2023-24

Michigan State University
Department of Anthropology

Graduate Manual

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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 members 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 as well as the requirements for the degree. 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:

Academic Programs Catalog

Anti-Discrimination Policy (ADP)

Code of Teaching Responsibility

Disability and Reasonable Accommodation Policy

General Student Regulations

Graduate Students Rights and Responsibilities (GSRR)

Guidelines for Integrity in Research and Creative Activities

[Integrity of Scholarship & Grades](#)

[MSU Guidelines for Graduate Student Mentoring and Advising](#)

[MSU-GEU Contract](#)

[Policy on Relationship Violence and Sexual Misconduct](#)

The graduate program at MSU focuses on developing the necessary skills for becoming professional anthropologists. In addition to course work, students are encouraged to participate in departmental brown-bags and workshops, to attend sponsored talks, and to present their work at professional meetings. Proposal and dissertation defenses are open, and all students and faculty are invited to attend. Sharing student and faculty research is vital to building the culture of the department. Additionally, the department hosts graduate events focused on writing, publication, and research ethics; all of which are designed specifically with the professionalization of students in mind.

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. The rubric is followed by a brief summary of the program and the expected timeline of progress.

MSU Anthropology Department Graduate Student Rubric

Objective	Below Expectations	Emerging	Developing	Proficient
1. Ability to work critically and creatively with theory to address anthropological questions	Little or no evidence of critical/creative thinking or evaluation. Does not identify author's argument; Does not recognize theoretical framework.	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.
2. Writing and Data Analytics	Difficulty correctly/ appropriately articulating ideas or synthesizing information and data.	Correct/appropriate articulation of ideas/information.	Organizes arguments effectively.	Supports/illustrates arguments with data/examples.
3. Writing and data communication	Does not effectively communicate at an appropriate level.	Identifies differences in authorial/analytical styles and matches them to appropriate contexts.	Able to locate and use evidence appropriate for the context, apply effective critique.	Able to communicate effectively across different contexts (grant, article, review) and for multiple audiences.
4. Research design	Does not comprehend research design or the appropriate application of methods.	Developing knowledge and ability to apply a range of methods; Recognizes and understands ethical obligations	Incorporates existing literature and knowledge of 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.
5. Professional self-presentation	Does not contribute to class discussion or is disrespectful of other opinions	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 respectfully.	Delivers clear and well-organized oral presentations or lectures; effectively responds to questions from audience, able to manage and lead discussion.

Summary Timeline of Student Progress

First year students
1. Coursework selected in consultation with first year advisor (See First Year Plan of Study-Appendix 1)
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 Grad Plan.
3. Guidance Committee members and Courses for Degree entered into Grad Plan 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 Grad Plan/Grad ETD

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 PhD program, and in most cases, will be admitted directly as PhD students. Students have eight years to complete the PhD program beginning with the semester of first enrollment with the "PhD" program code. 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 7 and 10. Students are required to complete all of their Responsible Conduct of Research (RCR) requirements annually. 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 in 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).

After completion of coursework, students in the PhD 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:

Students are admitted into the PhD program with a promise of 4 or 5 years of funding, depending on the funding source. This funding can be from the Department, College, or University. Up to year 5, if the student is on track with all program requirements as shown in the timeline (p. 5), that student is "in good standing" in the program. Funding beyond these years 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 defense of exams, and 4) Oral defense of 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 (see appendix 18 for examples of exam topics)
- Demonstrate mastery of this body of literature in a comprehensive written exam that achieves professional standards of thinking, reasoning, and writing (see appendix 15 for evaluating exams).
- 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.

Students who do not successfully pass the written and/or oral exams can retake either component. The Guidance Committee can require a student to retake portions or to retake the entire exam. Students must successfully complete the exams after the retake or they will be directed to complete a terminal Masters. Comprehensive exams must be successfully completed within five years of the beginning of the graduate program.

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 PhD students complete the Plan B Master's degree while they are students in the PhD program 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 reviewed and approved by the Department, College, and the Graduate School. A request for the dual major degree must be submitted via Grad Plan within one semester following its development and within the first two years of the student's enrollment at Michigan State University. Students in CSS are required to complete a Memo or Understanding which can be obtained from the College of Social Sciences Graduate Studies webpage. See Dual Doctoral Majors for additional conditions and 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/
American Indian and Indigenous Studies	http://aisp.msu.edu/
Asian Studies	http://asia.isp.msu.edu/
Ecology, Evolutionary Biology & Behavior	https://eeb.msu.edu
Environmental Science and Policy Program	https://espp.msu.edu/
*Forensic Sciences	http://www.forensic.msu.edu/
Gender, Justice, and Environmental Change	GJEC graduate specialization
Global Urban Studies	http://gusp.msu.edu/?t=about.php
Latin American and Caribbean Studies	http://latinamerica.isp.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.*

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, 820, 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 541
     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 by logging into the Student information system at https://stuinfo.msu.edu. 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). Requests for overrides to exceed the maximum of 36 credits of 999 must be approved by the College. Requests for overrides to exceed the maximum of 44 credits of 999 must also be approved by the Graduate School. To do so, access the "Request for RNR Override" at the Registrar's Online Forms Menu. Should the total number of credits go above 45 the RO will confer with the Graduate School before considering the request for an exception. The minimum and maximum credit requirements can be accessed from the University Academic Programs catalog at https://reg.msu.edu/AcademicPrograms/.

Students whose committee requires 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 without prior permission from the College and Graduate School.

*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
Graduate certificates can be part of a master's or doctoral degrees. See Graduate Certificates for more information regarding offerings.

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. Graduate credit earned elsewhere can either be transferred for credit OR used to waive program requirements. Students must submit course outlines/syllabi and official transcripts showing the grades received in the courses to the Graduate Office in the department (anpgrad@msu.edu) for review.

Transfer credits no longer start the PhD clock; the PhD clock begins with the first semester of student enrollment.

International Students and Language Proficiency
English Language Center (ELC) Services
The ELC conducts applicant screening interviews via Skype and Zoom jointly with senior representatives from participating departments. The aim of the interview is to determine the likelihood of the applicant passing the MSU Speaking Test upon arrival on campus. The Department will request this service on behalf of the student and make arrangements.

Issuing I-20s for Provisional Admission
- If international students are admitted on a provisional basis because of language proficiency requirements, they can be issued an I-20 for language studies only. This I-20 is limited to a maximum of 2 years. The student would need to be tested at the English Language Center upon arrival and begin studying in the English level determined by that test. Once the student meets the departmental requirements for language, the student may be issued a degree-seeking I-20. If the student has not met the stated language proficiency requirement for department/program admission at the end of two years, the student cannot continue to enroll for courses.
- Provisional admission for international students can be granted **ONLY** for language deficiencies. Regulations will not allow the issuing of an I-20 for provisional admissions for academic reasons.

Requirements for Plan A/Plan B Master's Degrees
Courses used for the master's degree cannot count toward the PhD degree. 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).

Grad Plan
Grad Plan 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.

Grad Plan was developed for PhD students to lay out their PhD program of study, record faculty approval, and make notes on all the degree requirements as they are completed. It 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 Grad Audit. The graduate secretary or other department or college level designee has the final Grad Audit 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 an online training course to help students use Grad Plan and students are encouraged to use it to familiarize themselves. All PhD students are required to use Grad Plan.

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

Creating a Plan involves completing Appendix 3 in the department Graduate Manual and the following five sections within the PhD 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 PhD Degree Plan has been generated and approved, Grad Plan 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 Grad Plan. If you see that approvals are pending you should contact committee members to remind them that your Plan is awaiting their approval.

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. Al l 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.

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. 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.

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 response 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."

Writing the Dissertation
A doctoral dissertation is an original theoretical and/or methodological contribution to the literature of Anthropology. 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. A fuller description of dissertation requirements for anthropology, including expectations for field research and the oral defense of the dissertation, is discussed in Section VI of this handbook.

The Academic Programs catalog requires that PhD students "conduct original research upon which a dissertation which makes a significant contribution to knowledge is to be prepared and published." For University requirements regarding the dissertation see:
(https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=400)

Graduate/Degree Certification
The semester before the student intends on graduating, they must apply for graduation via the Registrar's Office: https://reg.msu.edu/StuForms/GradApp/GradApp.aspx.

Important information about dissertation deadlines and submission guidelines can be found on Graduate School's website: https://grad.msu.edu/etd. Students should familiarize themselves in advance of graduation to insure that they have adequate time to receive all the necessary approvals.

