

INTRODUCTION

Welcome to our graduate student-faculty community. We hope this guide will answer your questions about procedures and programs.

This 2004-2005 revised *Handbook*¹ is a procedural manual of our department for the coming year. Undoubtedly, there will be changes put in while you are in the Program, many of these in response to student suggestions. All our curricula are periodically reviewed and include evaluations by students of courses in the programs. Changes in requirements are never retroactive; therefore, you may choose between regulations in effect at the time your class entered or subsequent regulations.

Besides this document, you may want to consult other information sources, the *Dedman College Graduate Catalog* for the current year and the *Schedule of Classes* for the current semester. You can also consult the SMU Home Page and the Department Home Page at: <http://www.smu.edu/anthro>. This *Handbook*, with additional material and links, can also be found on the Department Home Page (click on **Grad Program**).

INTELLECTUAL GOALS

The Department of Anthropology offers two degree programs: the MA in Medical Anthropology, the Ph.D. in Anthropology (with an MA awarded en route to the Ph.D.). In the Ph.D. program students can concentrate either in Cultural Anthropology or in Archaeology.

Our programs are designed to produce scholars--creative, energetic, articulate, and literate scholars. We endeavor to produce anthropologists whose research is sufficiently innovative to attract the notice of their peers, who will seek and receive research funding, and who will apply their training to the constructive help of the human groups with whom they work. It is our aim to train students in specialized skills based upon the broad understanding of anthropology acquired before entering our programs. Besides developing the skills necessary to being an anthropologist, we will also try to impart a professional attitude and a desire to practice those skills with the drive and exactitude which characterize that scholarship upon which our (and your) professional reputation rests.

ADMISSION

Students holding a Bachelor's degree or Master's degree in Anthropology apply directly to the Graduate School for admission. Admission requirements and other information are contained in the current *Dedman College Graduate Catalog*. Only a limited number of students are accepted. Three letters of recommendation (using a form supplied by the Office of Research and Graduate Studies) are required of all applicants.

¹ This document replaces all earlier *Handbooks* as the approved statement on policies and procedures; it is, moreover, open to interpretation and is not a legal document.

To be admitted to the Department, you should have:

1. At least a 3.00 grade point average or a Graduate Record Examination combined score (verbal and quantitative) of at least 1100.²
2. A Bachelor's degree with either a major in Anthropology or at least 12 semester hours of junior and senior level anthropology courses.
3. Strong letters of recommendation from your major professors and a well-written "Statement of Purpose" outlining your reasons for wanting to join our Department.

NOTE: To be considered for financial support, an application must be complete and submitted by February 1st of the calendar year in which the applicant is seeking admission.

After an application is complete, the Departmental Admissions Committee reviews your record, and a consensus on admittance is reached. Our recommendation is forwarded to the Dean of the Graduate School who makes the final decision. You will be notified of this action as soon as possible.

FOR ARRIVING GRADUATE STUDENTS

Advisers and Faculty Mentor

The director of Graduate Studies, under the general direction of the Departmental Chair, is responsible for student recruitment, graduate student advising, scheduling of Ph.D. qualifying and thesis/dissertation defense examinations, and the maintenance of graduate student records. The Director of Graduate Studies will be the formal adviser to all graduate students and will approve, by signature, all individual course programs and class schedules.

Upon entering the program, and with the guidance of the department's Director of Graduate Studies, the student will select a Mentor, who will guide the student in the chosen doctoral program. This Mentor may change as the student's special interests change, and will become Chair of the Qualifying Exam and Dissertation Committees.

In all faculty meetings dealing with student evaluations and financial aid, the mentor will present your case and attempt to look after your interests. If you have problems, take them first to your mentor (or to the Director of Graduate Studies) who will know which channels of formal communication should be used to solve the problem quickly and without fuss.

² The GRE is required, the 1100 score is not, if you have a 3.00 GPA. However, the Administration is unhappy about giving financial aid to students with low GRE scores.

Support

Nearly all private Universities are expensive; SMU is no exception. Everyone, students and faculty alike, is concerned about securing and distributing financial support. The Department of Anthropology has a limited amount of financial support available for new and returning graduate students. Decisions to award financial aid is based on faculty evaluation of overall student performance.

Decisions about support for the coming semester are reached at faculty meetings at the end of the Fall and Spring semesters. A notice of deadlines for student requests for support is posted well in advance. If you are to receive support, the Departmental Chair will send you a letter in late December or late May.

Opportunities for support:

A. Teaching Assistantships currently pay \$6000 per semester. These are sometimes awarded to first year students, but generally for reader/grader positions. These do not carry remission of tuition or fees.

B. Graduate Assistantships within the Department customarily pay \$6000 per semester, with duties as prescribed by the Department Chair. Again, these do not carry remission of tuition or fees. These can be awarded to first year students.

C. Departmental Tuition Awards cover tuition and fees and are awarded to new as well as continuing students.

D. Tuition Equalization Grants (TEG), available from the state of Texas, (9 hours for one term).

E. College Work Study Program funds are available at SMU for those financially eligible.

F. Research projects led by individual faculty members provide employment to many students, frequently on a part-time basis for one semester, then on a full-time basis in the field for a subsequent semester or summer.

G. The GARRY A. WEBER Graduate Fellowships, (\$2,000) are awarded in conjunction with a dissertation completion award (\$2,000) from the Dean of Graduate Studies (total \$4,000) to students who are in the final phase of dissertation writing. Please see the Director of Graduate Studies or the Department Chair for information on nomination for an award. Only a limited number are available.

H. DISSERTATION FELLOWSHIP AWARDS: Dedman College offers a small number of dissertation fellowship awards. Students must be recommended to the full faculty by their dissertation chair and must complete and defend their dissertation by the end of the award year.

I. DEPARTMENTAL TRAVEL AWARDS are designed to assist in defraying travel costs for graduate students delivering papers at professional meetings. Each applicant will be judged based upon the quality of a single paper submitted to the Award Committee. Applications for this award can be submitted twice a year. See the Director of Graduate Studies or the Department Chair for further information.

J. GRADUATE DEAN AWARDS: Grants up to \$400 are available from the Dean of Research and Graduate Studies (one per student/year) with requests with matching funds from another source given higher priority. These grants can be used to attend a conference (lower priority if not making a presentation), training workshops, research travel, research-related expenditures for which a student is responsible. Deadlines are Sept. 30, January 31 and May 31 of each academic year. The proposals should be sponsored by the Department Chair or the Graduate Advisor. Students must fill out a cover sheet (available from the Departmental Administrative Assistant), attach a one-page proposal describing the project, and attach a one-page vita. Applications should be submitted to the Office of Research and Graduate Studies, Room 342 Dallas Hall, SMU Box 240. The sponsor should send a letter directly to the Dean of Research and Graduate Studies.

K. DR. MARY MOORE FREE ETHNOLOGY RESEARCH FELLOWSHIP (funded by The Dwight A. and Mary Moore Free Endowment Fund) helps to support a graduate student conducting pre-dissertation research, ideally during the summer between the first and second or second and third year of course work. A competition is held early in the spring semester. See the Director of Graduate Studies or the Department Chair for more information.

L. GRADUATE RESEARCH DAY AWARDS are made to students who participate in the annual Graduate Research Day. The Department awards a cash prize for the best paper presentation and the best poster. Further information is available from the Director of Graduate Studies or the Department Chair.

M. NSF ETHNOGRAPHIC TRAINING GRANT AWARDS. The Department is a recipient of an Ethnographic Training Grant from the National Science Foundation. This grant supports summer research (or participation in a summer field school offered by another university) between the first and second or second and third years of graduate study. All Ph.D. students in cultural anthropology are eligible to apply for it through an internal proposal process that occurs early in the spring semester of each year.

N. Student loans are available, to those who qualify, from local or hometown banks.

O. Students are also encouraged to explore national sources of funding through the National Science Foundation, the Ford Foundation and other agencies. Information is available through the Dean of Research and Graduate Studies.

P. ISEM Research Grants. The Institute for the Study of Earth and Man sometimes has funding for graduate student research. Proposals are accepted on a rotating basis. Students should prepare a short proposal and a budget. This should be approved with a letter of support from the student's faculty mentor and then submitted to the Chair of the Department for signature. The proposal can then be submitted to Louis Jacobs, Director of the Institute.

