



**Anthropology**   

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**UNIVERSITY OF UTAH**

**GRADUATE STUDENT HANDBOOK**

**Academic Year 2018 - 2019**

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## INTRODUCTION

Welcome to the Department of Anthropology graduate program at the University of Utah! This handbook is intended as a reference guide for navigating the Anthropology graduate programs. The information and procedures listed below are subject to change and may vary according to the specific program requirements for each of the four sub-disciplines. It is your responsibility as a graduate student to maintain your program in accordance with departmental policies and to meet relevant deadlines. All questions regarding departmental guidelines can be addressed first with your supervisory chair, or with the Administrative Officer/Graduate Academic Advisor, Kyla Welch; or the Director of Graduate Studies, Dr. Jack Broughton.

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

### Recommended Resources:

- University of Utah Graduate School website: <https://gradschool.utah.edu/>
- Graduate School webpage has downloadable forms: Under >Current Students> All FORMS
- The Graduate Catalog which lists university-wide policies: <http://gradschool.utah.edu/graduate-catalog>
- And, perhaps most importantly, your fellow graduate students who are invaluable resources for navigating the University and the graduate program.

Wishing you a successful and enriching academic year,

Leslie Knapp, Ph.D.  
Chair, Department of Anthropology

Jack Broughton, Ph.D.  
Director of Graduate Studies

## Anthropology Staff Contacts

### Kyla Welch, Administrative Officer

- Maintains graduate student records and electronic file information
- Tuition Benefit Program, Admissions and Enrollment requirements
- TA/RA/GA assignments, travel funding applications, fellowships
- Liaison with Graduate School
- Program information and requirements
- Programs of study and supervisory committee questions
- Thesis/Dissertation Policies and Deadlines
- Graduation Applications, Policies and Deadlines

### Brock James, Office Assistant

- Travel Reservations and Reimbursements
- Printing, Photocopying and Technical support
- Graduate Website Management and Event Advertising
- Meeting Room Reservations

## Regular Faculty

**Adrian V. Bell** (Ph.D. UC Davis, 2011; Assist. Prof). Human ecology, evolutionary game theory and social evolution, economics of small-scale societies, Oceania.

**Jack M. Broughton** (Ph.D. U Washington 1995; Prof). Zooarchaeology, evolutionary ecology, human paleoecology, North American Prehistory (especially California and the Great Basin).

**Elizabeth Cashdan** (Ph.D. U New Mexico 1979; Prof). Behavioral ecology, evolutionary psychology, sex differences and reproductive strategies, hormones and behavior, hunter-gatherers, sub-Saharan Africa.

**Brian F. Coddig** (Ph.D. Stanford U; Asst Prof). Human behavioral ecology, foraging economies, anthropogenic fire, gender division of labor, ethnoarchaeology, ethnoecology, spatial analysis; Australia & North America.

**Marianna Di Paolo** (Emeritus) (Ph.D. U Texas at Austin 1986; Assoc. Professor). Sociolinguistics, sociophenetics, Native American linguistics (Shoshoni).

**Tyler Faith:** (Ph.D. George Washington U, 2011; Assist. Prof.). Quaternary paleoecology, vertebrate paleontology, zooarchaeology, paleoanthropology, modern human origins, extinctions, Africa

**Kristen Hawkes** (Ph.D. U Washington 1976; Dist. Prof). Human evolution, behavioral ecology, sociobiology, hunter-gatherers.

**Douglas Jones** (Ph.D. U Michigan; Assoc. Prof). Biocultural perspectives on mate choice, human behavioral ecology, evolutionary psychology, kinship; Brazil.

**Karen L. Kramer** (Ph.D. U New Mexico 1998; Professor). Human behavioral

ecology, demography, cooperative breeding, evolution and economics of childhood & parenting; hunter-gatherers (Pume, South America) and agriculturalists (Maya).

**Leslie A. Knapp** (Ph.D.; UCLA, 1994; Prof). Primate immunogenetics and molecular ecology.

**Lisbeth Ann Louderback** (Ph.D. University of Washington 2014; Assist Prof.) North American pre-history; Arid West; Quaternary paleoecology; Archaeobotany; Palynology, Starch grain analysis.

**Shane J. Macfarlan** (Ph.D. Washington State U 2010; Assist. Prof). Evolutionary Anthropology; Social psychology; Political Economy; Political and Behavioral Ecology; Inequality; Ritual Society and Labor Exchange; Ethno-History.

**John M. McCullough** (Emeritus) (Ph.D. U Illinois 1972; Prof). Physical anthropology, ecological genetics, human variation; the Americas, Yucatan, Europe.

**Duncan Metcalfe** (Ph.D. U Utah 1987; Assoc. Prof). Archaeological method and theory, evolutionary ecology; western North America.

**James F. O'Connell** (Emeritus) (Ph.D. UC Berkeley 1971; Dist. Prof). Hunter-gatherer ecology, archaeological method and theory; Australia, Africa, North America.

**Richard R. Paine** (Ph.D. Pennsylvania State U 1992; Assoc. Prof). Archaeology, prehistoric demography, complex societies, human/land relationships; Mesoamerica, Europe.

**Alan R. Rogers** (Ph.D. U New Mexico 1982; Prof). Population genetics, evolutionary ecology.

### **Auxiliary Faculty**

**Jesper L. Boldsen** Adj. Prof. (Ph.D. U Aarhus-Denmark). Evolution of human life history, human osteology, epidemiology, paleodemography; Medieval Scandinavia, Europe.

**Shannon A. Boomgarden** Adj. Asst. Prof. (PhD U Utah, 2015). Paleoecology, Fremont agricultural productivity, irrigation and infrastructure, Fremont maize caching. Great Basin.

**Joan Brenner Coltrain** Research Assoc. Prof. (Ph.D. Utah). Archaeological method and theory, stable isotope chemistry; Great Basin, eastern Arctic.

**Michael D. Cannon** Adj. Asst. Prof. (Ph.D. U Washington, 2001). Archaeology, zooarchaeology, evolutionary ecology, Great Basin and Southwest, cultural resources management.

**Shawn W. Carlyle** Research Asst. Prof. (Ph.D. Utah, 2003). Biological anthropology, molecular archaeology of the US Southwest.

**Russell D. Greaves** Adj. Assoc. Prof. (Ph.D. U New Mexico, 1997). Hunter-gatherers, ethnoarchaeology, technology subsistence, North American archaeology,

geoarchaeology, comparative ethnology, museum studies.

**Richard D. Hansen** Adj. Assoc. Prof. (Ph.D. University of California LA, 1992). Archaeology; Maya and Ancient Mesoamerican; Nakbe Basin, North Peten, Guatemala.

**Celeste Hendrickson** Adj. Assoc. Prof. (PhD, UC Berkeley, 2013). Historic archaeology, geoarchaeology of rockshelters and caves, prehistoric textile production and technology. Baja California and Baja California Sur, Mexico.

**Derinna Kopp** Adj. Asst. Prof. (PhD U Utah). Forensic anthropology. Great Basin. derinna.kopp@anthro.utah.edu

**Bojka Milicic** Assoc. Prof./Lecturer (Ph.D. U Utah). Cultural anthropology, kinship, gender, ethnohistory, social networks; Mediterranean and India:

**Rebecca Olsen** Instructor (MA Utah). Cultural anthropology, women cross-culturally.

**Renee Pennington** Asst. Prof./Lecturer (Ph.D. Penn State). Demography, pastoralists, evolutionary ecology; Africa.

**Shannen L. Robson** Asst. Prof./Lecturer (Ph.D. U Utah). Comparative primatology, life history, evolutionary ecology, demography and museum studies.