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 (see https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=346%20). 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" (see

https://reg.msu.edu/ROInfo/Notices/Residency.aspx). 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 (see https://grad.msu.edu/out-state-tuition-waiver-external-fellowships-traineeships-and-internships). 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 required	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				
Grad Plan 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 Grad Plan 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 Grad Plan. Affected faculty members will be notified automatically via Grad Plan 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, they 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 collaborate with their advisor to create an individual development plan that considers the student's training, experience, and challenges as well as their ultimate career goals. They should also familiarize themselves with the university's MSU Guidelines for Graduate Student Mentoring and Advising.

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.

In the event of a conflict between a student and the advisor, the student should speak with the Graduate Director. The main advisor can be changed with the consent of the Graduate Director.

If a faculty member retires before the student completes their degree, the retiring faculty member and each of their 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
During the first two semesters of doctoral study, and 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 Grad Plan. Any changes to the composition of the committee are submitted through Grad Plan. 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 Grad Plan, 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. See procedure for approving non-regular committee members.

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 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 Grad Plan. 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 Associate Research 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 their **doctoral research.**

Writing Up Results and Analysis
As mentioned in Section III, 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.

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 PhD 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 committee members will leave. 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 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 they also have the right to vote on the acceptability of the dissertation.

The dean of the college (on their own or at the request of the student, committee member, program director, or unit chairperson) may appoint an outside member to the examining committee, who would have voting rights as per college policy. The outside member of the committee will read and critique the thesis/dissertation, will participate in the oral part of the exam, and will submit a report to the dean of the college.

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.

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, they must petition the Graduate Program and Curriculum Committee.

The final version of the dissertation must be approved by the 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 (see Appendix 21).

Enrollment/Graduation requirements
- A student must be enrolled for at least one credit during the semester in which they 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.
- The forms required for final approval can be found at ETD final approval form

Doctoral Exit Surveys and Survey of Earned Doctorates (SED)
- Complete the online Doctoral Exit Survey. Only students who have applied for graduation will have access to this survey. Find information and access at https://grad.msu.edu/etd/Required-Paperwork-and-Surveys. Any questions regarding the survey can be directed to ExitSurvey@grd.msu.edu.
- Additionally, Doctoral Students are required to complete the SED Survey. 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.
- More information can be found at https://grad.msu.edu/etd/Required-Paperwork-and-Surveys. Questions about the SED survey may be directed to RTI at sed@rti.org or at 1-877-256-8167.

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.

University Policy Concerning Dissemination of Graduate Students' Research
In keeping with MSU's public mission, the University requires that theses, dissertations and abstracts will become public after the conferral of the degree; embargoes can only be pursued for a limited period (see [1] below). Results that are subject to restrictions for dissemination by funding agencies (see [2] below) cannot be part of any document submitted as a thesis or dissertation to the Graduate School.

[1] Hold/embargo on publication of documents submitted to ProQuest:
Students submitting a thesis/dissertation to ProQuest now can request a hold/embargo of publication by ProQuest by contacting the Graduate School at msuetds.approval@grd.msu.edu. In response to the request, the Graduate School will send directly to the student a form that needs to be completed and turned to the Graduate School prior to submission of the document to ProQuest. The form needs to be signed by the student's major professor and by the Associate Dean of the student's college. The request for the hold/embargo may be for six months, one year or two years. Requests for a period longer than six months must include a written justification for the length of the hold/embargo.

[2] Graduate students' participating in University Research Organization (URO; https://uro.egr.msu.edu/):
Graduate students involved in a URO project will receive both written documentation and a verbal explanation of any limitations or implications to their current or future academic progress prior to participating on the project. Students engaging in work for a URO project undergo a 2-step approval process before hiring: a consultation with a representative of the URO's office to explain the restrictions on the project, and an interview with the Graduate School Dean or Dean's designee to discuss the relationship, if any, between their work as graduate students and their participation in the project. Students must be informed that results that are subject to restrictions for dissemination cannot be part of any document submitted as a thesis or dissertation. As part of their degree program, all graduate students must have research options to ensure the generation of appropriate results to fulfill the degree requirements, and to have data for professional development activities that are integral to their graduate education (e.g., presentations at conferences and research seminars).
In addition to the main body of a thesis or dissertation, the Graduate School now permits the submission of supplementary materials to ProQuest. These supplemental materials will not be reviewed by the Graduate School for formatting requirements, but they must be acceptable by ProQuest and comply with ProQuest's criteria and storage limits. All supplementary materials need the written approval of the thesis/dissertation committee chair.

At the time of submission to ProQuest, authors now have the opportunity to create an ORCID that provides researchers with a unique identifier for linking their research outputs and activities. An ORCID:
- Improves recognition of research contributions
- Reduces form-filling (enter data once, re-use it often)
- Works with many institutions, funders, and publishers
- Is required of many journal manuscript submission systems and grant application forms
To learn more about ORCID go to: https://vimeo.com/237730655

VII.   DEPARTMENTAL POLICIES: ACADEMIC AND PROFESSIONAL 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: https://reg.msu.edu/academicprograms/Text.aspx?Section=111#s403

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. All graduate students are required to submit this form. All students, regardless of funding status, must attach supporting documentation for each accomplishment (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 graduate assistantship (TA or RA) during the past year
- "Instructor's Student Evaluation form" (Appendix 14) completed by the instructors for all first and second-year graduate students in Anthropology courses (400-level and above) and any student still enrolled in courses.

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 I). 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.

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 PhD degree program.
- Applications for extensions of the **five**-year period of time to complete either the MA degree or comprehensive exams must be submitted by the department for approval by the Associate Research Dean of the College of Social Sciences and the Dean of the Graduate School.
- 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 Associate Dean for Graduate Studies in the College of Social Sciences 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 maintain the necessary GPA required for the program and the college
- Failure to successfully pass comprehensive exams after two attempts.
- 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.

Students will receive written notification when they are in violation of the departmental requirements. They must meet with their advisor and Graduate Program director in order to create a plan to rectify the situation. Failure to meet or to fulfill agreed upon plan are grounds from dismissal from the program.

Graduate Assistantships are evaluated every semester using the Graduate Assistant Evaluation Form (Appendix 13). Students receiving poor reviews will be notified to meet with their supervisor and the Graduate Program Director. A plan will be agreed upon to improve student performance. Students with more than two unsatisfactory evaluations in consecutive semesters will be considered in poor academic standing.

For policies regarding dismissal from Teaching Assistantships, please refer to the GEU Contract, Article 12, Sections IV-VI.

Early Termination or Resignation of Assistantships
If a graduate assistant resigns an assistantship or the assistantship is terminated early during a semester, such that the appointment does not meet minimum duration standards (53 calendar days in Fall and Spring; 46 calendar days in Summer), the student will be assessed tuition for all credits carried, and those who are not Michigan (in-state) residents will be assessed out-of-state tuition

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: https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=111&s331

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 (see https://reg.msu.edu/ROInfo/Notices/GriefAbsence.aspx).

If employed as a graduate assistant, the graduate 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 (see https://hr.msu.edu/contracts/documents/geu-2019-2023.pdf)

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.

Diversity, Equity and Inclusion Training
As of Fall 2020, all students, faculty, and staff must complete MSU's online Diversity, Equity, and Inclusion (DEI) training. Visit the Training page from MSU's Office of Regulatory Affairs for FAQs and the link to take the training in the Ability system to complete the requirement.

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

Training in the Responsible Conduct of Research (RCR) 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* as well as the *American Anthropological Association Code of Ethics* 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. Unethical or dishonest behavior while engaged in research, scholarly, and creative activities can result in dismissal from the program. Procedures regarding this process can be found here. The Responsible Conduct of Research requirements focus on this and other aspects of professionalism. Additional information on laboratory and campus safety can be found on the MSU campus safety website and the Office of Environmental Health & Safety website.

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.

Students should log into the ABILITY information management system at http://ora.msu.edu/train/ to complete their on-line RCR training. This is the system that must be used for proper documentation of training. This system has replaced the previous online documentation process, SABA, effective December 2018.

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, masters 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
- 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 the ABILITY information management system.
- CITI Collaborative Research
- CITI Conflicts of Interest
- CITI Data Management
- CITI Financial Responsibility
- 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 https://hrpp.msu.edu/training/index.html. 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.

As part of the responsible training in research, students should acquaint themselves with authorship norms and practices within their particular subfield. MSU Guidelines on Authorship can be found here: http://vprgs.msu.edu/michigan-state-university-guidelines-authorship

Similarly, students need to confer with faculty related to their research regarding the best practices regarding data storage. MSU's Institutional Data Policy can be found here: https://tech.msu.edu/about/guidelines-policies/msu-institutional-data-policy

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 https://animalcare.msu.edu/iacuc/index.html 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). Under 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. Application materials are available at the CLICK research compliance link on the HRPP website at: https://hrpp.msu.edu/. Your graduate advisor will need to approve

and submit the application under their 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 1)](#).