WARNING

IF YOU REQUEST ANY KIND OF FINANCIAL AID (DEPARTMENTAL OR OTHERWISE), YOU MUST FILL OUT THE FREE APPLICATION FOR FEDERAL STUDENT AID. For current forms, write directly to: **Financial Aid, 101 Perkins Administration Building, SMU, Dallas, TX 75275.**

Student Office Space

Student offices are located in the Heroy Building. Priority is given to those who are currently Teaching Assistants and thus need to keep office hours. Desk space in faculty laboratories may be allocated to students who are working on research projects. This arrangement is through personal agreement with the director of the project for which Departmental space has been designated. If you have problems concerning office space, consult with the Department Chair. The Department cannot guarantee office space for every student.

Teaching Assistantships: Responsibilities and Obligations

Teaching Assistantships provide an opportunity for you to gain direct experience in the formal conduct and organization of a course. This includes, but is not limited to, experience in formal presentations.

The faculty member supervising a TA will insure that the assistantship is at least in part an apprenticeship in teaching, and that opportunities exist for the faculty member to 1) make informed judgments of the TA's competence in teaching and 2) to make recommendations for improvement.

SMU holds an annual Teaching Assistant Seminar during August before the beginning of the fall semester. The Dedman College Graduate Program is strongly committed to this seminar and urges **all** students to attend. The department secretary and the Chair's assistant have full details on this seminar and either one can assist incoming graduate students in registering for it. In addition all students are required to take a non-credit one-hour "Teacher Training" seminar offered in the Department. This should occur during the second semester of their first year in graduate school. See a more complete description later under the Doctor of Philosophy Program Description.

The TA's responsibilities include the following:

- 1) To work 20 hours per week on course related and other research and office-related activities as instructed by the supervising faculty member.*

- 2) To attend course lectures for the course to which you have been assigned regularly.
- 3) To maintain posted office hours of at least 2 hrs/week, and to be available for appointments as necessary.
- 4) To present formal lectures or other structured presentations to the class during the term, sufficient to constitute a legitimate “teaching experience”; the nature and extent to be determined by class format and instructor’s judgment.
- 5) Compliance with all University policy regarding professional classroom behavior, including the policy on sexual harassment and consensual relationships.

*We anticipate that during weeks when TA’s are responsible for grading papers and exams that more than 20 hours may be expected. This should average out against weeks where the workload is somewhat lighter. It is possible that your supervising faculty member will need the full 20 hours of your time in any given semester.

Please consult: "Operating Procedures: Graduate Student Employment and Other Graduate Aid." Copies are on file with the department administrative assistant.

Readers

There are opportunities to work as a reader for departmental courses on a semester by semester basis. Compensation and responsibilities vary and should be discussed with the Department Chair.

Appeals

You are entering a large and complicated organization. We try to be fair to all our members and to uphold high standards of academic training. Your performance in all coursework, and as a Graduate Assistant/Teaching Assistant, is regularly monitored by the faculty. In addition, you are expected to maintain the highest standards of professional responsibility during your graduate student career. Your grades and any written evaluations by those involved in your training will be kept in your file by the Director of Graduate Studies. These are available for your inspection, since we want you to know just where you stand.

Should you wish to appeal a decision concerning your progress, your faculty mentor or the Director of Graduate Studies will help you find appropriate channels. Remember, appeals can be handled within the Department either through your Graduate Representative at the monthly faculty meetings or through the advising system. It has been our experience that most appeals taken to the Administration are promptly sent back to the Department.

Representation

Each year the graduate students elect a member to represent them at our monthly faculty meetings. Your Graduate Student Representative is there to communicate the interests of the students in departmental affairs and to present to the faculty any student generated proposals.

COURSE WAIVERS AND TRANSFER CREDITS

Entering students with an extensive background in anthropology may be credited (requirement waived with or without credit) for certain courses taken elsewhere. However, applicants should be aware that previous graduate-level coursework (including field school experience) will be rigorously evaluated for transfer or waiver credit; **the process is not automatic**. A course submitted for waiver or transfer credit should closely resemble one offered in our graduate curriculum or be complementary to that curriculum. Performance in the course must meet the standards of the faculty in the chosen subfield. The following are policy guidelines which will help you choose courses eligible for waivers or transfer credits. (This applies to entering students with undergraduate Anthropology majors, graduate work in Anthropology or those with SMU courses in Anthropology). In all cases, students should provide complete documentation (syllabi, bibliographies, assignments, tests, written work) for the course they wish to have considered for transfers or waivers. ***New students must apply for any course waivers no later than the end of their first year of coursework.***

General Guidelines: Maximum Hours, Minimum Grades, Appropriate Courses

The maximum number of credit hours that can be transferred/waived (electives, required courses, and the field school) is 24. In unusual cases, additional transfer credits may be granted with the approval of the Graduate Dean.

If you have been an Anthropology undergraduate major at SMU, any 5000 level courses in Anthropology or any 4000-level courses with a 6000-level adjoining number can be considered for waivers. Consideration of credit for undergraduate courses taken elsewhere can be given only if you took them while you were a graduate student. Requirements may be waived (without hour credit) for such courses taken while you were an undergraduate. If we require that you take some undergraduate courses to make up deficiencies before entering our graduate program, these cannot be considered for hour credit.

Students can petition the faculty to have special studies or independent study taken elsewhere considered for credit. Students should submit the bibliography and the written product of this work as part of their petition. No waivers or credits will be given for ANY course for which there is no supporting documentation.

In general, only courses for which a student earned an A- or better (or its equivalent) can be waived or transferred. In cases where letter grades are not available (for example students with degrees from foreign universities), a letter or statement from the Professor of record explaining the grade will be required.

Elective Hours

Students entering the program with a complete Masters Degree can transfer up to 18 elective hours in Archaeology and up to 15 in Cultural Anthropology (the difference between the two programs is based on differences in the proportion of elective to required hours that already exist in the programs overall).

We will consider courses we do not offer for elective transfer credit if they are graduate-level courses taken at other universities.

Required Courses

Required courses can be waived and credit hours given for them if they are deemed equivalent to our required courses. If a required course is not waived, the student can opt to have the course transferred for elective hours under the conditions established above for a maximum number of transferable elective hours.

Petition Process

At your earliest opportunity, you should notify the Director of Graduate Studies that you want to petition for course waivers and/or transfer credits. He/she will conduct the petition review on your behalf. In the case of required/equivalent courses, the material is submitted to and approved by the DGS, the Department Chair, and the Instructor of Record for the particular course for which the student is seeking waiver/credit. However, the general faculty is notified of the petition and will have the materials available to them. In the case of elective hours, a petition is circulated to relevant members of the faculty--social/cultural anthropology or archaeology.

STANDARDS AND EVALUATION

Minimum Standards of Performance in All Programs

1. Your grade record is an important, but not necessarily decisive, factor in helping the Department decide whether to retain you in our programs. Performance at the **B** level may keep you in, but is not satisfactory for financial aid.

2. Any grade of **C** is considered a failure and must be matched by either a prior or concurrent **A** or by an **A** in the semester following. Alternatively, a grade of C or lower may be changed to a passing grade during the following semester at the instructor's discretion and subject to conditions imposed by the instructor.

3. Any grade below a **B** in a required course must be removed rather than matched by a higher grade in another course. This may be accomplished by retaking the course (without formal registration). It may also be accomplished through the alternative in #2 above.

4. A cumulative GPA of 3.00 or better must be maintained in order to remain in the graduate program. If your average falls below this level, you are on automatic probation for the semester of enrollment, which follows an unsatisfactory cumulative GPA. Failure to regain an acceptable level during the probationary semester will result in dismissal from the program.

5. Notwithstanding your cumulative GPA, two earned grades of **C** or any grade below **C** are cause for serious concern and will be formally reviewed by the faculty for possible further action. Three failing grades, whether or not these are removed or balanced, will result in dismissal from the program.