**Andrew Ugan** Adj. Asst. Prof. (PhD U Utah, 2005). Archaeology, archaeofaunal analysis, paleoecology and stable isotope analysis, Fremont prey choice and prehistoric foraging behavior. Great Basin and South America (Argentina).

## MAIN OFFICE SERVICES

### Main Office Contact Information

The Department of Anthropology main office is located in the Carolyn & Kem Gardner Commons (abbreviated on campus maps and for campus mail as GC) in Suite 4625. The building is unlocked and open to the public from 6 am to 9 pm Mon-Fri. The Gardner Commons building is closed and locked on weekends and holidays.

The department phone number is 801-581-6251.

### Keys

Since the Gardner Commons is locked during the evening and on weekends, graduate students should apply for key card access from the Administrative Officer if they want after-hour access to the TA offices, labs, etc. You must bring your university ID card (UCard) to the building during regular office hours and agree to abide by security policies established by the department. You are responsible for any hard-copy keys issued in your name, these must also be requested from the Administrative Officer and approved by your Faculty sponsor. When you no longer need a particular key, you must return it to the Anthropology main office.

### Mailboxes

Mailboxes for faculty, staff, and graduate students are located in the Anthropology front

reception area. Graduate students receive their mail in the labeled mailboxes on the right side of the reception area. Mail is delivered to the building daily and collected by front desk staff twice per week. Mail sent to graduate students should be addressed as follows:

Student's name  
Anthropology Department  
260 S Central Campus Drive  
Carolyn & Kem Gardner Commons, Suite 4625  
Salt Lake City, UT 84112

### **Copy machines & fax machine**

If you are a Teaching Assistant and need to make copies for class or student use, please check with the main office staff in order to use the public and private printing options on each floor of the Gardner Commons.

### **Department equipment available for check-out**

Gardner Commons is a high-technology building. At this time, A/V support for classrooms and general access (GA) spaces will be provided through the Gardner Commons Information Desk on Level 2. The Information Desk maintains a stock of Blu-ray players, document cameras, HDMI/VGA cables and adapters available for use within the building. TA's can check out equipment at the desk or call from the classroom for a delivery.

The department of Anthropology also maintains a small inventory of laptop computers, projectors and other audio equipment available for check out. Please contact main office staff to reserve any equipment or supplies

### **Room reservations**

The Department can arrange to reserve various rooms in Gardner commons or another building on campus for one-time use (e.g., a study session for the class you are TA-ing, supervisory committee meetings) or recurring functions (e.g., the graduate student colloquium, weekly lab meetings). Requests should go to Brock James initially, but if he is not available, all Anthropology office staff can help you reserve a room.

## **FACILITIES CONTACTS**

Additional information regarding the department's numerous facilities and their descriptions can be found on our website [anthro.utah.edu](http://anthro.utah.edu)

### **Archaeological Center**

Brian Coddling:

Phone: 801-581-8663

Email: [Brian.Coddling@anthro.utah.edu](mailto:Brian.Coddling@anthro.utah.edu)

### **Stable Isotope Lab**

Joan Brenner-Coltrain

Phone: 801-585-8366

Email: Joan.Coltrain@anthro.utah.edu

### **Ancient and Modern DNA Labs**

Leslie Knapp:

Phone: 801-585-0885

Email: Leslie.Knapp@anthro.utah.edu

### **Zooarchaeology and Human Osteology Labs**

Jack Broughton:

Phone:801-581-8869

Email: jack.broughton@anthro.utah.edu

## **ELECTRONIC COMMUNICATION AND LISTSERVS**

### **Anthropology Emails and Computer Support**

Each student is issued a University Network ID (UNID) and email (UMail) account for use throughout the time the student is registered for classes at the University of Utah. A University assigned student email account shall be the University's official means of communication with all University of Utah students. The University and Department reserves the right to send official communications to students by email with the full expectation that students will receive and read these emails in a timely fashion.

Email may be accessed through CIS>Check my Umail or by going to [umail.utah.edu](mailto:umail.utah.edu). Your default email address is your UNID (student ID number with a 'u' replacing the first '0') @umail.utah.edu and your initial password is your date of birth in this format: DDMMYY. All users are required to change their password the first time they log on. This password will be used to access all uNID systems.

Students should also obtain an anthropology email address through the College of Social and Behavioral Science IT Department by logging in to the following site: <https://support.csbs.utah.edu/newuser> and select "Submit a New Account online" and following the directions as requested. Every Anthropology student who requests an account from the College of Social and Behavioral Science (CSBS) will be assigned an email address in the following format, which will forward to your regular UMail account as an alias: [firstname.lastname@anthro.utah.edu](mailto:firstname.lastname@anthro.utah.edu). The Department prefers you use this email address as it is much easier to keep track of mailing lists. If you have another email address you prefer to use, you can set your University email accounts to forward your email to your other provider. This assures that you'll still receive anything that is addressed to you at your department email address.

At the time the account is initially requested, CSBS will generate a form with your new user name and a temporary password. The Department Administrative Officer will receive the form, usually within 24 hours after you make the request. After you review and sign this form, you should immediately change the password according to the instructions on the sheet. This password is only used for the CSBS user account, not to access your email, which will still be done through UMail/CIS as indicated above. If

desired, students may set up and access their own “N drive” (network drive) on their computer and access it remotely through their CSBS user account. Contact CSBS computing at 801-585-8985 for more information.

### **University Wireless Networking**

Wireless networking is available anywhere in the Gardner Commons building and Ethernet connections can be found in all graduate student spaces. The University of Utah provides two campus wireless networks: UConnect, a secure network for students, faculty, and staff; and [UGuest](#), an unsecured network for visitors. In addition, the University of Utah is part of the [eduroam](#) network, and offers secure wireless access to visitors from other participating institutions.

The [UConnect Setup Wizard](#) is the best way to configure your device to connect to the network. For assistance connecting to the wireless network, contact the Campus Help Desk at 801-581-4000.

### **The Anthropology Graduate Student Listserv**

The department and Graduate SAC Chairs maintain separate listservs for Anthropology graduate students. You will be automatically added to the departmental listserv when you arrive at the U. However, you must subscribe to the SAC listserv with your personal email. It is a convenient way to get out information to all graduate students, and is used for everything from notices about colloquia to invitations to parties. You can email your Graduate SAC representatives Kurt Wilson ([kurt.wilson@utah.edu](mailto:kurt.wilson@utah.edu)) and Blanca Yague ([blanca.yague@utah.edu](mailto:blanca.yague@utah.edu)) for more information.

## **LOGISTICAL INFORMATION**

### **Student Advisory Committee (SAC)**

Graduate students are encouraged to constructively participate in departmental affairs through a number of avenues. Membership on the Anthropology Graduate Student Advisory Committee (SAC) allows student an opportunity to evaluate instructors, courses, programs, etc. This committee, chaired by a current graduate student, compiles student opinions and provides recommendations when professors are up for retention and tenure review. The SAC Chair’s contact information will be given to you early Fall semester each academic year.

### **Student Office Space**

Office space is reserved through the Administrative Officer in collaboration with the department Chair and Director of Graduate Studies. Graduate students have workstations primarily in the main Anthropology Suite on the 4<sup>th</sup> floor or near the 5<sup>th</sup> floor labs. Location is dependent on the student’s intended emphasis. The department provides each student with a 2-drawer lockable filing cabinet, shelf space for books and a functional workstation with power and data ports. The department can help with any additional storage concerns, please reach out to the Administrative Officer with specific requests.