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. The department has agreed to follow this process which can be found here: https://ombud.msu.edu/resources-self-help/conflict-grievance-systems.

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 among students and between students and faculty. 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 Ombudsperson 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." https://studentlife.msu.edu/about/handbook/graduate-student-rights-responsibilities/article-one-graduate-student-rights-and%20-responsibilities-%20at-michigan-state-university.html

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 http://geuatmsu.org/wp-content/uploads/2019/08/GEU-2019-2023-FINAL-1-1.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. All students must 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.

Evaluation Criteria
Graduate Assistantships in the Department are awarded on the basis of merit, including progress through the graduate program in alignment with Article 4 of GSRR. 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:
• Overall GPA
• Grades in Anthropology courses
• Faculty evaluation letters
• Successful completion of required courses.

Secondary criteria include accomplishments such as grant activities, publications, and presentations at professional meetings. 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 dissertation 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.

Graduate Assistants (both TA and RA) are evaluated each semester by supervising faculty (Appendix 13) and these written evaluations are placed in the student files. Reappointment to RA and GA positions are dependent on the satisfactory completion of assignments as well as remaining in good standing in the graduate program (see Section VII Academic Performance). For reappointment and dismissal, the department follows the terms stipulated in the Graduate Employment Union contract (see Articles 11 and 12 in current GEU contract)

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). Research assistants must be post-comprehensives to move to a level 3.

Information regarding teaching assistant compensation can be found at the following site:
https://hr.msu.edu/contracts/documents/geu-2019-2023.pdf.

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 teaching assistants should be familiar with the GEU contract, and the sections on rights, workload, and performance requirements are particularly applicable to this issue.

Teaching assistants need to work with the faculty member for whom they are assisting to cover any absences during the semester for both personal and professional reasons. For medical leave, students should refer to the policies outlined GEU CBU Article 18. Policy regarding jury duty can be found on page 28 of the following document: http://geuatmsu.org/wp-content/uploads/2019/08/GEU-2019-2023-FINAL-1-1.pdf.

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.

Upon enrollment, grad students will receive an email, sent to their MSU email account, with instructions to complete the training program. Students will use MSU's secure single sign-on to access the course at the Environmental Health & Safety site under My Requirements. https://ehs.msu.edu/training/ When you receive notification the training must be completed within 30 days**.** To access the training, navigate to https://ora.msu.edu/train/programs/index.html and log in using your MSU ID and password. Students will not be able to fully access some academic information in the StuInfo system, including grades, until they complete this training.

Disability Accommodations for Graduate Assistants
Graduate assistants (RAs, TAs, and TEs) are both students and employees. They are thus eligible for disability accommodations in both of these roles, and these accommodations are provided through distinct documents coordinated by RCPD: Students receive VISAs (Verified Individualized Services and Accommodations) or VISTAs (Verified Individualized Services and Temporary Accommodations) and employees receive SEADs (Statements of Employee Accommodation Determination). Graduate assistants can register for both situations using RCPD's MyProfile portal.

Grief and Bereavement Policy (See Section VII) – page 26

Student Status
The University requires that graduate assistants with a half time or quarter time appointments must enroll for at least six credits (MA students) and 3 credits (PhD students) 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 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.

D2L is the course management system used by MSU for courses. The Department administrator will provide privileges for the system each semester. Students need to coordinate with faculty members of record regarding the use and expectations of the course management system. 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 https://grad.msu.edu/teaching-professional-development. The Graduate School also offers a Certification in College Teaching Program (https://grad.msu.edu/CCTP).

International Teaching Assistants

Students who are eligible for TA appointments who were required to demonstrate English proficiency as a condition for regular admission to Michigan State University must also demonstrate that they meet a minimum standard of proficiency in spoken English before they can be assigned teaching work that involves oral communication with undergraduate students.

International teaching assistants (ITAs) may meet this requirement in one of the following ways:

- Presenting a TOEFL iBT speaking section score of 27 or higher
- Receiving a score of 50 or higher on the MSU Speaking Test
- Taking AAE 451 or AAE 452 (ITA language support courses) and receiving a score of 50 or higher on the ITA Oral Interaction Test (ITAOI).

Individual exceptions from these requirements (on a case-by-case basis in rare circumstances) will be considered by the Graduate School in consultation with the English Language Center (ELC) upon the request of the department and with the endorsement of the Associate Dean of the College.

ITA Language Support Courses, AAE 451 & AAE 452 and the ITA Oral Interaction Test (ITAOI)

AAE 451 and 452 are 3-credit courses in English pronunciation, fluency, and classroom culture and communication skills for current or prospective ITAs. To enroll, eligible students must first make a request through the MSU Speaking Test System online. Prospective students in the course will then be contacted by the ITA Program coordinators with further information and instructions for reserving space in the course.

All AAE 451 and 452 students take the ITA Oral Interaction Test (ITAOI) at the conclusion of the class as part of the course requirements. Students who receive an ITAOI score of 50 or higher satisfy the TA English requirement and can be cleared for teaching. Students who score below 50 on their first ITAOI may retake this test only once to try to meet the language proficiency requirement for teaching; however, retaking the ITAOI counts as one of a student's four opportunities to meet the requirement free of charge. Students who do not complete AAE 451 or 452 are not eligible to take the ITAOI.

For questions about AAE 451 and 452, contact **ITAprogram@elc.msu.edu**

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 Academic Program Coordinator
The department's academic program coordinator/graduate secretary 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 Grad Plan 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 Grad Plan 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 student's 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 PhD candidacy) and in applying for graduation. The graduate secretary insures that university and departmental forms and university processes in Grad Plan 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 Ombudsperson
The Department's Ombudsperson 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 Ombudsperson to help resolve problems before they get to the point of requiring attention outside the department. The Department Ombudsperson changes; see the Department Chair for the name of the current person.

The email for the Ombudsperson is: ANPDept@msu.edu.
The link for the office of the university Ombudsperson is: https://ombud.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 except for those serving as a course TA.

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 (1st Floor Giltner Hall)
The Forensic Anthropology Laboratory is located in Giltner Hall. 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 following are links to further information and opportunities:
- o Diversity, equity, & inclusion programs
- o Events
- o Forms
- o Funding
- o Graduate life & wellness
- o Mentoring
- o Policy information
- o Professional development
- o Research integrity
- o Traveling scholar opportunities
- o University Committee on Graduate Studies
- o Office of Spartan Experiences
- o Institutional Equity & Inclusion

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://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, 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 (https://chi.anthropology.msu.edu/8364-2/) and the CHI Fellowship program (http://chi.anthropology.msu.edu/author/watrall/).

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

Olin Heath Center
The Olin Health Center is the primary health center for MSU students, and includes Counseling and Psychiatric Services (CAPS) as well as the Office of the University Physician (https://olin.msu.edu/general/index.html)

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. (https://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.

International travel
Graduate students traveling internationally for MSU-related work (research data collection, international professional conferences, courses, or other academic business) must complete a travel request http://ctlr.msu.edu/COTravelNew/FrequentlyAskedQuestions.aspx. Even if you are not being reimbursed for travel you must complete the travel request. Please remember to enter all international trips into the Global Travel Registry. This is how MSU is able to stay in touch or contact students if there is an emergency. If you are applying for Graduate School funding, you will have an opportunity to apply for additional insurance coverage for international travel. You will complete this application at the same time as your travel funding request. For additional information on international travel, please visit the https://oihs.isp.msu.edu/faculty-and-staff.

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 form: https://grad.msu.edu/sites/default/files/content/fellowships/Travel%20funding%20application2020.pdf.

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2021-22

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First Year Plan of Study
For Graduate Students in Anthropology

STUDENT:_____   **ADVISOR:**_____

Checklist for the first-year advisor
1. Meet with the student during summer or at orientation in order to:
    a. identify potential language needs for fieldwork
    b. discuss likely needs for methods courses beyond departmental requirements
    c. review the department's requirements and fill out the preliminary plan of study
    d. discuss any transfer of credits from Lifelong Learning programs or from other graduate study. The first year advisor must endorse any requests. The student must provide the Graduate Secretary with (1) a written request for transfer or waiver (2) a copy of each course syllabus (3) a transcript of the course grade (4) a note of endorsement from the student's advisor. These materials then go to the Graduate Program and Curriculum Committee for evaluation
2. Suggest possible future relevant courses, as well as faculty members that the student might consult with, both inside and out of Anthropology
3. The first-year advisor keeps a written record of meetings with their advisees, and provides a copy to the student and to the Graduate Secretary for the student's file.
4. The first year advisor should go over issues in the Graduate Manual, especially regarding mentoring and ethical research standards.