6. A maximum of two concurrently held incompletes (a grade of **I**) is allowed. If this maximum is reached, the student will be allowed to take only three credit hours per semester until the incomplete total is reduced. If the maximum is surpassed, one or more incompletes must be removed before additional course registration is permitted.

Evaluating Student Performance

In addition to the grades that graduate students receive in their classes, there are a number of more general evaluative criteria that guide the Faculty of the Department of Anthropology at Southern Methodist University. These criteria are closely linked to issues of professional promise, professional commitment, intellectual growth, development as a teacher, and as an ethical and responsible citizen not only of our community but also of the Anthropology profession generally.

Classroom Performance/Coursework

1. Consistent attendance and engaged participation in discussion and class activities.
2. Timely completion of all assignments and course requirements.
3. Intellectual curiosity.
4. Analytical rigor in approaching ideas/problem-solving, willingness to examine alternative viewpoints.
5. Intellectual industry (works hard; is not satisfied to do minimal or even “adequate” work).
6. High ethical standards (in dealing with the scholarly ideas of others, etc.)

Performance of Teaching/Departmental Responsibilities (GA/TA)

1. Timely and responsible completion of all assigned duties.
2. Ability to organize materials and ideas in an effective way.
3. Works effectively with others (students, colleagues) in cooperative settings.
4. Willingness to invest extra time and effort (beyond minimal or “adequate” levels) and see that undergraduate students learn and understand course materials.
5. High ethical standards in relationships with students and professors.

Performance in Research and Fieldwork

1. High ethical standards in relationship with research community and with professors in the field or in the academic setting. Plagiarism, fabrication, cheating and facilitating academic dishonesty are all unacceptable (See below). Students should consult the SMU Policy & Procedures for dealing with scientific conduct in research. This policy is available in the Departmental Office.
2. Ability to apply anthropological concepts in the field.
3. Ability to engage in cooperative teamwork with other students and faculty in the field, whether in the United States or abroad.

4. Evidence of flexibility and adaptability to field settings.

Twice each academic year, the faculty meet to discuss the performance of each student according to these criteria. Plagiarism is intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. We are constantly drawing on the ideas of others as we conduct our own work. It is imperative that the work of others be given proper credit with customary forms of acknowledgement. For a detailed discussion of plagiarism, including how to recognize acceptable and unacceptable paraphrases see <http://www.indiana.edu/~wts/wts/plagiarism.html>.

Removal from Program and Appeals

Should a student's performance be judged so unsatisfactory that dismissal is recommended, that decision will be made by the total faculty. Similarly, appeals from such decisions must be presented to the faculty as a whole.

Language Requirement

It is essential for professional anthropologists to be familiar with foreign languages, since both during and after their formal education, the reading of material in foreign languages is inevitable. The Department of Anthropology at SMU must be satisfied that a high level of familiarity with at least one foreign language has been achieved by all its Ph.D. students. For further information, the language requirement appears later in this handbook.

Consult the program descriptions for specific language requirements. These should be satisfied as soon as possible (usually by the end of the second year), since by so doing you will avoid serious frustrations later in your training and can then use the language as a tool in preparing for your Ph.D. Qualifying Examination. **THE LANGUAGE REQUIREMENT MUST BE SATISFIED BEFORE YOU TAKE YOUR Ph.D. QUALIFYING EXAMS.**

Archaeology students must demonstrate an ability to read research literature published in a modern foreign language such as French, German, Spanish, or Russian. You may petition the faculty if you wish to substitute another language or languages. Students in Cultural Anthropology must demonstrate knowledge of the language most relevant to their field research.

DEGREE PROGRAMS IN THE DEPARTMENT OF ANTHROPOLOGY

THE M.A. IN MEDICAL ANTHROPOLOGY

Overall Goals

The Master of Arts program in Medical Anthropology is designed to prepare graduate students for professional employment and to meet the growing community need for personnel with a cross-cultural perspective in health fields. Students may come to this program from a undergraduate major in the social and behavioral sciences (including, but not limited to, anthropology), or from some health field such as nursing, public health, counseling, or medicine.

The goal of the two-year program is to increase the knowledge, skill, and readiness of the student for involvement with the programs and problems of agencies, hospitals, clinics, medical organizations, and health delivery programs at home and abroad where the applied anthropologist can make positive contributions.

The program provides students with training in the basic principles and methods of cultural and medical anthropology, as well as cultural sensitivity important for employment in health-related fields.

Course Work

The M.A. degree in Medical Anthropology is based on 36 hours of course work as follows:

Required Courses (18 hours)

- ANTH 5336: Anthropology and Medicine
- ANTH 5344: Research Methods in Ethnology
- ANTH 6316 or 6317: Advanced Seminar in Ethnology (medical topic)
- ANTH 6343: Health and Medical Systems
- ANTH 6353: Research in Anthropology
(normally taken in the fall of the second year; field/clinical research)
- ANTH 6354: Research in Anthropology
(normally taken in the spring of the second year; written report of field/clinical experience and M.A. examination)

Related Courses (18 hours)

In the Department of Anthropology (minimum 12 hours)

- ANTH 6303: Political Economy of Health
- ANTH 6305: Applied Anthropology
- ANTH 6307: Seminar in International Health
- ANTH 6316/6317: Advanced Seminar in Ethnology: Gender and Health
- ANTH 6344: Global Population Processes
- ANTH 6384: Global Issues and Development: An Overview
- ANTH 6390/6391: Current Issues in Anthropology

NOTE: Students are encouraged, in some of these related courses, to consult with the instructor and to develop a research project/paper topic for the course that has a medical focus. With the permission of the adviser, students may also choose from other courses offered by the department.

In other Departments at SMU

PSYC 5359: Death and Dying
PSYC 5381: Psychosomatic Processes
PHIL 3344: Medical Ethics (specify for graduate credit)
LAW 6205: Law, Literature and Medicine (Tom Mayo)
LAW 7223 or 7330: Law and Medicine/Bioethics (Tom Mayo)
LAW 7420: Law and Medicine/Health Care (Tom Mayo)
TC 8325: Bioethics (Perkins)

Or any other appropriate course identified by the student and approved by the advisor. Students should discuss their enrollment in these courses with the instructor of record in the appropriate department or school. Students have the option of taking these courses, particularly those in the Law School, Pass/Fail. This option should be discussed with the Instructor and the Director of Graduate Studies. Students should be aware that some of the calendars of some of the professional schools are different from that of Dedman College.

NOTE: With the approval of the Department, students may also fulfill some of these related hours by taking a course at an allied health center in the Dallas metroplex.

Language Proficiency

Demonstrated language proficiency will be a requirement only where employment plans make such proficiency mandatory.

Field/Clinical Experience

A field or clinical experience is an intrinsic part of the student's program. This will involve participation in some extramural medical or medically related project, clinic, facility or agency. Students should begin to think about this experience during their first year and to identify the agency, facility, or program where they want to work. **It is up to the student to arrange this placement**, but it must be approved by his/her mentor/advisor. Ideally, students should begin the field/clinical experience during the summer between the first and second year, but they must do so, under the auspices of ANTH 6353, during their third semester (normally the fall semester of their second year).

Written Report

During their final semester in the program, under the auspices of ANTH 6354, students prepare a written report on the field/clinical experience. This report should be a minimum of twenty pages of text. It must include a bibliography and be written in appropriate anthropological style and format. This report does not need to conform to the

thesis requirements for the University. Students should consult with their committee chairperson regarding the content and form of the report. This report will be discussed during the M.A. exam. Examples of past reports are on file in the Department office and are available to students.

M.A. Examination in Medical Anthropology

Upon satisfactory completion of all course work (including the removal of any grades of Incomplete), each student must pass an oral examination designed to review the candidate's competence and under conditions described in the *Bulletin of Dedman College*. The scheduling of the M.A. examination should be done in consultation with the Director of Graduate Studies and with M.A. Examination Committee Members.

M.A. Examination Committee

Students should form their M.A. Examination Committee early in their final semester. The examining committee will consist of at least three members, two of who must be from the Anthropology Department; the third member must be from a department other than Anthropology but can be a member of the Division of Sociology faculty. Normally, the student's adviser serves as committee chair. Students are responsible for choosing their committee members but should do so in close consultation with their Committee chair. The Director of Graduate Studies will officially nominate this committee to the Chair and to the Dean of Research and Graduate Studies for approval.