## Graduate Student Colloquium

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

## Parking and bus passes

You can get an annual parking pass from Commuter Services (<http://commuterservices.utah.edu/campus-parking>). Parking passes are virtual you will need to submit your license plate number through the online portal. Searchable parking maps are available on the commuter services website. As a student you're may also use public transportation at no cost. UTA buses/ TRAX can be used by presenting your student ID card (U-card), which can be obtained at the U-card office in the Student Union.

To use your U-card to ride TRAX/buses:

- Get your UCard at any UCard office.
- Tap your proximity enabled UCard on the card reader located on UTA buses and train platforms as you enter and exit to ride for free. The U-Pass is not valid on PC/SLC Connect, Ski Service, and Paratransit service.
- Riders using the UCard will be subject to random spot checks to ensure they have used the reader in order to ride.

## Useful Websites

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

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

The Graduate School: [http://www.utah.edu/graduate\\_school/index](http://www.utah.edu/graduate_school/index)

CSBS Computing: <https://support.csbs.utah.edu/tiki-index.php>

## FINANCIAL INFORMATION & ACADEMIC FUNDING OPPORTUNITIES

### Continuing students

Continuing students must apply each year for departmental funding and teaching opportunities using the Graduate Student Funding Form which is provided to the students each winter. Letters of recommendation are not required.

### Teaching Assistantships

Teaching assistantships are awarded on a competitive basis as Departmental needs and funds allow. Students who wish to be considered for TA funding are required to fill out the funding request form and submit it to the Administrative officer no later than December 29<sup>th</sup> of each academic year. Funding decisions are made on or before the first week of February each Spring semester for the upcoming academic year. If you did not receive assistance during your first year, this does not preclude you from consideration

in subsequent years.

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

**Research Assistantships (RA)** are available as a result of grants awarded to the department faculty, and are available by arrangement with the faculty member in question. RA awards are determined by the faculty member. Research assistantships may include a tuition waiver.

### **Other Sources of Funding**

Graduate students are encouraged to seek their own financial support by applying for fellowships and other aid, including Federal Work Study Grants. Students with less than two years in a graduate program are strongly encouraged to apply for the National Science Foundation's Graduate Research Fellowship Program (<http://www.nsfgrfp.org/>).

Graduate School Fellowships All of the fellowships currently administered by the Graduate School are listed here:

<http://gradschool.utah.edu/tbp/graduate-fellowship-opportunities/>. Click on the "Apply Now" button below any of the fellowship listings to access the electronic application, which is administered by AwardSpring.

### **AwardSpring Application & Login**

Students must create an account and answer the initial qualifying questions in order to proceed to the individual fellowship applications. Award Spring Application Guides can also be found at the website above.

### **Graduate Research Fellowship (GRF) (\$18,000 plus tuition benefit – if eligible, and subsidized health insurance).**

For full-time graduate students who are conducting research or creative projects and who are pursuing the terminal graduate degree in their departments. All qualifying examinations must be successfully passed prior to the beginning of the academic year of the award; nonrenewable. \*Award will qualify the student for the university's tuition benefit program, provided all other tuition benefit program criteria are met (including term limits). 12 to 15 awards given annually. Due: Friday, January 19, 2018 by 5 PM MST. \*Your department may have an earlier deadline. You are responsible for being aware of and complying with the department deadline.

Each department is allowed to submit 2 applications for the GRF. Please do not apply through AwardSpring unless you are one of the two individuals endorsed by your department.

The Department Chair letter should nominate the student and lay out an argument for the award.

Particular emphasis should be placed on evidence of the student's high potential for achievement in research or creative work. Please reach out to Leslie Knapp if you would like to be considered for this award.

**University Teaching Assistantship (UTA) (\$18,000 plus tuition benefit – if eligible, and subsidized health insurance).**

Each department is allowed to submit 2 applications for the UTA. Please do not apply through AwardSpring unless you are one of the two individuals endorsed by your department. Please reach out to your committee chair or faculty mentor if you are interested in applying for this assistantship. For full-time graduate teaching assistants (first-year graduate students are not eligible). Departments may use the University teaching assistants in a variety of ways to enhance undergraduate teaching and graduate student development. \*Award will qualify the student for the university's tuition benefit program, provided all other tuition benefit program criteria are met (including term limits). 12 to 15 awards given annually. Due: Monday, January 29, 2018 by 5 PM MST. \*Your department may have an earlier deadline. You are responsible for being aware of and complying with the department deadline.

**External Scholarship and Fellowship Opportunities**

<https://gradschool.utah.edu/tbp/external-opportunities/>

**Tuition Benefit Program**

Certain departmental positions will qualify you for the Tuition Benefit Program including Teaching Assistantships, Research Assistantships, and some scholarships. Students must maintain a 3.0 GPA and be registered for 9-16 graduate level credit hours. Undergraduate level courses are not covered by the Graduate Tuition Benefit Program.

Students will lose their TBP support and be charged for their tuition if they a) drop below 9 credit hours (even briefly) after the 15th day of the semester, b) receive less than the minimal financial support, or c) otherwise fail to meet requirements.

Students are entitled to a full tuition waiver if they are paid at least \$7750 each semester by the Department with in-state status. Out-of-state students will be entitled to tuition waivers based on the current in-state tuition rate. Students paid less than \$7750 per semester can qualify for a partial tuition waiver.

If you are employed by a different department, you may be entitled to a full tuition waiver; however, this must be approved by the Graduate School. The work you do in a different department must be related to your area of research. You must also notify your administrative officer if you accept a position in another department.

**2018-19 Minimum Support Levels**

\$7,750/ semester: 100% tuition benefit

\$5,813/ semester: 75% tuition benefit

\$3,875/ semester: 50% tuition benefit

Details and important dates regarding your pay can be found on page X. If you have not worked for the University previously, you must schedule a meeting with the

Administrative officer at least two weeks before your start date. All questions regarding pay and Tuition Benefits should be directed to the Administrative Officer.

Keep in mind, there are limits to the number of semesters a student can receive a tuition waiver. These time limitations can be seen on the following page. However, extensions are often possible through a petition. Please reach out to the Administrative Officer (Kyla Welch) and Department Chair (Leslie Knapp) for further information.

Master's students = 4 semesters (Fall & Spring)

Doctoral student entering with a bachelor's degree = 10 semesters

Doctoral student entering with a master's degree from the U = 6 semesters

Doctoral student entering with a master's degree from elsewhere = 8 semesters

\*\*An additional 2 semesters of TBP support are available for some TAs. See website for details See the graduate school website (<http://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines>) for more information.

### **Your Paycheck**

If you are receiving funding from the University, you will get a paycheck twice a month, on the 7 and the 22 of each month. You must sign up for direct deposit—fill out the form electronically in CIS (Campus Information Services) under the employee tab, and then under “My Human Resources/ Payroll.” It’s a good idea to go over your first paycheck carefully, as sometimes mistakes are made (e.g., you might not be getting paid the correct amount). You can also check your paycheck by going into CIS (Campus Information Services) from the University’s main website and under the Employee tab, your Human Resources/Payroll/View Payroll. These check stubs can also be printed.

If you are receiving a paycheck from the University and you are enrolled as a student, you may qualify for the FICA exclusion. This means that you don’t have to pay social security tax, so it won’t be withheld from your check. Graduate students must be enrolled and registered for 3 or more credit hours in the current semester at the University of Utah AND Employed at the University of Utah as a part-time employee assigned to work less than 30 hours per week in a position not eligible for benefits. (Total FTE can’t be over .50). If a student works at the University of Utah during the summer semester, s/he must be enrolled and registered at the University of Utah as a student for the above stated credit hours during the summer semester in order to qualify for Student- Employee FICA exclusion. If you are having social security taxes taken out of your paycheck by mistake, you should go to the payroll office at 420 Wakara Way and fill out a form. They will give you a retroactive refund of social security already withheld from your University paycheck for up to three years.