Requirement	Course	Semester, yr
1. Preparation in Biocultural Evolution 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		
2. Required graduate courses ANP 830 Cultural and Linguistic Theory ANP 840 Biocultural Evolution Methods course: (ANP 429, 464, 820, 829, 842, 846, 850, 859)	ANP 830 ANP 840 ANP_____	
3. Foreign Language – 400 level or above (if required by your guidance committee)		
4. Subdiscipline requirements: Medical anthropology: ANP 834 and ANP 835 Archaeology: ANP 850 and ANP 854 Physical: ANP 842 and ANTR 541 Other:		

Additional courses to total 30 credits will be chosen in consultation with the Guidance Committee to prepare for the Comprehensive Examination. Listing these courses is not required at this point but will be listed in Grad Plan.

Student signature and date   Advisor signature and date

_____   _____

Student signature and date   Advisor signature and date

Worksheet for the
Report of the Guidance Committee

MA and PhD students will fill out this form and return it to the Graduate Secretary. This form is used to verify that PhD students are eligible to complete their GRADPLAN. Only PhD students have access to Grad Plan

Name_____

Student number_____

First semester in graduate program_____ Area of Interest: _____
(i.e., Archaeology, Physical, etc.)

BA/BS Institution_____date_____major_____
(circle one)
MA/MS Institution_____date_____major_____
(circle one)

Thesis title (if Plan A)_____

Dissertation title (for PhD)_____

Committee Chair _____

Committee member #2_____

Committee member #3_____

PhD Committee member #4 (outside member) _____

Language required by your guidance committee? _____

Human Subjects questions: (Please circle answers)
1. human subjects or human materials?   Yes   or   No
2. warm-blooded animals?   Yes   or   No
3. or hazardous substances?   Yes   or   No
4. training completed?   Yes   or   No

Required courses:

Courses	Semester, year	Credits
2. Required courses		
a. ANP 830 Cultural and Linguistic Theory	_____	3
b. ANP 840 Biocultural Evolution	_____	3
c. an approved methods class		
ANP (_____)_____	_____	3

List of ANP ### and exact title of course(s)	Semester, year	Credits
3. Geographic/Topical concentration: _____ a. _____	_____	__3__
b. _____	_____	__3__
c. _____	_____	__3__
List of ANP ### and exact title of course(s) 4. Topical/Theoretical concentration: _____ a. _____	**Semester, year**	**Credits** __3__
b. _____	_____	__3__
c. _____	_____	__3__
List of ANP or other course ### and exact title of course(s): 5. Other courses a. _____	**Semester, year** _____	**Credits** _____
b. _____	_____	_____
c. _____	_____	_____
TOTAL CREDITS NEED TO ADD UP TO 30 credits only		

Must **sum to 30** credits
Must include 21 credits of ANP
Must include 16 credits of 800 level or higher courses

Other courses taken:

Dissertation Research Credits **(24 credits of doctoral dissertation research is required, 36 credits maximum**)		Credits
	_____	_____
Semester/year when student took **first ANP 999 credits** _____	_____	_____
	_____	_____

Departmental Graduate Student Annual Activities Report/Graduate Assistant Application Form

All students must complete this form, including detailed accomplishment pages and include supporting documentation.

Student Name: _____   **Student Number:** _____

Calendar Year Reporting For: _____   **Year in program (1st, 2nd, 3rd, etc.):** _____

Total Credits: _____   **ANP:** _____   **Other MSU dept.:** _____   **Outside MSU:** _____

Current GPA: _____

Are you using this form to apply for a graduate assistantship?   **YES**: _____   **NO**: _____

NOTE: If you have a department or university fellowship for next academic year, check NO. You do not need to apply for an assistantship.

Please provide the following information:

1st year students: First Year Plan of Study submitted?	Y N
2nd + years: Guidance Committee formed and Grad Plan completed?	Y N
IRB training completed (human subjects research)?	Y N
RCR requirement completed for **current academic** year?	Y N
Date of last committee meeting (one per year required)	Date:
3rd +years: Expected date of written doctoral exams (or date taken) Expected date of proposal defense (or date defended)	Date: Date:
All students: List Incompletes and Deferred grades by course number and year:	

Committee (if formed)**:** Please list the members of your committee.

1. Chair: _____
2. Member: _____
3. Member: _____
4. Member: _____
5. Optional Member: _____

_____   **Date:** _____
1st Yr. Advisor, Committee Chair, Chair's proxy* Signature

NOTE: First Year Advisor's, Committee Chair, or Chair's proxy* signature is REQUIRED before this form will be accepted for either assistantship application or annual activities reporting.

***Guidance committee member assigned to take guidance committee chair's place if chair is unavailable**

Professional Accomplishments (summary)

Please summarize your accomplishments by entering numbers in the table below. These categories are roughly in rank-order of importance (that is, publications and grants "count" more than membership in a professional organization, and external grants are more prestigious than internal grants); however, the faculty also recognize that graduate students should be concentrating on different kinds of accomplishments at different times in their graduate program. Course performance and grades will be viewed more strongly during the 1st and 2nd years than advanced students.

When listing accomplishments, enter the *number* of accomplishments for each activity for the calendar year (for example, if you submitted two different manuscripts or grant applications, enter 2 in submitted, if you have one manuscript published or grant awarded, enter 1 in published or awarded.)

> **1st year Students:** list only accomplishments starting from the date of the departmental graduate student orientation to December 31st.
> **2nd + Year Students:** list accomplishments for the full calendar year reporting for.
> **Post-fieldwork Students:** also submit a current CV with your application.

---

1. Peer Reviewed Publications*:

 submitted_____   published _____
 * If your publication is available online before it is printed, count either the online or print version ONLY ONCE as an accomplishment, regardless of whether they were published in different years.

2. Non-peer Reviewed Publications*:

 submitted_____   published _____
 * If your publication is available online before it is printed, count either the online or print version ONLY ONCE as an accomplishment, regardless of whether they were published in different years.

3. Technical and Case Reports:

 submitted_____   accepted _____

4. Grants:

 a.) External grants

 submitted_____   awarded _____

 b.) Internal grants

 submitted_____   awarded _____

---

5. Conference Presentations:____

6. Conference Abstracts:____

7. Awards/Recognition::____

8. Public Lectures:____

9. Outreach: ____

10. Conferences Attended:____

11. Professional Enhancement:____

12. Professional Organizations**:**

 a.) Service ____

 b.) Memberships ____

Professional Accomplishments (detailed)

In the following sections, provide details for the accomplishments summarized in the table above. You must attach supporting documentation for each accomplishment (e.g., photocopies of programs, brown bag flyers, written papers; letters of award; thank-you letters for outreach), and give dates for all entries.
- For all entries use the insert row or copy function to add rows as needed.
- Delete any sections that do not apply to save paper and space.

1. **Peer-Reviewed Publications (Print or Online)**

   List publications, indicating submitted and/or published date for each one. **If your publication is available online before it is printed, you may count either the online or print version ONLY ONCE** as an accomplishment, regardless of whether they are published in different years.

Title	Publication	Author(s)	Status
			Submitted on (date)_____ Published on (date)_____

2. **Non Peer-Reviewed Publications (Print or Online)**

   List publications, indicating submitted and/or published date for each one for the calendar year. **If your publication is available online before it is printed, you may count either the online or print version ONLY ONCE** as an accomplishment, regardless of whether they are published in different years.

Title	Publication	Author(s)	Status
			Submitted on (date)_____ Published on (date)_____

3. **Technical reports and case reports (Print and Online).** If report is published as part of a specific ongoing series, move to non-peer reviewed publications.

Title	Program/Agency	Author(s)	Status
			Submitted on (date)_____ Accepted on (date)_____

3. **Grants**

   a.) External grant applications (outside MSU funding). Indicate as submitted or awarded for each one. Enter the number of grant proposals submitted for the calendar year (for example if you submitted two grant proposals, enter 2 in submitted, if you have one funded, enter 1 in awarded).

Agency	Title	Principal Investigator	Status
			Submitted on (date)_____ Awarded on (date)_____

b.) Internal grant applications (MSU, College, Graduate School, Travel grants, language study). Indicate as submitted or awarded for each one. Enter the number of grant proposals submitted for the calendar year (for example if you submitted two grant proposals, enter 2 in submitted, if you have one funded, enter 1 in awarded).

University unit	Title	Purpose	Status
			Submitted on (date)_____ Awarded on (date)_____

5. Conference presentations (indicate your role as organizer, session chair, invited paper presenter, paper presenter, discussant, etc.)