The M.A. Degree

Students must file for the degree early in their final semester. Students should consult the Secretary for Graduate Studies about deadlines and procedures.

Note: Graduate Student Support is limited. Currently, Teaching Assistantships and Graduate Assistantships are reserved for students in the Ph.D. Programs.

THE PH.D. DEGREE – GENERAL DEPARTMENT AND UNIVERSITY REQUIREMENTS

The Ph.D. program in Anthropology provides students with the theoretical and methodological knowledge to teach and undertake research in archaeology or cultural anthropology. Students can attain both a Master's Degree in Anthropology and a Doctorate in Anthropology (with specialization in Archaeology or in Cultural Anthropology and with further specialization within Cultural Anthropology either in "Medical Anthropology" or "Globalization and International Development". See further details under each program.

Applicants to the program generally have a bachelor's degree from an accredited undergraduate program, most commonly in anthropology or related behavioral and social sciences. We also accept students who have completed or are in the process of completing a Masters degree from another university. Successful applicants are expected to continue through to the Ph.D., but must complete the requirements for the Master's Degree in Anthropology en route.

The degree of Doctor of Philosophy is awarded in recognition of high attainment in a special field of knowledge, as evidenced by examination and by a dissertation presenting the results of significant and original research. General requirements are listed below.

Residence and Course Work

The Ph.D. degree normally requires at least 60 hours of graduate work. The 60 hours may include research, reading and dissertation courses.

A minimum of 54 semester hours of coursework is required in both the archaeology program and the cultural anthropology program. For archaeology students, coursework usually will include six hours (in ANTH 5381 and 5382, or 5681) taken at the Fort Burgwin field school, preferably during the summer after the first year of coursework at SMU. Students can petition for credit for appropriate alternative field school or fieldwork experience. All students are also expected to take a zero-credit teaching seminar (6034). Archaeology students are also required to enroll in a proseminar in archaeological ethics (6033).

After completing 54 hours of coursework, students fulfill the 60-hour requirement by taking 6 hours of dissertation research--ANTH 8100, 8200, 8398, 8399, 8698, 8699.

Normally, a transfer student may be granted up to 24 hours of credit. In unusual cases, additional transfer credit may be granted with the approval of the Graduate Dean.

Continuous registration is required of Ph.D. students and is their responsibility. Students undertaking full time research off campus may petition the department for a research leave of a maximum of two years. The Department will inform the Office of Research and Graduate Studies of all research leaves. Students who do not register for two consecutive semesters without research leave will have to reapply for admission to the program. Students who do not register for one semester without research leave may petition the Graduate Dean for re-instatement of their student status. After a student has completed the required minimum credit hours toward the Ph.D. program, registration for research is possible without hourly credit or grades for four additional semesters (ANTH 7000--Research, ANTH 8049--Graduate Full-Time Status).

The minimum resident requirement is a total of 30 semester hours completed within three years of residence at SMU. Foreign students may need to satisfy additional residence requirements to comply with INS regulations.

The Normal Sequence for Completing Ph.D. Requirements:

The normal sequence for completing Ph.D. requirements is as follows:

1. Coursework, including petitions for waivers of requirements and/or hours, and petitions for transfer credit.
2. Passing the MA written exam (see later instructions)
3. Selection of Ph.D. Qualifying Exam Committee (including an outside member)
4. Language exam (based on reading and translation proficiency in a language relevant to your field of study).
5. Removal of all grades of Incomplete.
6. Ph.D. Qualifying Exams (written and oral parts)
7. Selection of a Dissertation Committee (usually but not necessarily the same composition as the Qualifying Exam Committee).
8. Field research.
9. Dissertation writing.
10. Defense of dissertation.
11. Granting of Degree (May, Aug., Dec.).

NOTE: The MA degree is awarded to students in the Ph.D. program after they have satisfactorily completed 36 hours of coursework, and passed the MA general examination. A student advances to doctoral candidacy (ABD) after completing the Ph.D. qualifying exams.

Proposal and Dissertation Defenses must be scheduled during the academic year (between the first and last day of class in the fall semester and the first and last day of class in the spring semester). These dates coincide with dates outlined by the Office of the Dean of Research and Graduate Studies and are linked to the awarding of particular degrees. Faculty members are on ten-month contracts and thus no exams should be scheduled during the summer months. If students for some reason need to schedule an exam during that time or at any other time beyond the dates specified above, they must formally petition the members of their committee. Unless all members of a committee are able and willing to meet, the petition will be denied. **Faculty members are under no obligation to sit for exams and defenses on university holidays or during the summer months.**

Language Examination

A student may elect any language in which to be examined, but must, however, demonstrate to the faculty that this language is relevant to the student's area of anthropological concern.

No student may use English as a foreign language. Foreign students, who are not native speakers of English, may use their native language to meet Departmental requirements only if that language meets the criteria for relevance set forth above. Neither coursework taken prior to your entry into our programs nor exams other than those listed below can be considered as a waiver for this requirement.

Graduate students have three options in taking a language examination.

OPTION 1. The student may elect to be examined by an examiner from the Department of Anthropology. Examiners will be faculty members named by the Chair, and will hold office for the length of time specified by the Chair. An examiner may refuse to give an examination. The examination, as given within the Department, will consist of two parts given sequentially.

A. The student will be given a passage of approximately 1,000 words (about four double-spaced, typed pages) from one or more articles or publications in his/her area of interest, to translate into good English. Dictionaries or their books and reference works may be used, but personal assistance is not allowed. This written translation will be completed within two hours.

B. Upon passing the written translation portion of the examination, the student will be given two passages, each of approximately 72 words, and will be required to give an oral “sight translation” in the presence of the examiner. The student will be given five minutes to study each passage before beginning the translation. No aids of any kind may be used during this portion of the examination.

In all cases, the materials used for the language examination will be chosen by the examiner to fit with the student’s major topical interests in the field of Anthropology, and an effort will be made to be as specific as possible. A student may present, in advance, appropriate material consisting of at least 200 pages. If the examiner approves, several pages from this material totaling approximately 1000 words will be translated during the exam. All translations must be in acceptable, fluent English, as is common in written American usage. Within the time limits imposed, students must translate the required passages, interpreting accurately such things as genders, tenses, idiomatic expressions, and other such linguistic features, which may not always have literal English equivalents, so as to furnish evidence that they are familiar with the language they have chosen.

There is no limit to the number of attempts a student may make at passing the language requirement; nor is a student compelled to take the same examination option after a failed attempt. Students may retake failed examinations at any time, subject only to the dates which may be set forth by the Educational Testing Service, the Department of Foreign Languages at SMU, or the work schedule of the Anthropology Department examiner.

Notification of a pass will be submitted in writing to the Director of Graduate Studies by either the Departmental examiner or the examiner in the Foreign Languages Department. Results of ETS exams are normally communicated to the academic institution concerned; students should check with the Director of Graduate Studies.

OPTION 2. The student may elect to take examinations given by the Education Testing Service of Princeton, New Jersey. Details are available from the Foreign Languages Department on points such as type of exam, dates and places of administration, required fee, etc. The percentile score deemed passing by the Department of Anthropology may be different from that accepted by other Departments, as long as it is consistent with over all University policy.

OPTION 3. The student may elect to be examined by the Foreign Languages Department at SMU. In this case, one should consult both with the Director of Graduate Studies in the Department of Anthropology, as well as with the Department of Foreign Languages, to ascertain their exam fees. The Director of Graduate Studies in Anthropology must approve the material submitted to the Foreign Language Department. In case of failure, the Foreign Language Department will not reexamine before 30 days has elapsed.

Note: The Department will consider exams taken as part of the Fulbright Application as a substitute. Consult with the Director of Graduate Students or the Department Chair.

Grade of Incomplete

If you have been given an “Incomplete” and your record shows an “I” for any course previously taken in the program, **YOU MUST REMOVE THIS WITHIN ONE YEAR.** The Graduate School has stated, “Grades of I not removed within a calendar year normally will be converted to F; grades of I given in a summer session must be completed by the end of the following spring semester. The instructor assigning the grade I stipulates to the student in writing at the time the grade is given, the conditions under which the I may be changed.” Forms are available in the Departmental office and must be filled out before an I can be assigned. An “I” grade is not yours to take but is given at the prerogative of the instructor. The Department frowns on Incompletes.