### **Health Insurance**

Subsidized insurance is available to TAs and RAs who are receiving a full 100% tuition benefit. They may hold both a TA and an RA position (with the total adding up to 100% tuition benefit) to qualify. The insurance is the same student health insurance policy offered to all U of U students. Coverage for dependents is not subsidized. Rates and

brochures are available at [www.uhcsr.com/utah](http://www.uhcsr.com/utah). Qualifying students are billed for 20% of the premium through Income Accounting. The Graduate School pays the remaining 80% at the start of the semester. Throughout the semester, the Graduate School is reimbursed via bi-monthly payroll deductions from the TA benefit pool or RA benefit allotment. For this reason, RA's must be paid from a grant (5000 fund) that has a benefit allotment for each student researcher. If there is no benefit pool on the grant that the student is paid from, they should be coded as a GA and not included on the subsidized health insurance.

Rates and brochures for this policy are available online at [www.uhcsr.com/utah](http://www.uhcsr.com/utah) or from:

**Student Health Services**

Madsen Health Center Level 1

555 Foothill Blvd.

Salt Lake City, UT, 84112

Additional information is available from Student Health Services

(<http://www.studenthealth.utah.edu/>).

**Residency and Tuition**

Residency status is established upon admission to the University. Students who have been classified as Nonresidents may apply for reclassification but are required to take overt steps to prove their intent to make Utah their permanent residence.

**Checklist of Documentation Required for All Applicants**

- You must be a U.S. citizen or have permanent resident status in the U.S. If you are a Permanent Resident/Resident Alien, provide a copy of your permanent resident card or a copy of the I-551 stamp found in your passport.
- You must provide proof of a Utah driver's license issued by the deadlines posted on the Admissions residency website listed at the end of this section. If you do not hold a valid driver's license from any state and you do not drive, you are required to provide a Utah ID card. (See Utah Department of Public Safety website for details on applying for a Utah driver's license or ID card: <http://publicsafety.utah.gov/dld>).
- If you operate a vehicle in the state of Utah where your name is on the vehicle registration, you must provide proof of Utah car registration processed by the deadline on the Admissions' website. If you operate a car where the car registration is under your out-of-state parent(s) name, you must provide a copy of the out-of-state car registration. (See Utah Division of Motor Vehicles website for details on registering a vehicle in Utah: <http://dmv.utah.gov/>)
- You must provide proof of Utah voter registration. Provide a copy of your registration card or a letter from the County Clerk's Office verifying the date you registered.

**All graduate students who have started their graduate program must provide:**

- University of Utah transcript verifying completion of 40 semester credit hours of graduate level course work;
- Proof of physical presence in Utah for at least the 12 continuous months immediately prior to the first day of class for the academic term you wish to be considered a resident student;
- Acceptable documents include: A transcript verifying you were enrolled in on-campus,

- term-length classes at a Utah college or university; OR
- A letter from a Utah employer verifying physical presence for work inside the state of Utah (letter must be on company letterhead, dated, include from and to dates of employment and be signed by someone authorized to verify your employment) or copies of pay stubs for the required time period.
  - The following documents are not sufficient proof of physical presence: utility bills, W-2 forms, rental agreements, or letters from friends. The burden of proof is on the applicant to provide written verification of their physical presence for the required twelve continuous months.
  - Verification of financial independence showing that you are not claimed as a dependent on the tax return of any person who is not a resident of Utah.

Funded graduate students receiving tuition waivers are required to apply for residency when they meet the 60 hours requirement. For further information and application forms on Utah Residency go to the following website: <http://admissions.utah.edu/apply/residency>.

## Travel Funds

Funding is available for travel to conferences, especially if you are presenting a paper or poster. There is usually a better chance of obtaining funding if you submit requests early in the academic year. Often, travel funds are exhausted by March or April. There are two main sources of travel funding: the ASUU, via the SAC chair, and through the Graduate School. A schedule of application deadlines can be requested from your SAC chair or the Administrative Officer. The Anthropology department provides \$400 of travel support to graduate students each year regardless of whether they have received funding from other University sources. However, the Department is willing to match up to \$500 of funding for those students who take the initiative to secure funding from other sources. This means students who apply early may be eligible to receive over \$1000 in travel support.

### ASUU funding

To request travel funds from ASUU, you should ask the Anthropology Grad SAC Chair for the current template for drafting a bill to present to the ASUU Senate. You will need the following information: The name of conference attending, location, reason for attending (you will need to state something about how attending will benefit you and the department), and an itemized list of anticipated expenses including hotel, airfare, registration fees, etc.

What is actually funded and the funding limits can be found here: (<http://www.asuu.utah.edu/senatefinanceguidelines/>).

Once you draft your bill, you will forward it to the current CSBS Senator, who will confirm all the information is correct. You must then attend the Senate meeting at which your bill is being considered (your college senator will tell you what date and time to attend). You will need to give a 2 minute explanation in front of the senate as to why you are requesting funds.

Once your bill is approved you will need to go to the ASUU office in the Student Union Building to sign a travel waiver. Once you have been approved for travel funding, please see the Department's Administrative Officer to obtain a travel trip registration number before making your travel arrangements. ASUU will need the travel registration number

before any reimbursement is given. Reimbursement usually takes 4-6 weeks following the dates of travel, and requires detailed receipts, so make sure to save all of your receipts.

### **Graduate School Funding**

Travel funds are also available through the Department and the Graduate School. You can download the *Graduate Travel Award Instructions and Application* from the Graduate School website: <http://gradschool.utah.edu/wp-content/uploads/2013/04/2014.04.28-gstaa-application.pdf>.

Applications must be received in The Graduate School prior to travel dates. Requests are considered up to a maximum of \$400 and must be supported with a dollar-for-dollar match from department funds. Matching support must be from university funding sources, e.g., development, operation, service, research, etc. Effective July 1, 2018, graduate students will be eligible to receive one (1) GSTAA grant during their academic career at the University of Utah. The size of the GSTAA grant will increase, now providing up to \$500 in matching funds. Awards may be given for presenting research papers or posters at meetings organized by professional societies, universities, institutes, or other academic organizations. Students attending conferences but not presenting posters or talks are not eligible. If you already have received GSTAA funding prior to July 1, 2018, you are ineligible for an additional GSTAA award. If you applied for GSTA funds prior to July 1, 2018 and received funding, or you are applying for the first time, you are eligible to apply for a GSTAA travel grant.

Inquiries regarding the GSTAA program and questions related to these changes can be directed to Manuel Solis at the Graduate School  
manuel.solis@gradschool.utah.edu  
see also <https://gradschool.utah.edu/graduate-student-travel-assistance-award-policy/>

Student travel assistance funding can reimburse:

- airfare/car mileage
- ground transportation fares
- lodging
- abstract fees
- conference registration fees
- poster printing

The assistance will not reimburse:

- meals
- *per diem*
- society memberships

Applications can be submitted any time after the student has submitted the abstract and has department support, but must be received before the dates of travel. Applications are considered only for funds allotted to the month in which the travel occurs. In the event of a trip spanning the end of one month and the beginning of another, the first date of travel will be used to determine the month to which the application will be applied. Funding is granted on a first come, first served basis until funds for the month are exhausted. Those applications not awarded will be put on a waiting list for each month to be used in the event funding becomes available.

