicago. The Traveling Scholar Program enables doctoral students at any CIC university to take advantage of educational opportunities --specialized courses, unique library collections, laboratories --at any other CIC university without change in registration or increase in tuition. For further information, please see: (http://www.cic.net/Home/Projects/SharedCourses/TScholar/Introduction.aspx). First-year students may not be CIC scholars.

Readmission Procedure
Students whose enrollment at Michigan State University is interrupted for three or more consecutive terms (including Summer); whose last enrollment ended with recess or dismissal; or who have completed their academic program, need to submit an application for readmission. For domestic students, the application should be submitted at least one month prior to the beginning of the term in which the student expects to resume studies. For international students, the application should be submitted at least four months prior to the beginning of the term in which the student expects to resume studies. The readmission application can be accessed here: Graduate Education - Readmission to Original Program

International travel
Graduate students traveling internationally for MSU-related work (research data collection, international professional conferences, courses, or other academic business) must complete a pre-trip authorization form www.educ.msu.edu/te/PhD/xls/**PreTrip**AuthorForm.xls. This must be turned in to the Graduate Secretary BEFORE you travel so your information can be entered into the international traveler's database by the department. Even if you are not being reimbursed for travel you must complete the pre-trip authorization. This is how MSU is able to stay in touch or contact students if there is an emergency. Once you are entered in the international traveler's database by your department you are automatically enrolled for international travel insurance provided by HTH Worldwide.

Check the International Studies and Programs website for issues related to safety around the world (http://www.isp.msu.edu/information-resources/international-travel/). The MSU Travel Clinic will let you know of any health risks or required immunizations (http://travelclinic.msu.edu/) In addition, graduate students should check the Travel Funding link on the Graduate School website at (http://grad.msu.edu/travel/). Finally, seek assistance with travel funding via the Graduate School funding request format: https://grad.msu.edu/sites/default/files/content/fellowships/Travel%20funding%20application.pdf.

LIST OF APPENDICES
2017-2018

Forms to be completed by Student

Appendix 1	First Year Plan of Study
Appendix 2	Annual Activities/Graduate Assistant Application
Appendix 3	Worksheet for the Report of the Guidance Committee Form
Appendix 4	Procedure to have non-regular MSU faculty, academic specialists, and non-MSU individuals serve on graduate student committees
Appendix 5	Master's Level: Plan A MA Thesis Proposal Approval Form
Appendix 6	Master's Level: Plan A Report on Plan A Master's Program
Appendix 7	Master's Level: Plan B Report on Plan B MA level
Appendix 8	IRB verification form (Research Involving Human Subjects)
Appendix 9	Request to Schedule Comprehensive Examinations
Appendix 10	Request to Schedule Dissertation Proposal Defense
Appendix 11	Approval of the Dissertation Proposal Defense

Forms to be completed by Faculty (samples for information)

Appendix 12	Academic Advisor/Chair Evaluation of Graduate Student
Appendix 13	Graduate Assistant Evaluation (TA and RA form)
Appendix 14	Instructor's Student Evaluation Form
Appendix 15	Procedures for Grading Departmental Comprehensive Exams

Informational Materials

Appendix 16	Admission Requirements
Appendix 17	List of Graduate Courses
Appendix 18	Examples of Comprehensive Exam Topics
Appendix 19	RCR Minimum Plan Requirements
Appendix 20	Record of Comprehensive Examinations
Appendix 21	Record of Dissertation and Oral Examination