The MA Degree

The MA degree is conferred after successful completion of 36 hours of course work (a combination of required and elective hours) taken over four semesters and a passing grade on the General Examination (MA Examination). Students who have previously completed a Master's degree at another university must successfully complete a minimum of 12-18 hours of coursework, and also pass the General Examination (MA examination) en route into the Ph.D. program. See the particular program descriptions for more detailed discussion of both MA and Ph.D. degree requirements.

Admission to Candidacy

To be admitted to candidacy, the student must satisfy the language requirements, remove all incompletes, and must pass the Ph.D. qualifying examination. Upon completion of these requirements, the department will recommend to the Dean that the student be admitted to candidacy. The recommendation will be made within five months of the qualifying examination. Supporting documents will include the student’s degree plan and the qualifying examination report (ORGS Form 1).

Time Limits

Ordinarily a student registered for full-time study should take the Ph.D. qualifying examination at the time specified in each degree program. Students should consult the Graduate Bulletin for further information on time limits.

The doctoral dissertation should be submitted and accepted within five years, after the student has been admitted to candidacy. An extension of one year can be granted by the Dean. After this time, the students will be dropped from candidacy and can be readmitted only by passing a second qualifying examination, except under special circumstances. In such cases, new time limits will be set by the student's committee with the approval of the Dean.

Time spent on research leaves will not be counted as part of the time limit. If a student must take an unavoidable leave of absence for medical or family reasons, leaves may be granted without affecting time limits. The decision to grant such a leave of absence will be made by the department and approved by the Graduate Dean. In the case of part-time students, time limit requirements will be interpreted appropriately to allow for their part-time status.

Ordinarily, credit is not allowed for graduate courses (including transfers) that are more than six years old from the time of the qualifying examination. Should the time limits be exceeded, a department may petition the Dean to revalidate the credits. Approval is granted only in cases of exceptional merit.

Dissertation

A candidate for the doctoral degree must present an acceptable dissertation within the major field of study. It must demonstrate that the candidate has technical competence in the field and has done research of an independent character. It must add to and modify what was previously known, or present a significant interpretation of the subject based on original investigation.

The candidate is required by the department to present the prospectus for the dissertation to a faculty committee. When this committee accepts the candidate's dissertation plan, the Dissertation Adviser will transmit a Dissertation Topic Report (ORGS Form 2) to the Office of Research and Graduate Studies for inclusion in the candidate's file.

Dissertation Defense

The defense is an examination administered by the student's Dissertation Committee. The examination is on the student's dissertation and related material. The Dissertation Committee shall consist of (1) the mentor, who will serve as chair; (2) at least two other full-time members of the candidate's major department; (3) and at least one external reviewer who is either a faculty member outside the candidate's department or, with the approval of the department chair and the Graduate Dean, a scholar not associated with the university. If an external reviewer is not an SMU faculty member, a copy of that reviewer's vita must be submitted to the Graduate Dean when the Director of Graduate Studies formalizes the Dissertation Committee. For all candidates, the major adviser (or designate) must be a full-time member of the department. Faculty members with joint appointments (excluding courtesy appointments) are considered internal members of the department only and may not serve as outside members of the committee. The Dissertation Committee is appointed by the department chair or the director of graduate studies with the approval of the Dean, well before the dissertation defense. Faculty members in the Division of Sociology can be considered as external reviewers.

The examination is open to the public, and will be conducted by the committee and by any other members of the faculty who care to attend as non-voting members. The chair

of the examining committee will set a date, hour, and place for the examination which is agreeable to the committee members and the candidate, with notification at least three days in advance. Notice of the dissertation defense should be distributed to all department faculty, the Dean of the College and the Graduate Dean. A unanimous vote of the committee is necessary for approval of the examination. Students who fail the examination may be given a second examination, at a time to be determined by the committee, but not later than one year after the initial examination. Those who fail the examination the second time are thereby disqualified for a degree. The examination report will be forwarded to the Dean for certification of the candidate for graduation (ORGS Form 3).

Preparing Dissertation for Submission

The basic requirements for preparing the dissertation are outlined in the *Thesis/Dissertation Guide*, copies of which are available in the Office of Research and Graduate Studies.

The dissertation must be completed to the satisfaction of the student's dissertation adviser and Dissertation Committee, and the Office of Research and Graduate Studies. Deadlines for the submission of dissertations are outlined at the beginning of each semester. Upon successful completion of the dissertation defense, an original half-title page must be signed by the Dissertation Committee. Both microfilming and copyrighting are optional. Students are responsible for all fees, including those for binding, microfilming, and copyrighting. Students should consult with the Director of Graduate Studies concerning the minimum number of copies of the Dissertation that are required.

In submitting a dissertation, the student grants permission to the Director of Libraries at SMU to make copies at the Director's discretion, upon the request of individuals or institutions.

THE Ph.D. PROGRAM IN CULTURAL ANTHROPOLOGY

In the Ph.D. program in Cultural Anthropology students are broadly trained in contemporary theory and method in Anthropology and also specialize in one of two tracks: **Medical Anthropology** or **Globalization and International Development**. Students can also petition to combine these specializations. See appendix one for a typical sequencing of courses.

Specialization in Medical Anthropology

Group A: Required Courses (General) (9 hours)

ANTH 5344 - History of Anthropology
ANTH 6302 or other statistics course
ANTH 6312 - Contemporary Theory

NOTE: The Statistics requirement may be waived with a grade of B or better in an undergraduate course which the student submits a syllabus for review. Students may substitute STAT 2331 for ANTH 6302 by enrolling in an independent study in ANTH and fulfilling all the requirements for STAT 2331. Students may also enroll in STAT 5371 and 5372 if they want advanced statistical training. These courses will fulfill the requirement and are strongly suggested. These options should be discussed with the Director of Graduate Studies.

Group B: Required Courses in Ethnology (18 hours)

ANTH 5344 - Research Methods
ANTH 6320 - Regional Ethnography
ANTH 6034 - Teaching Seminar
ANTH 7333 - Data Analysis
ANTH 7341 - Current Literature
ANTH 7342 - Social Organization
ANTH 7351 - Research Strategies

Group C: Courses in Specialization

Core Courses (6 hours)

ANTH 5336 - Anthropology and Medicine
ANTH 6343 - Health and Medical Systems

Electives (21 hours of which 2 courses need to be on medical topics)

ANTH 5359 - Linguistics
ANTH 6303 - Political Economy of Health
ANTH 6305 - Applied Anthropology
ANTH 6307 - International Health
ANTH 6316 - Seminar in Ethnology (Special Topics)
ANTH 6317 - Advanced Seminar in Ethnology: Gender and Health
ANTH 6327 - Gendered Lives and Global Change
ANTH 6344 - Global Population Issues: An Anthropological Approach
ANTH 6346 - Environmental Anthropology and Development

ANTH 6351, 6352 —Independent Studies
ANTH 6384 - Global Issues and Development: An Overview
ANTH 6390/6391 - Current Issues in Anthropology
WS 6300 - - Advanced Feminist Theory

Specialization in Globalization and International Development

Group A: Required Courses (General) (9 hours)

ANTH 5334 - History of Anthropology
ANTH 6302 or other statistics course
ANTH 6312 - Contemporary Theory

NOTE: The Statistics requirement may be waived with a grade of B or better in an undergraduate course for which the student submits a syllabus for review. Students may substitute STAT 2331 for ANTH 6302 by enrolling in an independent study in ANTH and fulfilling all the requirements for STAT 2331. Students may also enroll in STAT 5371 and 5372 if they want advanced statistical training. These courses will fulfill the requirement and are strongly suggested. These options should be discussed with the Director of Graduate Studies.