Incomplete applications result in delays in processing. The Graduate Student Travel

Assistance application must include:

1. A completed application including the certification of eligibility to receive funding as a U.S. citizen or a citizen of another country who is lawfully present in the U.S.;
2. A copy of the abstract or project description submitted for the meeting;
3. A travel estimate for eligible expenses – you may use the online [form](#) found at the University of Utah Travel Department website: <http://afs.admin.utah.edu/download/PreRegistrationAuthorization.pdf>
4. A single-page statement about the value of the meeting and presentation to your professional development as well as to the mission of your department or research lab.

For more information about graduate student travel funding and to access the application form: <http://gradschool.utah.edu/current-students/graduate-student-travel-assistance-award>

### **College of Social and Behavioral Science Travel Funding**

The College of Social and Behavioral Science (CSBS) values the experience graduate students receive by presenting their research results at professional conferences/workshops. Due to the recent change in the U of U Graduate School funding policy that only allows a graduate student to receive one \$500 conference travel award during their time as a graduate student, CSBS will now be offering a funding opportunity. Specifics of the program include:

Graduate students are eligible to apply for this program if they:

1. are a graduate student in CSBS being supervised by a CSBS faculty member,
2. presenting their research at a professional conference/workshop,
3. have previously received a Graduate School \$500 research-related travel award, and
4. have not previously received two CSBS Graduate Travel Awards (priority will be given to students who have not previously received their first CSBS Graduate Travel Award).

Travel support is for future research-related travel only. The maximum CSBS graduate travel award is \$500/yr. A graduate student may receive a total of two CSBS awards during their time in the college. Awards must be matched by support from one of the following sources:

1. The department/program in which the student is a declared major
2. ASUU
3. Global Change & Sustainability Center's Graduate Student Travel Funding
4. Faculty support from a grant or other travel funds
5. In the case of attending a professional conference, the relevant professional organization's student travel program.

For Application requirements please visit <https://csbs.utah.edu/students/grad-travel.php>

### **Global Change and Sustainability Center Travel Funding**

Travel funding supports student participation in professional meetings, opening the door to a number of important benefits. Students have the opportunity to present their research to peers and professionals in the field. Networking at professional meetings can not only lead to potential collaborations and other professional opportunities, but students are also likely to gain an expanded view of the discipline, its culture, and how their research interests fit into the broader landscape.

Applications for both research and travel grants are considered twice each year.

Be sure to plan ahead and work with your faculty advisor on your proposal.

- Fall deadline September 15
- Spring deadline March 15

The GCSC is committed to supporting student participation in professional meetings. Travel awards of up to \$500 are expected to assist students in leveraging other funds (e.g., from Departments and Colleges, the Graduate School etc.) to cover meeting expenses.

#### Eligibility and Requirements

1. The student's advisor/research advisor must be an active member of the GCSC.
2. The work that the student is presenting must pertain to an area of research related to the mission of the GCSC.
  
3. The work must be interdisciplinary.
4. Must not have received a travel or off-cycle award in the preceding 12 month period.
5. Students who receive travel grants will be expected to present a poster at the annual GCSC Research Symposium.

Application submission guidelines and requirements can be found at:

<https://environment.utah.edu/programs-projects/student-funding/>

## GRADUATE PROGRAM AND REQUIREMENTS

### Graduate Study Introduction

The Anthropology department offers graduate training (MA, MS, and Ph.D) in four tracks: Biological Anthropology; Archaeology; Evolution of Culture, Cognition, and Behavior; and Evolutionary Ecology.

Incoming students are expected to concentrate their graduate work in one of these areas, and are encouraged to become involved in research early in their training. Incoming students are assigned a faculty sponsor who will become the student's advisor until a supervisory committee is formed. Applicants are encouraged to directly contact the faculty member(s) with whom they wish to work.

There are two types of degree requirements: general University of Utah requirements and Anthropology department requirements. Students are expected to be familiar with these requirements, and to assume responsibility for completing them. They are described in the links to the masters program and doctoral program.

The supervisory committee may suggest or require additional courses, depending on the student's research interests. Supervisory committees have a great deal of autonomy in guiding the student's program of study. It is important, therefore, to form a supervisory committee as soon as is practical, and to consult with them regularly.

### **Application Procedures, MA, MS and Ph.D**

Students are admitted to the program beginning in Fall Semester only. In addition to meeting the university requirements outlined by the Office of Graduate Admissions (<http://gradschool.utah.edu/graduate-catalog/admissions>), applicants are expected to:

- (a) Preferably score in the 70th percentile or above on all categories of the General Test of the Graduate Record Exam (Verbal, Quantitative, and Analytical Writing);
- (b) Submit a ca. 500-word statement outlining professional objectives and identifying a proposed faculty sponsor; and
- (c) Be sponsored by at least two regular faculty members. The faculty sponsor becomes the student's supervisory chair until the student forms a full supervisory committee.

Applicants are encouraged to contact faculty with whom they would like to work, and seek their sponsorship. The application and required documents must be submitted to the University of Utah Admissions Office no later than December 29th of the year preceding desired admission. The application is an electronic application called [APPLYYOURSELF](#)

### **Supervisory Committee**

A critical aspect of timely completion of your graduate degree is selecting a Supervisory Committee Chair and forming a committee as soon as possible. The supervisory committee is responsible for approving the student's academic program, preparing and judging the qualifying examinations subject to departmental policy, approving the thesis or dissertation subject, reading and approving the thesis or dissertation, and administering and judging the final oral examination (thesis or dissertation defense). The Chair of the supervisory committee directs the student's research and writing of the thesis or dissertation.

The final oral examination may be chaired by any member of the supervisory committee consistent with departmental policy. If a graduate student's preliminary work is deemed deficient, the supervisory committee may require supplementary undergraduate courses for which no graduate credit is granted. Decisions concerning program requirements, examinations, and the thesis or dissertation are made by majority vote of the supervisory committee.

All University of Utah faculty members including regular (tenured or tenure track) research, clinical, emeritus, visiting, auxiliary, and adjunct are eligible to serve as supervisory committee members. The faculty member must hold an academic or professional doctorate, the terminal degree in the relevant field, and/or must have demonstrated competence to do research and scholarly or artistic work in the student's general field. Persons not from the University of Utah may also serve as committee members upon approval of the Dean of the Graduate School (a vita for the proposed committee members should accompany the request). Committee chairs must be selected from regular faculty (tenured or tenure track). Immediate family members are not eligible to serve on a student's supervisory committee.

The supervisory committee is usually formed in the first year of graduate work. It is the responsibility of the student to approach prospective committee members with respect to their willingness and availability to serve in such a capacity. Faculty members have the right, however, for justifiable academic reasons, to refuse to serve on a student's supervisory committee. The process of forming a supervisory committee is completed by filing a Request for Supervisory Committee form with the major department.

Supervisory Committees should follow the following guidelines:

Master's supervisory committees consist of three faculty members, the majority of whom must be regular (tenured or tenure track) faculty in the student's major department.

Doctoral supervisory committees consist of five faculty members, the majority of whom must be regular (tenured or tenure track) faculty in the student's major department. One member of the supervisory committee must be from another department.

Exceptions to these guidelines must be recommended and justified by the Director of Graduate Studies of the Department or the Department Chair, depending on departmental policies, and approved by the Dean of the Graduate School.

Supervisory Committees are not set in stone, and a student can change their committee by filling out a Request to Change Supervisory Committee Personnel form available in the Anthropology main office from the Administrative Officer or Academic Advisor, signatures are required from the Committee chair and the new committee member.

Don't be afraid to change around some members of your committee, but be polite when informing a committee member you'll no longer be requiring their supervisory services. Please make sure to update the Administrative Officer so she can update your electronic file.

NOTE: If a graduate student leaves the University without requesting a leave of absence from the Department, the Supervisory Committee will be disbanded.