Date	Organization	Title	Role

6. Conference abstracts published

Date	Organization	Title	Role

7. Awards/Recognition for teaching, scholarship, or service.

Date	Organization	Award/Recognition

8. Public lectures that you presented (invited class lectures, brown bag presentations, etc. NOTE: Do not list lectures delivered in a class for which you were the TA)

Date	Class lectures/guest lectures/brown bag	Course	Professor (if applicable)

9. Outreach (presentations; participation; blog posts; other assistance)

Date	Type of outreach	Topic	Location

10. Conferences attended but did not present

Date	Conference	Location

11. Professional enhancement classes that you attended (including TA training, Graduate School workshops, computer training workshops, summer research, lab methods training, etc.)

Date	Class or Course organizer	Presented by

12. Professional organization(s)

a.) Service (committees, offices held or other activities; including GSA)

Date	Organization	Location	Position Held

b.) Memberships (including GSA)

Date	Organization	Location

Other relevant information: Please provide any other information that you consider relevant to your record or your performance.

Department of Anthropology

Michigan State University

Procedure to have Non-Regular MSU Faculty, Academic Specialists, and non-MSU Individuals Serve on Graduate Student Guidance Committees

Procedure for the approval of non-regular MSU faculty, academic specialists, and external members to serve on graduate student guidance committees: https://grad.msu.edu/non-regular-faculty-committees.

The student should request the following from the proposed non-regular guidance committee member:

1. Letter or e-mail indicating a commitment to serve on the guidance committee
2. Current curriculum vitae
3. Current e-mail address

The packet, with a brief statement as to why you wish to add this person, should be sent to ANP graduate secretary (ANPGrad@msu.edu) for the approval of the department chair and graduate program director. The department graduate program director will send the request with a letter of support to the College and Graduate School for approvals.

Only in very special circumstances will a non-regular person be approved to serve as a chair for an individual student. Please provide extra justification for service as a guidance committee chair.

NOTE: For further information see Planning a Doctoral Program and Appointment of a Guidance Committee: https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=394.

In general, no more than 1 non-regular faculty member may serve on a Master's committee, and no more than 2 on a doctoral committee.

Plan A MASTER'S *THESIS PROPOSAL APPROVAL*

STUDENT NAME:_____

PID_____

Will student use Human Subjects? YES ☐   NO ☐

☐   SIRB Approval Granted (attach copy of approval letter)
☐   SIRB Review is Pending (submit copy of approval letter to graduate office when received)

MA Thesis Proposal Title:_____

Project proposal reviewed by the Guidance Committee and approved on _____
                                                                                                                                                    Date

MA Thesis Defense is planned for: Date:_____ Time: _____

Schedule a room with Graduate Secretary: _____

_____   _____
Student Signature   *Date*

Approved by Guidance Committee:

Signatures: Printed Names:

1._____   _____
Chairperson, Guidance Committee

2._____   _____

3._____   _____

Report on Plan A Master's Program

Students Name _____

PID _____

First course applied to the MA program: Course _____ **Semester taken** _____

Checklist: The graduate secretary or the guidance committee chair will initial that the student has completed the Plan A coursework requirements:

_____ 30 credits of graduate coursework

_____ ANP 830, ANP 840, and a methods course (ANP _____) – *see list on page 9 of Grad Manual*

_____ at least 21 credits in ANP

_____ at least 16 credits of coursework with number 800 or above

_____ at least a 3.0 grade in each ANP course

_____ at least a 3.0 GPA overall (University requirement)

MA Thesis Title _____

Date of successful completion of the MA Thesis defense _____

(the student must be registered during the semester of the final evaluation)

Future plans: (the Guidance Committee Chair must initial one of these options)

_____ The student is receiving the Plan A Master's Degree as a terminal degree.

_____ The student has already been approved by the full faculty for admission into the doctoral program conditional on the successful completion of the Plan A master's degree.

Expected degree date: _____ (month/year)

The student should communicate with the Graduate Secretary to find out if all coursework and other requirements have been fulfilled; the student may then file for the Plan A master's degree.

Print Names of Committee	Signatures of Committee Members
_____	_____
Chair	Chair
_____	_____
_____	_____

Approved: _____   _____

                Chair, Department of Anthropology   Date

Report on Plan B Master's Program

Students Name _____

PID _____

First course applied to the MA program: Course_____Semester taken _____

Under the Plan B master's option, the student is required to complete a final evaluation, under the supervision of an advisor and two additional guidance committee faculty members. Format and content of the evaluation will be specified by the student's committee; a majority vote of the committee constitutes a pass.

Checklist: The graduate secretary or the Guidance Committee Chair will initial that the student has completed the Plan B coursework requirements:

_____ 30 credits of graduate coursework
_____ ANP 830, ANP 840, and a methods course (ANP_____) – *see list on page 9 of Grad Manual*
_____ at least 21 credits in ANP
_____ at least 16 credits of coursework with number 800 or above
_____ at least a 3.0 grade in each ANP course.
_____at least a 3.0 GPA overall (University requirement)

Date of successful completion of the Plan B final evaluation on: _____
(The student must be registered during the semester of the final evaluation)

** <u>IMPORTANT</u>: **FINAL: Please indicate process of "final evaluation" that was used at the Committee Meeting for the evaluation:**
___**Portfolio,**_____**Paper presentation,**_____**Other (Explain)**_____

Future plans: (the Guidance Committee Chair must initial one of these options)
_____The student is receiving the Plan B Master's Degree as a terminal degree.
_____The student has already been approved by the full faculty for admission into the doctoral program
(**Student plans on going forth for the PhD by turning in bibliographies, taking comprehensive written and oral exams, and successfully defending the PhD dissertation proposal. Upon successful completion of the comprehensive written and oral exams and the dissertation proposal defense the student will be considered ABD-all but dissertation**)

Expected degree date:_____(month/year)
The student should communicate with the Graduate Secretary to find out if all coursework and other requirements have been fulfilled; the student may then file for the Plan B master's degree.

<u>Print Names of Committee</u>   <u>Signatures of Committee Members</u>

1._____,Chair   _____

2._____   _____

3._____   _____

Approved: _____   _____
                    Chair, Department of Anthropology   Date

Department of Anthropology
Research Involving Human Subjects

For further information see: https://hrpp.msu.edu/

University and federal policies and procedures require that all research involving human subjects receive **PRIOR** approval from the appropriate board.

HUMAN SUBJECTS

Will the thesis or dissertation you submit include research involving human subjects?

No_____   Yes _____

If yes, indicate IRB log number for the approved protocol and attach the IRB approval letter for that protocol to this form.

IRB Log Number: _____

Student's Name (Print or type)_____

Student's Signature_____

Major Professor's Name (Print or type)_____

Major Professor's Signature_____

CONTACT INFORMATION

Human Research Protection Program (HRPP)

4000 Collins Road
Suite 136 (IRB)
Suite 137 (Compliance)
Lansing, MI 48910
Phone: 517.355.2180

Email: irb@ora.msu.edu
Website: http://hrpp.msu.edu/
Hours: Monday - Friday, 8 a.m. - 5 p.m.

IRB Chairpersons Contact Information

Harry McGee, MPH
Chairperson
Social Science / Behavioral / Education Institutional Review Board
Phone: 517-355-2180
Email: irb@ora.msu.edu

Ashir Kumar, MD
Chairperson
Biomedical and Health Institutional Review Board
Phone: 517-355-2180
Email: irb@ora.msu.edu

Request to Schedule Comprehensive Examinations
Attach this request to the Bibliography and submit to the Graduate Secretary

To: Dr. _____ Graduate Review Committee   Date: _____

From: Dr. _____ Guidance Committee Chair

Re: Comprehensive Examinations for _____ PID _____
                    (Student's Name)

The Guidance Committee for the above named student requests that the student's Comprehensive Examinations be scheduled. This student has no deferred grades outstanding, all required coursework is completed, the attached student's bibliography has been approved by the Guidance Committee, and **the student has a completed GRADPLAN**.

	Areas of Concentration:	First Reader	Second Reader
1.	_____	_____	_____
2.	_____	_____	_____

	Topic	Date/Time	Duration	Format
First Day	_____	_____	_____	_____
Second Day	_____	_____	_____	_____

Comments: _____

Date, Time and Room of Oral Exam: _____
(The comprehensive exams must not be scheduled sooner than ten business days after the turn-in date to allow for GCPC approvals)

APPROVED: Guidance Committee (Please list your current your ranking by indicating the number from the bottom of page.)