Group B: Required Courses in Ethnology (18 hours)

ANTH 5344 - Research Methods
ANTH 6320 - Regional Ethnography
ANTH 7333 - Data Analysis
ANTH 7341 - Current Literature
ANTH 7342 - Social Organization
ANTH 7351 - Research Strategies
and
ANTH 6034 - Teaching Seminar

Group C: Courses in Specialization

Core Courses (6 hours)

ANTH 6304 - Migration, Ethnicity and Nationalism

OR

ANTH 6305 - Applied Anthropology

ANTH 6384 - Global Issues and Development: An Overview

Electives (21 hours)

ANTH 5359 - Linguistics

ANTH 6303 - Political Economy of Health

ANTH 6307 - Seminar In International Health

ANTH 6316/6317 -- Seminar in Ethnology: Special Topics

ANTH 6327 - Gendered Lives and Global Change

ANTH 6344 - Global Population Issues: An Anthropological Approach

ANTH 6346 - Environmental Anthropology and Development

ANTH 6351, 6352, etc. -- Independent Studies

ANTH 6363 - Transforming Local Communities in a Global Age
ANTH 6390/6391 - Current Issues in Anthropology

Within the 21 hours of elective courses in either the specialization, no more than two of the following 3000-level courses may be taken as 6000-level courses (e.g., 6351, 6352) by graduate students who do extra readings and extra written assignments.

ANTH 3303--Psychological Anthropology
ANTH 3310--Gender and Sex Roles: A Global Perspective
ANTH 3311--Mexico: From Conquest to Cancun
ANTH 3313--South American Indians
ANTH 3314--Peoples of Africa
ANTH 3316--Cultures of the Pacific Islands
ANTH 3317--Peoples of Southeast Asia
ANTH 3319--Human Ecology
ANTH 3344--Cultural Aspects of Business
ANTH 3346--Culture and Diversity in American Life
ANTH 3353--Indians of North America
ANTH 3354--Latin America: Peoples, Places and Power
ANTH 3355--Society and Culture in Contemporary Europe
ANTH 3366--Magic, Myth, and Religion Across Cultures
ANTH 3368--Urban Problems: Cross-Cultural Perspectives

NOTE: With the advice and consent of the Director of Graduate Studies and the student's mentor, students may choose other courses offered within the Department or University as electives for up to 6 hours of credit. Students may register for these courses through an Independent Studies option in Anthropology. Additional hours above the 6 may be petitioned.

MA General Examination

Students who wish to continue to the Ph.D. program are required to show strong proficiency in a General Examination taken at the end of their second year of coursework. Entering students will be provided with a bibliography of key works in cultural anthropology and a set of guiding critical issues in the field that will help to structure their reading of the items on the bibliography. The bibliography, together with material covered in courses during the first two years, will provide the foundation for the MA general examination.

The exam will be administered on the first day of the spring semester examination period. Students will answer two of three possible questions during the morning and two of three possible questions during the afternoon. There will be a 1.5-hour time limit for each question. The questions will be synthetic in nature and broad enough so that students can bring their special knowledge (e.g.: in medical anthropology, in a particular region of the world) to bear in answering the question.

The exam will be graded by two members of the cultural anthropology faculty in residence at the time that the exam is administered. Each question will be given either a "**Pass with distinction,**" "**Pass,**" "**Low pass,**" or "**Fail**" by each faculty member. In the case of a difference of opinion, a third faculty member will read the question. The entire cultural anthropology faculty in residence at the time of the exam will gather as a group to assess and assign the overall grade on each student's exam. Admission to the Ph.D. program

is contingent on achieving a Pass or higher on the complete exam. Students who receive a grade of "Low pass" on their exam are awarded a Masters of Arts in Anthropology and will not be admitted to the Ph.D. program. Students who fail the exams will not receive a degree and will not be allowed to continue in the program. No students will be allowed to retake the examinations.

NOTE: Students in their first year of residence when these changes take effect will also be expected to take the General (MA) Examination at the end of their second year. Failure to take these exams at the specified time can result in dismissal from the program. Only serious extenuating circumstances will be considered as a reason for postponement and these must be presented in the form of a well-documented petition to the Department Chair for approval by a majority of the anthropology faculty. No written exams will be given during the summer.

Ph.D. Qualifying Committee

Upon successful completion of the General Exam, students should establish their Ph.D. Qualifying Exam committee, including the Chair of the committee, if they have not done so by that time. This Committee must be set up in accordance with university guidelines and approved by the Committee Chair. The list of members should then be filed with the Department Director of Graduate Studies and the Dean of Research and Graduate Studies. Students should begin to work with this committee to formulate their regional and theoretical interests.

Ph.D. Qualifying Examination and the Ph.D. Proposal Defense

The Ph.D. Qualifying Examination consists of two parts: a take-home written exam and a proposal defense.

Written Exam

No later than the 6th week of the sixth semester (or no later than the 6th week of the semester in which students are completing course work) students will take a written Ph.D. Qualifying Examination. This exam will be tailored to the student's research topic, and will be set and evaluated by the student's Advisor and Committee. There will be two questions in the area of specialization, one on the region of research, the other on methodological and/or theoretical matters related to the proposed research. This will be a take-home exam, with a time limit of one week.

Each answer should be no more than 15 typed double-spaced pages (Times-Roman 12 point font, 1 inch margins). Each answer should include a bibliography of sources referenced (not counted in the page limit). Students are expected to comply with the Honor Code of the University when taking these exams.

The Qualifying Examination will receive a written evaluation from the student's committee. This will identify strengths and weaknesses, and suggest areas of further study as necessary. A student may be asked to rewrite a paper that does not show sufficient grasp of a subject area.

NOTE: Failure to take these exams at the specified time can result in dismissal from the program. Only serious extenuating circumstances will be considered as a reason for postponement and these must be presented in the form of a well-documented petition to the

Department Chair for approval by a majority of the anthropology faculty. No examinations will be offered in the summer.

Proposal Defense:

During the sixth semester students are expected to complete the proposal of their planned research project. Students must submit this proposal to members of their committee at least one month in advance of the scheduled date of their proposal defense to allow time for revisions. All faculty members on the students committee must receive a final version of the proposal two weeks in advance of the proposal defense date. Late submissions will not be accepted.

The Ph.D. Proposal Defense will occur no later than the final day of classes of the final semester of course work (normally the sixth semester). The proposal will be defended orally before the student's committee. Suggestions for changes or improvements made by the committee during the defense must be included in a final draft before it is submitted for funding.

It is the student's responsibility to adhere to this schedule, to insure adequate time for resubmitting revised drafts, and for insuring that committee members will be available for the exam and defense. It is the Advisor's responsibility to schedule the exam and defense with the assistance of the Departmental Administrative Assistant.

The Department's Director of Graduate Studies, with the assistance of the Departmental Administrative Assistant, is responsible for tracking the student's progress in completing course and language requirements. The language requirement (**explained elsewhere in this document**) must be successfully completed prior to the defense of the Ph.D. proposal.

Ph.D. Candidacy (ABD)

Ph.D. Candidacy is conferred upon the completion of 54 hours of coursework, completion of the language requirement, successful completion of the written qualifying exam and successful defense of a dissertation proposal.

Teacher Training and Teaching Practicum

During the second semester of the first year students are required to take a one-hour non-credit teacher-training seminar (ANTH 6034). An outline of this seminar is included in Appendix 3.

During the final semester of course work students will enroll in a 3-credit teaching practicum. This practicum can take one of several formats: team-teaching with a faculty member, team-teaching with another student under the supervision of a faculty-member; teaching alone under the supervision of a faculty member.

Preparing for the Ph.D. Dissertation

After successfully completing and defending their research proposal, students must constitute their dissertation committee (which may be the same as their Ph.D. qualifying exam committee). Students must communicate to the Director of Graduate Studies, in writing, the composition of the Committee, and must include a C.V. of the outside Committee member. Students will then conduct their dissertation field research.

When they return from the field, students enroll for an additional six hours of dissertation writing. Doctoral students should complete their dissertations within five years after being admitted to candidacy.

Committee members must receive a final draft of the dissertation well in advance of the scheduled oral defense. (This draft must be approved by all members of the committee before scheduling the oral defense.) After consultation with the Chair of the Committee and all Committee members, the student should schedule the defense through the Director of Graduate Studies. Doctoral students are encouraged to complete their dissertations within three to five years after being admitted to candidacy. Students defend their Dissertations in an open forum to which all members of the University community is invited. Any additional recommendations raised at that time should be incorporated in the final version of the Dissertation.