### **Committee Chair**

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

### **Committee Meetings**

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

### **Electronic Graduate Tracking System**

You can view your graduate program progress by looking in the CIS (Campus Information System) from the University main website. The link below will provide a tutorial of the *Graduate Student Summary* and show you how to access it.

<http://gradschool.utah.edu/current-students/electronic-graduate-record-file-tutorial/>.

Under the **STUDENT** tab, go to the section on "Graduation," then go to "Graduate Students." There you will be able to view the details of your *Graduate Student Summary*:

- Grad Student Program Plan Audit
- Grad Student Committee
- Grad Student Program of Study

You will be able to view your Graduate Student Summary once your supervisory committee has been entered online by the Academic Advisor. You are expected to choose the members of your committee by the end of your first year in the program. As a graduate student, it is your responsibility to be familiar with and follow the Graduate School policies. Please review these at <http://gradschool.utah.edu/graduate-catalog/>.

### **Required Proficiencies and Coursework**

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

There is a University-wide requirement that all M.A. candidates have standard

proficiency in a foreign language. Standard proficiency assumes a reading-comprehension level expected of a student who has completed one year of college foreign-language instruction or the equivalent. Students may verify standard proficiency in one of the following ways:

1. Complete a second-semester language course (1020), or the equivalent at another institution, with at least a B grade (3.0). Submit a grade report or transcript to the Department of Languages and Literature, 1400 Language and Communication Building, for verification. Courses must have been taken not more than six years prior to the date of application for language verification.
2. Pass the MLA (Modern Language Assessment) for French, German, Italian, Russian, or Spanish in the Testing Center with a score indicating standard proficiency. Testing for most other common languages is available through Brigham Young University. Students interested in taking the MLA should first contact the Department of Languages and Literature for instructions and authorization.
3. Pass a foreign language examination designed by the major department in consultation with the Department of Languages and Literature.

See the Graduate School website at <http://gradschool.utah.edu/graduate-catalog/language-requirements/> for more information.

There is no University-wide language requirement for the M.S. degree and there are no departmental language requirements for either degree, except at the discretion of a student's supervisory committee.

Students must complete all course requirements for the specific departmental program (Archaeology, Biological, Cultural, Evolutionary Ecology) with which they are associated (see below). Other courses are arranged with the student's Supervisory Committee in accordance with the Graduate School requirements as indicated in the Graduate School Bulletin. Students are expected to adhere to high standards of ethics in their research, course work, and examinations, as outlined in the University Student Behavior Code <http://regulations.utah.edu/academics/6-400.php>.

### **Course Load**

Graduate students are considered full time when registered for 9 credit hours, and are not permitted to register for more than 16 credit hours in any semester (this includes daytime and evening classes). Teaching Assistants receiving tuition waivers are required to be registered for a minimum of 9 credit hours in courses listed at the 5000 level and above, and are not to exceed 12 credit hours per semester. The tuition benefit for Research Assistants is a minimum of 9 and a maximum of 11 credit hours in fall and spring semesters and 3 credit hours in summer semester. If a funded student exceeds the credit hour limit, that student is responsible for payment of the additional credit hours taken. Students registered for 5 to 8 credit hours per semester are considered part time. Students registered at 4 credit hours or below are considered less than part time (remember that this may affect repayment of student loans). Ph.D. students who have finished all required course work, had their dissertation proposal approved, and taken their exams are

considered full time when registered for Dissertation Hours (ANTH 7970) for 3 credit hours or more per semester.

### **Minimum Continuous Registration**

All graduate students must be registered for at least one course from the time of formal admission through completion of all requirements for the degree they are seeking, unless granted an official leave of absence (see *Leaves of Absence* section, below). Students not on campus and not using University facilities are not expected to register for summer term. Students must, however, be registered during summer term if they are taking examinations or defending theses/dissertations. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, they will be automatically discontinued from graduate study. In this case, students will be required to reapply for admission to the University through Graduate Admissions upon approval of the Department. Students should be registered for graduate level courses (5000-6000 level for masters; 6000-7000 level for doctoral) until they have completed all requirements for the degree, including the defense of the project, thesis, or dissertation.

Students who do not enroll in regular courses, seminars, independent study, or dissertation research must register for ANTH 7970. This typically occurs during the last semester, when the student's dissertation defense is held.

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

### **Leave of Absence**

Officially admitted domestic graduate students who have registered for and completed university credit class(es) may request a leave of absence to postpone their studies for up to one (1) year by submitting a *Request for Leave of Absence* form [http://registrar.utah.edu/\\_pdf/graduate-leave-absence.pdf](http://registrar.utah.edu/_pdf/graduate-leave-absence.pdf). A leave of absence can only be granted once. The request must be approved by the student's supervisory committee and/or the Department Chair/Director of Graduate Studies. Typical situations for which leaves may be requested are prolonged illness or absence from the state for research or military service.

International Students on a F1 or J1 visa taking a vacation semester or a medically necessary reduced course load of zero (0) credits must obtain permission from the International Student & Scholar Services prior to submitting a Leave of Absence. Vacation Semesters for international students will only be approved for one semester. Medically necessary reduced course loads are approved for one semester at a time, and may be extended through the International Student & Scholar Services for an additional

semester to a maximum of three (3) semester (one (1) academic year).

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

### **GPA**

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

### **Transfer Credit**

Six credit hours of graduate credit may be transferred from the University of Utah or other institutions and may be applied toward the graduate degree requirements. Courses must meet the following criteria:

1. Graduate credit may be transferred from other regionally-accredited institutions.
2. Credits transferred from another institution may be used for only one degree.
3. Students must be formally admitted to a graduate program of study.
4. Up to six semester hours of transfer credit may be applied toward fulfillment of graduate degree requirements at the University of Utah.
5. The courses must have a letter grade of “B” or higher.
6. “Credit only” grades are not acceptable.
7. Course work must be recommended by the student's supervisory committee, and taken within four years of semester of admission to the University of Utah for master's students and within seven years of semester of admission to the University of Utah for doctoral students.

Upon approval by the supervisory committee, students must ensure that the Department fill out a ***Graduate Transfer Credit Authorization Form*** <http://admissions.utah.edu/departments/graduate-transfer-credit-authorization.pdf>, which must be signed by the Supervisory Committee Chair or the Director of Graduate Studies and submitted to the Admissions Office by the Academic Advisor.

### **MASTER’S PROGRAM**

The master's program is designed to be completed in two years. The degree is awarded upon successful completion of required coursework and a passing grade on the master's qualifying examination. A thesis is not required, but independent research is strongly encouraged, especially for students who intend to pursue the doctorate. There are both general University requirements and department-specific requirements. These are described separately below.

There are four programs within the master’s program. These include Biological

Anthropology, Archaeology, Human Ecology, and Evolution of Culture, Cognition, and Behavior. Specific course requirements vary by program, but all incoming students are expected to take the proseminar series in their first year, which introduces students to the history of ideas in the four areas.

### **University Requirements**

The Graduate School has requirements concerning hours of coursework, GPA, continuous registration, and language proficiency. These requirements include the following: (a) minimum of 30 credit hours in graduate courses (5000 or above), (b) 3.0 or higher GPA, and (c) continuous registration (3 credit hours minimum) fall and spring until graduation. Please consult the Graduate Catalog for a complete description of these requirements.

There is a University (not departmental) language requirement for the MA (not MS) degree. The student's committee must approve the choice of language, and standard proficiency must be certified by the Department of Languages and Literature. There is no language requirement for the MS degree.