_____, Chair_____ Anthropology_____ _____
Dr.   Ranking   Department   Date

_____, Member_____ Anthropology_____ _____
Dr.   Ranking   Department   Date

_____, Member_____ Anthropology_____ _____
Dr.   Ranking   Department   Date

_____, Member_____ _____ _____
Dr.   Ranking   Department   Date

_____, Member_____ _____ _____
Dr.   Ranking   Department   Date

APPROVED:_____Yes _____No _____ _____
                          Chair, Graduate Curriculum and Programs Committee   Date

If disapproved, reason(s) for disapproval:
Committee Ranking Choices: 1=Professor, 2=Associate Professor, 3=Assistant Professor, 4=Approved Academic Specialist

Request to Schedule Dissertation Proposal Defense
Attach this request to the dissertation proposal and submit to the Graduate Secretary

Date _____

To: Dr._____Chair, Graduate Review Committee

From: Dr._____Guidance Committee Chair

Re: Dissertation Proposal for _____   PID _____
        _____(Student's Name)

The student above is ready to defend the dissertation proposal

Comments: _____
_____

Proposed Date, Time and Room of Dissertation Proposal Defense:

_____

(The proposal defense must not be scheduled sooner than ten business days after the turn-in date to allow for GCPC approvals)

APPROVED: Guidance Committee (Please list your current ranking by indicating the proper number from the bottom of page)

_____, Chair   _____   Anthropology_____
                                                Ranking   Department   Date
Dr.

_____, Member   _____   Anthropology_____
                                                Ranking   Department   Date
Dr.

_____, Member   _____   Anthropology_____
                                                Ranking   Department   Date
Dr.

_____, Member   _____   _____
                                                Ranking   Department   Date
Dr.

_____, Member   _____   _____
                                                Ranking   Department   Date
Please print name and sign

Approved:

_____ **Yes**_____**No**   _____ _____
                                     Chair, Graduate Curriculum and Programs Committee   Date

Disapproved, reason(s) for disapproval:

Committee Ranking Choices: 1=Professor, 2=Associate Professor, 3=Assistant Professor, 4=Approved Academic Specialist

APPROVAL OF THE DISSERTATION PROPOSAL DEFENSE:

Student's Name: **Elisabeth (Lissie) Arndt**   Date: **October 4, 2019**

As of this date, the above student's <u>Dissertation </u>Proposal is approved by their Guidance Committee.

	Anthropology	
Dr. Linda Hunt Guidance Committee Chair	Department	Date

	Anthropology	
Dr. Monir Moniruzzaman Guidance Committee Member	Department	Date

	Anthropology	
Dr. Chantal Tetreault Guidance Committee Member	Department	Date

	Osteopathic Med.	
Dr. Laryssa Kaufman Guidance Committee Member	Department	Date

Dr. Guidance Committee Member	Department	Date

Dr. Guidance Committee Member	Department	Date

Dr. Guidance Committee Member	Department	Date

Please print names of guidance committee members under signature line.
Return signed form to ANP graduate secretary at ANPGrad@msu.edu

Department of Anthropology
ACADEMIC ADVISOR'S/COMMITTEE CHAIR'S EVALUATION OF GRADUATE STUDENTS
(Click in boxes and type to fill out - boxes will autoexpand as needed)

EMAIL to graduate secretary by:

Student		Advisor/Chair	

1. Has the student been making progress in their program during the past academic year, and if so, what are the student's main accomplishments?

2. Are there areas in which the student needs improvement? If so, identify and discuss.

3. If the student has not been making progress in the program, what accounts for this, and what recommendations do you have?

4. Additional comments:

5. Date of the student's last committee meeting:

Addenda: from individual committee members, if necessary.

☐ Attached   ☐ No Addenda

Advisor/Chair signature: _____

Department Requirements to be met (determined by the Graduate Curriculum and Programs Committee, Graduate Program Director, and Department Chair):

This form and any attachments constitute your formal annual review. Please pay particular attention to items requiring action on your part. If you have any questions, please see the chair of your committee (or first year advisor) or myself. A signed copy of this form will also be in your departmental file.

_____   *(Signature)*

Chair or Graduate Program Director
Department of Anthropology

Graduate Assistant Evaluation

Student_____

Supervisor: _____

Research assistant ☐   Teaching Assistant ☐   *(check one)*

Semester: _____

Course if TA: _____

Project if RA: _____

Describe the graduate assistant duties below, and provide an evaluation of their performance.

Signed_____   Date_____

Instructor's Student Evaluation Form
Completed for first and second year ANP graduate students

Return to the Graduate Secretary by: _____

<div style="text-align:right">

COPIES:
    Student
    Student's File
    Review Committee
    Instructor

</div>

Student's Name: _____

Instructor:_____Signature:_____Date_____

Course No. _____Semester _____

Course Grade _____

PLEASE PROVIDE THE FOLLOWING INFORMATION (ADD PAGES AS NEEDED)

1. What written assignments did the student complete for the course and what grades were earned on them? Please list.

Rate the student's writing competency using the attached rubric (objectives 2 & 3).

Rate the student's competence in the use and application of anthropological ideas and theory using the attached rubric (objectives 1).

2. Please describe the quality of the student's **academic performance** in the course. Indicate as appropriate the student's major academic strengths (including ability to engage in critical thought, to discern and pursue research problems, handling of techniques and data, contributions to academic progress and achievements during the semester) and major shortcomings. How does this course reflect on the student's ability to successfully complete the graduate program?

3. Please describe the student's demeanor in the course as relevant to **professional behavior**. Was the student attentive, courteous, positive? Was the student's work completed appropriately and in a timely fashion? Did the student reflect interpersonal skills that would enhance or interfere with professional functioning?

Rate the student's professional self-presentation using the attached rubric (objective 5)

MSU Anthropology Department Graduate Student Rubric

Objective	Below Expectations	Emerging	Developing	Proficient
1. Ability to work critically and creatively with theory to address anthropological questions	Little or no evidence of critical/creative thinking or evaluation. Does not identify author's argument; Does not recognize theoretical framework.	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.
2. Writing and Data Analytics	Difficulty correctly/ appropriately articulating ideas or synthesizing information and data	Correct/appropriate articulation of ideas/information.	Organizes arguments effectively.	Supports/illustrates arguments with data/examples.
3. Writing and data communication	Does not effectively communicate at an appropriate level.	Identifies differences in authorial/analytical styles and matches them to appropriate contexts.	Able to locate and use evidence appropriate for the context, apply effective critique.	Able to communicate effectively across different contexts (grant, article, review) and for multiple audiences.
4. Research design	Does not comprehend research design or the appropriate application of methods.	Developing knowledge and ability to apply a range of methods; Recognizes and understands ethical obligations	Incorporates existing literature and knowledge of 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.
5. Professional self-presentation	Does not contribute to class discussion or is disrespectful of other opinions	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 respectfully.	Delivers clear and well-organized oral presentations or lectures; effectively responds to questions from audience, able to manage and lead discussion.

Comments:_____

_____

_____

**Procedures for Grading Departmental
Comprehensive Examinations**

The following procedures have been formally adopted by the department to guide the faculty in grading departmental comprehensive examinations.

I. The University's official 4.0 scale applies in these examination (0.0 - 4.0).

PASSING:	Excellent	4.0	FAILING:	Inadequate 2.5 - 2.9
	Superior	3.7 - 3.9		Unacceptable 2.4 & below
	Very good	3.4 - 3.6		
	Good	3.1 - 3.3		
	Passing	3.0		

If a student's examination answers are "inadequate" (i.e. between 2.5 - 2.9) the examiners <u>may</u> require that the whole examination, or a part of it, be retaken; or they <u>may</u> decide (taking other facts into account) to fail the student outright. If the answer is graded less than 2.5, however, the student <u>must</u> either fail that exam question or be required to retake it.

II. Examiners should keep the questions listed below in mind when grading department exams. Common reference to an agreed set of criteria provides at least some assurance of consistency in grading and facilitates discussion of answers. The section headings are intended as suggestive and overlapping categories, not definitive and mutually exclusive ones. Standards should be kept high and the criterion of the "benefit of the doubt" should not be used.

(a) Content

Does the answer address the question directly enough?

Does it cover the topic of the question from a sufficiently informed standpoint given the level of the examination?

Does it put the question in perspective with respect to the appropriate field of knowledge? (Or does it try to deal with the question in a vacuum?)

Does it contain inexcusable substantive errors?

Is the answer appropriately integrated and consistent?

Is it appropriately comprehensive?

(b) Originality

Where appropriate, does the answer present or suggest new assumptions?

In answers where it is an appropriate strategy to be critical of the question, is the criticism handled effectively or merely defensively?

Are the student's personal insights presented effectively?

Is it an interesting, engaging, bold answer?

(c) Style

Is the answer well organized? Does it have a distinguishable introduction, discussion, and conclusion?

Is the main part of the answer in the form of an argument or presentation of a particular viewpoint? Or does it just ramble from point to point in no discernible order?

If the answer is in outline, is it a coherent, clear and logically organized one?