The Dean of Research and Graduate Studies does not permit students to claim full-time status (by registering for 8049) for more than five years after admission to candidacy, whether they are full or part time, and will not certify students as full-time after this period.

Teaching

Student's who complete all Ph.D. requirements within six years may be offered a one-year Visiting Assistant Professorship in the Department, and the opportunity to teach three courses per semester for the next two semesters.

THE Ph.D. PROGRAM IN ARCHAEOLOGY

The Archaeology program at SMU is largely focused on the New World, with faculty research interests ranging in time from the earliest hunter-gatherers to complex societies across North, Middle, and South America. The program offers broad training in contemporary archaeological theory, method, and scientific application, and is strongly field-oriented, with current projects in the North American High Plains and desert Southwest, in the Maya Lowlands, and coastal Peru. See appendix 2 for typical sequencing of courses.

Group A: Required Courses: 18 hours (all courses but the Proseminar are 3 credit hours)

ANTH 5334--History of Anthropology

ANTH 6301--Principles of Archaeology

ANTH 6312--Contemporary Theory in Anthropology

ANTH 6338 - Paleolithic Archaeology *or* ANTH 6339 - Neolithic Archaeology
and

ANTH 6033 - Proseminar in Archaeological Ethics

ANTH 6034 - Teaching Seminar

Required, but not to be taken until after successful completion of the Master's Exam

ANTH 6342--Science and the Human Past

ANTH 7317—Research Strategies in Archaeology

Group B: Elective Courses: 36 hours

ANTH 6310--The Prehistory of the American Southwest

ANTH 6332--Special Problems in Anthropology

ANTH 6333--Laboratory Methods in Archaeology – Lithics

ANTH 6337—Origins of Complex Society

ANTH 6351, 6352, 6353, 6354, 6355, 6156, 6256--Research in Anthropology

ANTH 6357--Statistics in Archaeology (or ANTH 6302—Statistics in Anthropology)

ANTH 6368--North American Archaeology

ANTH 6369--South American Archaeology

ANTH 7312--Archaeology of Mesoamerica

ANTH 7313--Archaeological Theory

ANTH 7318--Late Pleistocene Prehistory of North America

ANTH 7321--Ceramic Analysis for Archaeologists

NOTE: With the advice and consent of the Director of Graduate Studies and the student's mentor, students may choose other courses offered within the Department or University as electives for up to 6 hours of credit. Students register for these courses through an Independent Studies option in Anthropology. Additional hours may be petitioned.

Group C: Field Courses: up to 9 hours

ANTH 5381, 5382, 5681, 5981 -- Field Methods in Archaeology

In addition, various workshops in Archaeological Sciences for 2 or 3 hours credit are occasionally offered at Fort Burgwin. The options include Palynology and Ethnobotany. Students register for these courses under a Research in Anthropology number. Students can

fulfill three of the nine hours with Anthropology 6333, but the student should check that the class will be offered in the coming semesters.

MA General Examination

Students are required to show strong proficiency in a General Examination taken at the end of their second year of coursework. Entering students will receive a list of 24 questions during their first week in the Department. Candidates will be expected to provide answers to four of these questions during a one-day written exam.

The exam will be administered on the first day of the spring semester examination period. Answers will be prepared on computer and anonymous. Students will answer two of three possible questions from the list during the morning (covering archaeological theory and method) and two of three possible questions from the list during the afternoon (on aspects of world prehistory). There will be a 1.5-hour time limit for each question.

Students entering with a Master's degree will be expected to take the General Examination at the end of their first year of classes.

All members of the archaeology faculty in residence will grade the exam during the spring semester. Each question will be given either a "**Pass with distinction**," "**Pass**," "**Low pass**," or "**Fail**" by each faculty member, and the average of these grades will stand as the grade for that question. The average of all of the grades will determine the student's overall performance on the exams. Admission to the Ph.D. program is contingent on achieving a Pass or higher on the complete exam. Students who receive a grade of "Low pass" on their exam are awarded an MA degree but will not be admitted to the Ph.D. program. Students who fail the exams will not receive a degree and will not be allowed to continue in the program. No students will be allowed to retake the examinations.

NOTE: Students in their first and second year of residence when these changes take effect may, if they choose, take the General (MA) Examination at the end of their second year. Students who have not completed an archaeology field school or had equivalent archaeology field training must do so prior to their taking the MA General Examination.

Failure to take these exams at the specified time can result in dismissal from the program. Only serious extenuating circumstances will be considered as a reason for postponement and these must be presented in the form of a well-documented petition to the Department Chair for approval by a majority of the anthropology faculty. No examinations will be offered in the summer.

Ph.D. Qualifying Examination and the Ph.D. Proposal Defense

Students who have received a "Pass" or higher on their General Examination will take two additional courses in their fifth semester: ANTH 6342 and ANTH 7317.

No later than the 6th week of the sixth semester (or no later than the 6th week of the semester in which students are completing course work) the student will sit for a written Ph.D. Qualifying Examination. It will be tailored to the student's research topic, and will be set and evaluated by the student's Advisor and Committee. There will be two questions in the area of specialization, one on the region of research, the other on methodological and/or theoretical matters related to the proposed research. These will be take-home exams, with a time limit of one week. The Qualifying Examination is a diagnostic test only, and is not graded. Rather, the student's Advisor and Committee will read it, and the Advisor will provide a written evaluation of the Examination, with input from the Committee. This will identify strengths and weaknesses, and suggest areas of further study as necessary.

NOTE: Failure to take these exams at the specified time can result in dismissal from the program. Only serious extenuating circumstances will be considered as a reason for postponement and these must be presented in the form of a well-documented petition to the Department Chair for approval by a majority of the anthropology faculty. No examinations will be offered in the summer.

The Ph.D. Proposal Defense will come at the end of the sixth semester. The proposal will be defended orally before the student's committee, 3 faculty minimum.

During the sixth semester, candidates are expected to complete and submit for funding the proposal of their planned research project. Suggestions for changes or improvements made by the committee during the defense must be included in a final draft. It is the student's responsibility to adhere to this schedule, to insure adequate time for resubmitting revised drafts, and for insuring that committee members will be available for the exam and defense. It is the Advisor's responsibility to schedule the exam and defense with the assistance of the Departmental Administrative Assistant. **NOTE: ALL FACULTY MEMBERS ON YOUR COMMITTEE MUST RECEIVE FINAL VERSIONS OF ALL ITEMS FOR THESE EXAMS BY TWO WEEKS IN ADVANCE of the oral exam date. LATE SUBMISSIONS ARE NOT ACCEPTED.**

The Department's Director of Graduate Studies will be responsible for tracking the student's progress in completing course and language requirements. The language requirement (**explained elsewhere in this document**) must be successfully completed prior to the defense of the Ph.D. proposal at the end of the student's third year in the program (or second full year in the case of students who have come to the program with a previously completed Master's degree).

Ph.D. Candidacy (ABD)

Ph.D. Candidacy is conferred upon the completion of all coursework, completion of the language requirement, successful completion of the written qualifying exam and successful defense of a dissertation proposal.

Teaching

During the second semester of the first year students are required to take a one-hour non-credit teacher-training seminar. An outline of this seminar is included in Appendix 3.

Students who are accepted into the Ph.D. Program will be sole instructors of one course during the sixth semester.

Preparing for the Ph.D. Dissertation

After successfully completing and defending their research proposal, students can commence their field research. When they return from the field, students enroll for an additional six hours of dissertation writing. Students must formally establish the Dissertation Committee at this time, if this has not been done previously. Students must communicate to the Director of Graduate Studies, in writing, the composition of the Committee, and must include a C.V. of the outside Committee member. Committee members must receive a final

draft of the dissertation well in advance of the scheduled oral defense. All members of the committee must approve this draft before scheduling the oral defense.

Doctoral students should complete their dissertations within three to five years after being admitted to candidacy. Students defend their Dissertations in an open forum to which all members of the University community is invited. Any additional recommendations raised at that time should be incorporated in the final version of the Dissertation.