### **Application for Candidacy**

Before a student can be advanced to candidacy, the following items must be completed and approved: (1) Supervisory Committee formed, entered and approved by the Graduate School in the GTS system, (2) course work and non-course program requirements must be approved electronically in the GTS system by the student's Supervisory Committee and the Department Chair. The student should apply for candidacy no later than one semester before graduation and no earlier than two semesters before graduation by filling out the *Program and Recommendation for Admission to Candidacy* form.

For graduation within a given semester, all graduate program requirements must be completed and processed by the Graduate Records Office and Registrar's office **within two weeks following the published final examination period**. Students should view their electronic files online under the Campus Information System on the Grad Student Prog Plan Audit page. Deadlines for all requirements are clearly stated on The Graduate School website, and it is the student's responsibility to observe all deadlines and to check with the Department if anything on the Requirements Audit Tab is incomplete. If any requirement is not met, the student must reapply for graduation in the following semester.

### **Program of Study**

One semester prior to graduation, a complete program of study should be entered into the Graduate Records Tracking System by the department graduate coordinator and then approved by the student's supervisory committee and the director of graduate studies. Once the student is admitted to candidacy for the master's degree, this program of study is reviewed by The Graduate School.

### **Time Limit**

All work for the master's degree must be completed within four consecutive calendar years. On recommendation of the student's supervisory committee, the dean of The Graduate School can modify or waive this requirement. If the student exceeds the time limit and is not granted a modification or waiver, the department has the option to discontinue the student. Students whose studies have been interrupted for long periods of time and who have been granted extended time to complete their degrees may be required to complete additional courses, to pass examinations, or otherwise to

demonstrate that they are current in their field

## **Program Requirements**

### **Proseminar Series**

(Anthropology 6100, 6200, 6300, 6400), are to be taken in the first year (students who have previously taken ANTH 6161 are exempt).

### **Statistics**

All graduate students are expected to have basic proficiency in statistics. Most graduate students (particularly those in Biological Anthropology, evolutionary ecology and Archaeology) will be expected to gain additional statistical expertise, as determined by the student's supervisory committee.

### **Electives**

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

### **Program Specific requirements**

In addition to the department-wide required courses, masters' students are required to take one of the following sets of courses. Courses in addition to these may be required by a student's supervisory committee. *ANTH 6611-Preparation of Grant Proposals in Anthropology/3 credit hours is recommended for all students, but not required.*

#### **Archaeology**

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

- ANTH 6461 – Behavioral Ecology and Anthropology/3 credit hours
- ANTH 6361 – Behavioral Ecology and Archaeology/3 credit hours
- ANTH 6345 – Cultural Resources Management/3 credit hours
- ANTH 6342 – History of Archaeology/3 credit hours (Recommended)*
- Electives – 5 to 9 courses (15-27 credit hours)

#### **Biological Anthropology**

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

- ANTH 6291 – Evolution of Human Health/3 credit hours
- ANTH 6261 – Paleoanthropology/3 credit hours
- ANTH 5221 – Human Evolutionary Genetics/4 credit hours
- Electives – 6-9 courses (~15-27 credit hours)

### **Evolution of Culture, Cognition and Behavior**

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

ANTH 6855 – Exploring Human Behavior, Culture and Cognition:  
Evolutionary Perspectives/6 credit hours

ANTH 5169 – Ethnographic Methods/3 credit hours  
Approved Statistics Course/4 Credit Hours  
Electives in Anthropology – 9 credit hours / 3 courses from 5471, 6134,  
6150, 6185, 6186, 6187, 6481, 6501, 6502 )  
Additional electives – 3-9 courses (~9-27 credit hours)

### **Evolutionary Ecology**

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

ANTH 6461 – Behavioral Ecology and Anthropology/3 credit hours  
ANTH 5471 – Quantitative Methods in Evolutionary Ecology /3 credit  
hours ANTH 5169 – Ethnographic Methods/3 credit hours  
ANTH 6498 – Problems in Evolutionary Anthropology (Journal Club)/1 credit  
hour Electives – 7-9 courses (~21-27 credit hours)

### **Master's Qualifying Exercise**

All students are required to complete a qualifying exercise by the end of their fourth FTE (full-time effort) semester in this department. Students may choose: a) a written exam (6-8 essays written in two four-hour sessions), or b) a non-thesis project. Students are also required to pass an oral examination focusing on the project or written examination, which should take place within 10 days of completion of the written portion of the exercise. It is generally expected that all required courses will be completed prior to the examination. The exercise can be completed either in late spring semester or late fall semester, depending on the student's admission date.

Upon completion and receipt of a passing grade, the student should provide written documentation to the graduate coordinator of their exam result including their chair signature.

**Written exam.** Students in their second year should study with other students taking the same exam, and are strongly encouraged to enroll with them for an hour of independent study with a faculty member in that sub-discipline to enhance their preparation.

The six to eight essay questions will be selected by the student's supervisory committee from the posted list established for the student's particular program. General guidance is provided for preparing for the exam.

### **What to Expect and How to Prepare**

The master's exam serves two purposes. The first is pedagogical: studying for the

exam helps students to extend and deepen their knowledge of the material, learn about topics not covered in their courses, and gain a broad, integrated view of the field. The exam also serves as a means of evaluation: it allows the faculty to know whether the student has mastered the material and can articulate it clearly.

Both of these aims require that the student take the initiative in preparing for the exam. It is appropriate to use faculty as a resource to discuss and clarify material, but it is assumed that the student will come to these discussions having already done considerable preparation. We encourage students to study together. Students taking the exam at the same time often benefit by meeting regularly and sharing ideas.

As with any examination essay, a good essay on the masters exam will make an argument and support it with evidence. It will show familiarity with the literature as well as the ability to synthesize it and evaluate conflicting points of view.

The supervisory committee administers the examination, and the choice of questions is determined by the student's chair, in consultation with other members of the committee. During preparation, however, students should feel free to approach any faculty member, and faculty should be willing to help all students equally. The oral examination is also administered by the supervisory committee. There is no set format for the oral; the committee will usually ask the student to elaborate on issues that were unclear or poorly addressed on the written exam, but the discussion may range more broadly, and students should be prepared to discuss other questions and issues, including questions that were not chosen for the written essays.

Both written and oral components are considered when faculty assess whether the student has passed the exam. For this reason, and because committee members may disagree about the student's performance, please do not ask faculty prior to the oral examination whether or not you did well on the exam. However, some faculty members will give you guidance about topics you should review prior to the oral exam.

**Non-thesis project.** Students should identify and agree on a non-thesis project with their Chair and on the advice of their supervisory committee. Students are encouraged to choose, and produce, a project that likely results in a publishable paper. A written draft of the project should be circulated to the supervisory committee no later than March 15 (or by the end of the 8th week of the graduating semester).

**Oral exam.** The oral exam is conducted by the supervisory committee. The committee will usually ask the student to elaborate on areas within the written exam or the non-thesis project they feel deserves further attention, but other topics may be raised as well.

**Evaluation.** The student's supervisory committee will evaluate the exam or project, and discuss the result with the student immediately following the oral exam. Examinations

will be assigned one of three grades: 1) high pass, 2) low pass, or 3) fail. Students earning a "high pass" grade will be awarded the MA/MS degree and be encouraged to proceed to the Ph.D program. A "low pass" grade will satisfy the requirement for the MA/MS but the student will not be permitted to continue into the Ph.D program. No degree will be awarded for a failing grade. Students receiving low pass and failing grades may retake the exam only once.

No thesis is required for the MA/MS degree. However, students interested in an academic career are encouraged to begin research likely to result in a publishable paper.