Is the exposition clear, simple, direct, and in accordance with standard usage? (Or does it put up a smoke screen of verbiage that leaves the reader in serious doubt about the sense of the answer?)

ADMISSION TO THE GRADUATE PROGRAM (PhD)

Undergraduate Preparation
Students applying for admission to the graduate program in Anthropology should have a **minimum** 3.0 grade point average in their last two years of undergraduate work (the mean GPA of each entering graduate student cohort is significantly higher). Although all applicants will be considered regardless of their previous fields of academic training, students will usually have earned at least 12 undergraduate credits in anthropology before entering the program. 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.

In the absence of the recommended course credits and/or coursework, applicants should demonstrate in their application that they have a suitable background to succeed in the program. At departmental discretion, applicants, if accepted into the program, may be required to complete additional coursework as necessary, which will be described in their letter of acceptance.

Application Form and Transcripts
Please apply electronically through the Graduate student portal at http://grad.msu.edu/apply/. Application is now ONLY electronic. The application fee is also payable on-line. The application includes information about applying for financial aid. Prospective students in Anthropology should also include all other supporting materials in their online application. Original transcripts from all universities attended must be sent as a hard copy. Please send these directly to the Department of Anthropology, 655 Auditorium Road, Room 350, Michigan State University, East Lansing, MI 48824. It is the responsibility of the applicant to insure that their applications are complete and to verify their status. Applications are not reviewed until they are complete and the application fee has been paid. Please monitor your application frequently by logging into the student portal.

Michigan State University now permits concurrent applications for admission to two graduate programs, each with a separate application fee. An applicant's application form, and all supporting documents, must be received by the Department by **December 1st.** We review graduate applications ONLY once each year for fall admission.

The Graduate Record Examination (GRE) is required for admission.
For International applicants, TOEFL scores are also required.

Additional Documents Needed
The following additional documents are required by the Department and should be uploaded to your application via the electronic admissions portal:
a. Official transcripts of all undergraduate and graduate study should be sent directly to the department for uploading to your application.

b. Official GRE scores. The student must ensure that their official report of GRE scores are sent to Michigan State University. Use the following codes to order scores: University code: 1465. Department code: 1701~ Anthropology and 1702 ~Archaeology. The GRE must have been taken within the last five years prior to application for graduate study.

c. Three letters of recommendation from persons of high credibility who are in a position to judge the applicant's academic ability and accomplishments. We recommend that at least one of these letters is from a professional or academic anthropologist. Forms waiving the right to see the letter of recommendation are required.

d. One or two **writing samples**, for example: undergraduate or graduate research papers, published paper or electronic copy of presented conference poster.

e. **Personal Statement.** This essay is part of the online application for Graduate Admissions at MSU. The personal statement focuses on your ability and preparation to do graduate level scholarly work, as well as personal and professional experiences that may have led to your interest in anthropology.

f. **Academic Statement.** IN ADDITION to the above essay, Graduate Admissions and the Department require a separate

essay (1-2 pp, double-spaced), called your **academic statement**. This is a forward- looking statement that should focus on why you are interested in graduate study in anthropology, and your interest in pursuing graduate education here.

g.   A **curriculum vita**, outlining your professional training and accomplishments.

Application Deadline
Graduate students are normally admitted for the Fall semester <u>only</u>. All necessary materials must arrive at the Department or be uploaded to your application by **December 1st**. This deadline applies to all students - even to students who are not requesting financial aid. The Department's Admissions Committee finalizes decisions on admissions and most of the year's financial aid no later than mid-April.

Admissions Criteria
The Graduate Admissions Committee considers not only the student's past preparation and performance, but also their interests and needs and whether or not these can best be accommodated by the graduate program of this department. No student is admitted unless at least one (preferably two) regular MSU faculty member have agreed to work with that student.

MSU will now require an additional step to verify transcripts for applications for admission from students from China. The following language will be added to Academic Programs:

APPLICANTS FROM CHINESE UNIVERSITIES: Please arrange for a verification report of your university academic records with the **China Academic Degree and Graduate Education Development Center (CDGDC)**. The report must be mailed directly to the department to which you are applying by the CDGDC, rather than by you or any third party:

China Academic Degree and Graduate Education Development Center
Verification Division
B-17, Tongfang Scientific Plaza
No.1 Wangzhuang Road, Haidian District, Beijing, 100083, P.R.China
Tel: +86-10-82379480
Fax: +86-10-82378718 (24 hours)
Email: cqv@cdgdc.edu.cn
Website: www.chinadegrees.cn

Students admitted on a provisional basis because of language proficiency requirements, can be issued an I-20 for language studies only. This I-20 is limited to a maximum of 2 years. Student will need to be tested at the English Language Center upon arrival and begin studying in the English level determined by that test. Once the student meets the departmental requirements for language, the student may be issued a degree-seeking I-20. If the student has not met the stated language proficiency requirement for department/program admission at the end of two years, the student cannot continue to enroll for courses. Provisional admission can be granted **ONLY** for language deficiencies. Regulations will not allow the issuing of an I-20 for provisional admissions for academic reasons.

Financial Aid for Entering Graduate Students
Funding for Teaching Assistantships and Graduate Office Fellowships may be available for exceptional entering graduate students. However, the availability and allocation of awards is also influenced by the financial resources of the Department and other available funding.

Students are encouraged to apply for financial support outside the Department. Other sources of financial aid include the Title VI-supported Foreign Language and Area Studies Fellowships (FLAS). These fellowships are available through the African Studies Center, the Center for Latin American and Caribbean Studies Center, and the Center for Gender in a Global Context in International Studies and Programs. Check with International Studies and Programs to determine which area studies center has FLAS funding available. Note that FLAS awards are also competitive and are for foreign language study.

Information on other forms of financial aid available through the University for continuing Michigan State University students may be obtained from the Office of Financial Aid, 252 Student Services Building or by calling (517) 353-5940 http://www.finaid.msu.edu/sships.asp.

The Office of Admissions and Scholarships is an additional source of money intended for the recruitment of new graduate students. https://admissions.msu.edu/cost-aid/scholarships

Receipt of **externally** funded fellowships by students who have written and received their own grant worth at least $20,000 (direct costs), makes the students eligible for the in-state tuition rate.

Michigan State University
Department of Anthropology
Graduate Courses

REQUIRED OF ALL GRADUATE STUDENTS:
ANP 830 Cultural and Linguistic Anthropological Theory
ANP 840 Biocultural Evolution

METHODS COURSES (at least one is required):
ANP 412 Methods and Practice in Digital
ANP 429 Ethnographic Field Methods
ANP 461 Methods and Theory in Historical Archaeology
ANP 829 Research Methods in Cultural Anthropology
ANP 842 Human Osteology
ANP 846 Quantitative Methods in Anthropology
ANP 850 Principles of Archaeological Analysis
ANP 859 Gender, Justice and Environmental Change: Methods and Application

PHYSICAL ANTHROPOLOGY COURSES:
ANP 440 Hominid Fossils
ANP 441 Osteology and Forensic Anthropology
ANP 443 Human Adaptability
ANP 842 Human Osteology
ANP 843 Bioarchaeology
ANP 844 Topics in Forensic Anthropology
ANP 845 Paleopathology
ANP 846 Quantitative Methods in Anthropology
ANP 892 Seminar in Anthropology
ANP 894 Forensic Anthropology Internship

ARCHAEOLOGY COURSES:
ANP 452 North American Archaeology
ANP 455 Archaeology of Ancient Egypt
ANP 462 Frontiers and Colonization Historical Archaeology
ANP 463 Laboratory Methods in Archaeology
ANP 854 Archaeological Theory

ADDITIONAL COURSE SELECTIONS:
ANP 491 Topics in Anthropology
ANP 825 International Research
ANP 870 Professional Issues in Anthropology
ANP 890A Individual Readings
ANP 890B Individual Research
ANP 893 Professional Internship
ANP 899 Master's Thesis Research
ANP 999 Doctoral Dissertation Research

SOCIOCULTURAL ANTHROPOLOGY AND LINGUISTICS COURSES:
ANP 410 Anthropology of Latin America
ANP 411 North American Indian Ethnography
ANP 415 China: Culture and Society
ANP 417 Introduction to Islam in Africa
ANP 419 Anthropology of the Middle East
ANP 420 Language and Culture
ANP 422 Religion and Culture
ANP 425 Issues in Medical Anthropology
ANP 426 Urban Anthropology
ANP 432 American Indian Women
ANP 433 Contemporary American Indian Communities
ANP 436 Globalization & Justice: Issues in Political & Legal Anthropology
ANP 437 Asian Emigrant Communities: A Global Perspective
ANP 439 Human Rights: Anthropological Perspectives
ANP 471 Alternative Medicine
ANP 810 Anthrohistory: Exploring the Crossroads of Anthropology and History
ANP 811 Knowledge, Memory, and Archives
ANP 812 Violence and the State: Anthropological Approaches
ANP 814 Capitalism and Modernity
ANP 815 Transnational Processes and Identities
ANP 820 Language and Cultural Meaning
ANP 822 Religion and Ritual
ANP 826 International Development and Practice
ANP 834 Medical Anthropology I: Overview
ANP 835 Medical Anthropology II: Theoretical and Applied Issues
ANP 858 Gender, Justice and Environmental Change: Issues and Concepts
ANP 859 Gender, Justice and Environmental Change: Methods and Application