### **Criteria for Dismissal From the Program**

Master's students may be dismissed from the program for failure to achieve any of the following:

1. Maintain a minimum GPA of 3.0
2. Officially register documentation of a supervisory committee and supervisory committee chair by the end of their 2nd semester as a master's student.
3. Continuously maintain an official advisor and supervisory committee from the time of initial establishment through completion of the program.
4. Make acceptable progress toward the degree as determined by the supervisory committee
5. Complete degree by the end of their 4th year in the Masters program.

## **PhD PROGRAM**

Students who have passed their masters exam in Anthropology at the University of Utah will be admitted to the Ph.D program upon the recommendation of their supervisory committee (passing the exam does not guarantee admission to the Ph.D program). Students who have completed a Master's degree in Anthropology or a closely related field at another university are also eligible to apply for admission.

### **University Requirements**

The Graduate School has requirements concerning hours of coursework, GPA, residency, and required forms that must be filed. Registration requirements include two consecutive semesters of full-time registration (9 credit hours per semester), 14 credit hours of ANTH 7970 (dissertation research), and 3 credit hours of registration during the semester in which the dissertation is defended. There is no University-wide language requirement. ANTH 7990 (continuing registration), which carries a minimal charge, is available for a maximum of four semesters to students who are working on the dissertation and not using university resources. See the section on Dissertation for more information on 7990, and consult the Graduate Catalog for a complete description of these requirements. You are responsible for knowing the Graduate School Requirements.

### **Length of Study**

Although students typically require more time, a minimum of three years of approved graduate study (courses 6000 level and above) are required to complete the Ph.D. degree, one year (2 consecutive full-time semesters) of which (18 credit hours) must be spent in continuous residence at the University of Utah. In truly exceptional cases, a shorter period of

time in graduate work may be approved by the dean of The Graduate School. The Department allows 6 years (inclusive of Master's work) for completion of the PhD.

### **Departmental Requirements**

The departmental requirements for the doctorate include coursework, a qualifying examination, and preparation and defense of the dissertation. These requirements must be completed within six years after acceptance into the Ph.D program. Extensions must be approved by the supervisory committee.

### **Coursework**

Students are required to take Anthropology 6611 (Preparation of Grant Proposals) and are expected to have basic proficiency in statistics. Additional course requirements are determined by the student's Supervisory Committee.

### **Qualifying Examination**

The exam consists of two components A) a Breadth Requirement and B) a Dissertation Research Proposal.

**A. Breadth Requirement.** The student must prepare a substantial written piece that demonstrates a breadth of understanding in anthropological research. There are three ways to satisfy this requirement. The choice should be made by the student in consultation with, and approval by the supervisory committee:

- i. A research or review paper on a different area/topic than the student's planned dissertation focus, of a quality determined by the committee to warrant publication in a peer-reviewed journal.
- ii. A take-home exam covering four areas of professional specialization, one of them geographical. The questions will be chosen by the supervisory committee, and a two-week period will be given to complete the exam. The two-week period may be modified at the committee's discretion, but it is expected that this will be done only under unusual circumstances.
- iii. A grant proposal on a topic other than the dissertation proposal, following the guidelines of a funding agency approved by the chair of the supervisory committee.

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

**B. Dissertation Proposal.** The student must write a formal dissertation research proposal, and should consult with the supervisory committee while doing so. Final approval will be

given in a conference attended by the student and supervisory committee. It is recommended that the proposal be completed within six months of finishing step I, above.

### **Application for Admission to Candidacy**

Before a student can be advanced to candidacy the following items must be completed and approved: (1) Supervisory Committee formed, entered and approved by the Graduate School in the GTS system, (2) course work and non-course program requirements must be approved electronically on the GTS system by the student's Supervisory Committee and the Department Chair. The student should apply for candidacy no later than one semester before graduation and no earlier than two semesters before graduation by providing written notice to the graduate coordinator.

For graduation within a given semester, all graduate program requirements must be completed and processed by the Graduate Records Office and Registrar's office **within two weeks following the published final examination period**. Students should view their electronic files online under the Campus Information System on the Grad Student Prog Plan Audit page. Deadlines for all requirements are clearly stated on The Graduate School website, and it is the student's responsibility to observe all deadlines and to check with the Department if anything on the Requirements Audit Tab is incomplete. If any requirement is not met, the student must reapply for graduation in the following semester.

### **Dissertation**

The supervisory committee is responsible for approving the content of the dissertation. It is important to consult with the committee regularly during the research and writing. A final oral examination (usually known as the "dissertation defense") is open to the academic and professional community, and must be passed at least four weeks before graduation.

We recommend that students schedule a final meeting with the full committee prior to the defense to discuss any changes the committee feels are necessary. Please allow the committee four weeks to read the manuscript. The defense is scheduled only after the committee agrees that the dissertation is substantially complete.

You must schedule your defense by emailing the graduate coordinator and providing a recent photograph, or image relevant to your dissertation and copy of your abstract.

The Graduate Catalog has specific requirements concerning forms, advertisement of the oral exam, registration, and format and publication of the dissertation. Some requirements must be met in the semester before you plan to graduate. Detailed policies and procedures concerning publication requirements, use of restricted data, and other matters pertaining to the preparation and acceptance of the dissertation are contained in A Handbook for Theses and Dissertations, published by The Graduate School and available on The Graduate School website.

ANTH 7990 (continuing registration), which carries a minimal charge, is available for a maximum of four semesters to students who are working on the dissertation and not using university resources. See the section on Dissertation for more information on 7990, and consult the Graduate Catalog for a complete description of these requirements. You are responsible for knowing the Graduate School Requirements.

Graduating Ph.D Students must supply the Anthropology Department with 1- hardbound (not spiral bound) copy of their dissertation no later than 60 days after approval of your dissertation by the Graduate School. The Campus Bookstore offers a dissertation binding service. The cost is approximately \$60.00 through the Campus Bookstore, call 801-581-5352 for more information. Competitive pricing may be found at other binderies. The size must be 8 ½" x 11" and the color of the hardbound book may be either solid red, solid black, or solid blue. The student's name and dissertation title must be embossed on the front of the book. The year the dissertation was defended and the student's name must be on the spine of the book. A copy of the signed Supervisory Committee Approval and the Final Reading Approval, signed by the Dean of The Graduate School, must be included as the first two pages of the hardbound copy.

### **Final Oral Examination**

A final oral examination (usually known as the “dissertation defense”) is open to the academic and professional community, and must be passed at least four weeks before graduation in a given semester. The title, time, and date must be publicly posted at least ten days in advance. The candidate must be enrolled for a minimum of three credit hours at the University of Utah during the semester of the oral defense. Most students register for three credit hours of dissertation research (ANTH 7970) during the semester of their oral defense.

### **Criteria for Dismissal From the Program**

Doctoral students may be dismissed from the program for failure to achieve any of the following:

1. Maintain a minimum GPA of 3.0
2. Officially register documentation of a supervisory committee and doctoral advisor by the end of their 5th semester as a doctoral student.
3. Continuously maintain an official advisor and supervisory committee from the time of the initial establishment through completion of the program.
4. Pass qualifying exams by the end of their 4th year in the doctoral program.
5. Make acceptable progress toward the degree as determined by the supervisory committee.
6. Complete degree by the end of their 6th year in the doctoral program.

### **Rights and Responsibilities**

The Anthropology Department upholds University policies concerning student rights and responsibilities. The student code describes the student bill of rights, standards of behavior expected of students, and what to do if there is a problem. The policy prohibits, among other

things, sexual harassment, threats, intimidation, and coercion. Because fieldwork is important in anthropology, we stress that these standards apply during any University-related activity, on or off campus. If there is a problem, please contact any of the following: your advisor, the department chair or graduate advisor, the college (CSBS) dean, or the Office of Equal Opportunity and Affirmative Action.