MUSEUM STUDIES
ANP 485 Foundations of Museum Studies
ANP 488 Museum Curatorial Practices
ANP 494 Museum Exhibition: Theory & Development
ANP 886 Fundamentals of Museum Studies
ANP 895 Special Topics in Museum Studies

Comprehensive Exam Areas/Topics
Examples

These areas and topics are recent examples from approved graduate student comprehensive exams. The list is not intended to represent all possible topics and areas. Topics and areas are supposed to be broader than the dissertation and should represent subjects that might be suitable topics for an advanced undergraduate or graduate seminar. All topics and areas must be approved by the student's Guidance Committee and by the Graduate Curriculum and Programs Committee.

Normally students will choose one geographic area and one topic. Occasionally, a student (usually in physical anthropology) will have two topics instead. In this situation, the student must present an explanation, within the Bibliography, as to why two topics are most appropriate, rather than a topic and a geographic area.

Geographic Areas	Topics
West Africa	Anthropology of Health
Anglophone West Africa	Anthropology of Disability
East Africa	Critical Medical Anthropology
South Africa	Medical Anthropology
Caribbean	Infectious Disease
Europe	Self and Society
Focus on the Southern Cone	Maintenance and Construction of Identity
Northern Pacific Rim	International Migration and Transnationalism
Mexico	The Anthropology of Development
Central America	Anthropology of Development and Identity
Archaeology of South Asia	Political Ecology and Development
Archaeology of Northern Eurasia	Anthropology and Economics
PreHispanic Mesoamerica	Legal Anthropology
Caribbean Archaeology	Psychological Anthropology
Northeastern North American Archaeology	Anthropological Theory: Structuralism
Archaeology of the American Southwest	Race in the USA
Archaeology of the Eastern Woodlands	Forensic Anthropology
Mesoamerican Archaeology (emphasis on West Mexico)	Skeletal Biology
	Biocultural Adaptations
Archaeology of the American Southeast from Contact to the Antebellum Period	Bioarchaeology
	Culture Contact and Colonialism
Archaeology of North America (focus on Eastern Woodlands)	Ceramic Production and Distribution
	Evolution of Complex Societies
Archaeology of North America (focus on Great Lakes)	Theories of Social Change
	Landscapes in Archaeology
	Social Integration and Spatial Behavior in Small Scale Societies
("Great Lakes archaeology" has been deemed too narrow for the purposes of the comprehensive exam)	Spatial Organization of Social Behavior
	Culture Contact: Trade and Exchange
	Ceramic Style
	Cultural Landscapes
	Craft Production and Distribution (focus on lithics)
	The Capitalist World System and Expanding World Economies

MICHIGAN STATE | College of Social Science
U N I V E R S I T Y | Social, Behavioral, and Economic Sciences

Research Training Tracking System

The RTTS is based on the concept that the individual is responsible for recording the training they took. Faculty, staff or administrators cannot enter data for the individual.

The site is: https://www.egr.msu.edu/secureresearchcourses/

Login with your MSU Net ID and password.

The intent of the Research Training Tracking System is to enable those needing non-credit training to record classes and other training events electronically form which can be accessed by administrators for tracking and reporting purposes. Access is controlled by MSUNetID and password.

When trainees first login, they are asked to select:
- Their Primary College and department. This should be for the department for which they are required to take the courses. They are also asked to enter the MSUNetID of their adviser. (*This can be changed to the Net ID of a PI if they are working on a specific grant or project.*) Courses taken from another college can also be added.
    - o Select List of Colleges: Choose CSS and then your unit – it will bring up all the courses/training offered for that unit.
- Training Description – can be chosen from the list of training offered by the unit.
- Number of Hours
- Training Date – is the date the training was completed, not the current date.
- Notes – includes, but is not limited to, a summary of content covered in the training was about.

MICHIGAN STATE UNIVERSITY | College of Social Science
Social, Behavioral, and Economic Sciences

Research Training Tracking System

Students can always go in and edit/update their information in the system.

<u>Administrators do not need to create an account</u>.

Faculty without the administrators' role will only see a list of their students when they login. That's provided their students correctly identified them as their adviser. Students do not see the Administrator tab.

Under the Administration tab, you will find the following 4 entries:

- Validate Training Completion,
- View Proof of Compliance,
- Run Reports,
- Download Records.

<u>To validate training completion as a Department Supervisor:</u>

1. Login into the system.
2. Under the "Administration" menu select "Validate Training Completion" sub menu.
3. On the administration page select Academic Year and the Department that you want to validate the training completion for, and click on:

    "Show Trainees Accounts" button.

    It will bring the list of students with current training status.
4. To verify training completion click on "Complete" button next to the corresponding student.
5. To change training completion status to "Incomplete" click on:

    "Incomplete" next to the corresponding trainee.

To validate training completion as a Trainee Adviser:

1. Login into the system.

2. Click on "Advised Trainees" menu. Please note you will see this menu only if your advisees have already created accounts in the system and included you as an adviser.

3. At the Trainee Accounts page you will have a list of your advisees for each academic year.

4. To view the trainee report and view the training they took, select:
   "Click to View Trainee Report" button next to the corresponding trainee.

5. To validate training completion click on "Change to Complete" button next to the corresponding training.

6. To change training completion status to "Incomplete" click on:
   "Change to Incomplete" button next to the corresponding trainee.

The Run Reports are reports already configured in the tracking system.

Your Primary department reports can be for either the full year or for a selected part of the year.

Reports #2 and #4 is for selecting those who have completed a specified number of hours. The Download Records will do a CVS dump of all the records to which you have access. This allows you to do your own custom reports.

The Trainee/Adviser Lookup tab allows you to check the current records for a trainee or the records of all trainees for specific Adviser/PI.

Please contact src-help@egr.msu.edu if you have questions.

MICHIGAN STATE
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**RECORD OF COMPREHENSIVE EXAMINATIONS
for
DOCTORAL DEGREE AND EDUCATIONAL
SPECIALIST DEGREE CANDIDATES**

☐ **Check if this is a re-examination because of expired time limits.**

Department of _____

Student's Name _____ **Student Number** _____
Last, First Middle Initial

Term and Year of First Course Counted towards this Degree _____

Result of Written Comprehensive Examinations:

Field	**Examiner(s)**	**Examination Date (MM-DD-YY)**	**Passed or Failed**

Result of Oral Comprehensive Examinations:

Field	**Examiner(s)**	**Examination Date (MM-DD-YY)**	**Passed or Failed**

OVERALL PASS or FAIL? _____

Signed _____   _____
Chairperson of Examination Committee   Date

Signed _____   _____
Chairperson of Department   Date

Signed _____   _____
Dean of College   Date

08/09

MICHIGAN STATE
U N I V E R S I T Y

RECORD OF DISSERTATION AND ORAL EXAMINATION
REQUIREMENTS FOR DOCTORAL DEGREE CANDIDATE

Department of: _____

Student's Name: _____ **Student Number:** _____

1. **Dissertation Title:**

2. **Dissertation has been:** ☐ **Accepted**   ☐ **Rejected**   ☐ **Accepted subject to revisions (beyond minor editorial changes) required by the Committee.**

3. **Oral examination in defense of the dissertation was conducted on:** _____
   Date

   The student ☐ **Passed**

   ☐ **Failed**   **Reason:**

4. **Dissenting opinions and signatures of dissenting examiners, if any:**

5. **Subject to the satisfactory completion of other requirements, this student is recommended for the degree Doctor of:**

   ☐ **Philosophy**   ☐ **Education**   ☐ **Musical Arts**

Signatures of Guidance Committee Members: **Printed names of Guidance Committee Members:**

_____   _____   _____
                                       Chairperson of Guidance Committee   Date

_____   _____   _____

_____   _____   _____

_____   _____   _____

_____   _____   _____

_____   _____   _____

6. **Major revisions required:**

7. **Revisions, if any, approved:** _____
             Chairperson of Guidance Committee   Date

Approved: **Department Chairperson:** _____

            Associate/Assistant Dean: _____

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