It is the student's responsibility to schedule the defense, after consultation with the Chair of the Committee and all committee members, through the Director of Graduate Studies. Students must follow general University guidelines in the preparation and submission of the dissertation. Dissertation Defenses must be scheduled during the academic year (between the first and last day of class in the fall semester and the first and last day of class in the spring semester). These dates coincide with dates outlined by the Office of the Dean of Research and Graduate Studies and are linked to the awarding of particular degrees (MA, Ph.D.). No defenses should be scheduled during the summer months. If candidates for some reason need to schedule an exam during that time or at any other time beyond the dates specified above, they must formally petition the members of their committee. Unless all members of a committee are able and willing to meet, the petition will be denied. Committee members are under no obligation to conduct exams and defenses on university holidays or during the summer months.

The Dean of Research and Graduate Studies does not permit students to claim full-time status (by registering for 8049) for more than five years after admission to candidacy, whether they are full or part time, and will not certify students as full-time after this period.

Post-Doctoral Teaching

Students who complete all Ph.D. requirements within six years may be offered a one-year Visiting Assistant Professorship in the Department, and the opportunity to teach three courses per semester for the next two semesters.

Notice of Nondiscrimination

Southern Methodist University does not discriminate on the basis of race, color, national origin or ethnic origin, age, sex, or disability. The Director, Affirmative Action, has been designated to handle inquiries regarding the nondiscrimination policies and may be contacted at: Southern Methodist University, Dallas, Texas 75275, (214) 768-3601.

RULES FOR COMPUTER LAB (ROOM 425A)

1. No smoking, eating or drinking.
2. No loud conversations.
3. Door must be closed and locked if you are the last individual to leave the room.
4. The combination for the upper lock is controlled by the department receptionist (Stephanie Carroll).
5. University policies for shared computer use will be posted in the lab and must be followed.
6. Graduate students pay a fee each semester (which funds paper, supplies, and repairs for the lab computers) to access the computer lab. This access is controlled by the lock combination. Combinations must not be shared with unauthorized students, or it may become necessary to change the combination (and charge the associated fee) more frequently.
7. Generated data sets or documents may be placed in a directory under your name.
8. Alternatively, you may process your files from a floppy disc.
9. For your protection, you should back up all needed files on floppy discs.
10. The computers will be periodically purged of excess files to maintain hard disc space.
11. If a printer runs out of ink, you should contact the Department Chair's Assistant by e-mail (phogan@mail.smu.edu).
12. There will only be one laser printer cartridge provided per semester.

FACULTY

Michael A. Adler (PhD U Michigan 1990; Assoc. Prof.) Archaeology, settlement systems, cross-cultural analysis, population aggregation; Southwest, Midwest.

Caroline B. Brettell (PhD Brown 1978; Dept. Chair, Prof.) Cultural anthropology, gender, anthropology and history, religion, kinship, migration, ethnicity; Europe, US.

David A. Freidel (PhD Harvard 1976; Dir. Grad. Studies, University Distinguished Prof.) Archaeology, origins of civilization, the evolution of cultural realities; Mesoamerica.

Robert V. Kemper (PhD UCB 1971; Prof.) Urban studies, migration, tourism, bilingual education, applied anthropology, history of anthropology; Latin America, US, Mexico.

Victoria Lockwood (PhD UCLA 1983; Assoc. Prof.) Political economy, economic anthropology, international development, gender, Oceania, developing world.

Anthony E. Marks (PhD Columbia 1966; Prof.) Paleolithic archaeology, lithic analysis, research strategies; Near East, Africa, Iberia.

David J. Meltzer (PhD U Washington 1984; Henderson-Morrison Prof.) Archaeology, Paleoindian, paleoenvironments, method and theory, history of archaeology; North America.

William J. Pulte (PhD Texas 1971; Associate Prof.) Linguistics, Native American languages, bilingual education; North America.

Torben C. Rick (PhD U of Oregon 2004; Assistant Prof.) Archaeology, zooarchaeology, coastal and island societies; Pacific Coast, western North America.

C. Garth Sampson (Dphil Oxford 1969; Prof.) Paleolithic archaeology; Old World, Africa.

Carolyn Sargent (PhD Michigan S. 1979; Prof.) Medical anthropology, sex roles, religion; sub-Saharan Africa, Caribbean.

Carolyn Smith-Morris (PhD U Arizona 2001; Assistant Prof.) Medical anthropology, Native American and Political Economy of Health.

Ben J. Wallace (PhD U Wisconsin 1967; Prof.) Ecology, social and economic change, applied anthropology; Southeast Asia.

Ronald K. Wetherington (PhD U Michigan 1964; Prof.) Physical anthropology, genetics, skeletal growth, Southwest U.S. prehistory and early history.

David J. Wilson (PhD U Michigan 1985; Assoc. Prof.) Archaeology, settlement patterns, origins of chiefdom and state, ecological anthropology; South America.

EMERITUS FACULTY

Barbara G. Anderson (PhD Sorbonne 1959; Emeritus Prof.) Medical anthropology, aging, culture change; Europe, Morocco, Japan, China.

Lewis R. Binford (Ph.D. U Michigan 1964, Emeritus Prof.) Archaeology, statistics and data analysis, cultural ecology, primitive technology, archaeological theory, hunters and gatherers; North America, Old World.

Harold J. Hietala (Ph.D. UCLA 1973; Emeritus Prof.) Anthropological statistics, quantitative methods, archaeological spatial analysis, paleoclimate studies; Near East.

Ladislav P. Novak (PhD U Minnesota 1962; Emeritus Prof.) Physical anthropology, biological growth and aging, body composition, physiology of exercise, physiological adaptation, applied nutrition.

Fred Wendorf (PhD Harvard 1953; Emeritus Prof.) Paleolithic archaeology, origins of agriculture; North Africa.

**LIST OF RECENT BOOKS AND PAPERS
BY
THE FULL TIME ANTHROPOLOGY FACULTY**

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- 2000 "Building Partnerships with Native Americans in Climate-Related Research and Outreach". Diane Austin, Sherri Gerlak and Carolyn Smith. A Report Prepared for the Southwest Climate Assessment Project (CLIMAS), Bureau of Applied Research in Anthropology.
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- 2000 Novel *The Emerald Buddha Conspiracy*. Texas: Three Forks Press. (A novel written under the pen name of Benjamin Izell)
- 2000 "Reclaiming Ancestral Lands: A By-Product of Agroforestry Research in the Philippines." *Practicing Anthropology*, 22:43-45.
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WILSON, DAVID J.

- 2000 Indigenous South Americans of the Past and Present: An Ecological Perspective. Boulder: Westview Press. (second edition in preparation)
- 2001 Hallucinogenic Plants in Indigenous South American Cultures, in Contemporary Cultures and Societies of Latin America: A Reader in the Social Anthropology of Middle and South America, pp. 480-484, edited by Dwight B. Heath. Prospect Heights, Illinois: Waveland Press.
- 2002 Native Americans of Middle and South America, in Encarta Reference Library 2003, pp. 1-55, edited by Peter Benmar. Seattle: Microsoft.

APPENDIX

APPENDIX 1: PROJECTED TIMETABLE: CULTURAL PROGRAM

NOTE: Funding in years 1,2, 3 and for two years of write-up. Maximum five years of funding. The fifth year of funding must occur after field research is completed. Courses may be juggled around in years 1 and 2 but all students should have completed all of them by the end of the second year.

YEAR SEM COURSES OTHER REQUIREMENTS/DATES

1	1	5334 (History)	Students will be given a general bibliography and a set of guiding critical issues in the field
		Core concentration or elective	
		Core concentration course or elective	
1	2	6312 (Contemporary Theory)	
		7342 (Social Organization)	
		Core concentration course or elective	Also take ANTH 6034
SUM			
2	3	5344 (Methods)	
		6320 (Regional Ethnography)	
		Statistics	
2	4	7333 (Data Analysis)	General Exam (MA Exam) to be held first day of the Spring semester examination period.
		7341 (Current Literature)	Students should establish their Ph.D. Committee
		Elective	MA degree conferred with passing grade on MA exam
SUM			Preliminary Field Research
3	5	7351 (Research Strategies)	
		Elective or Ind. Study	
		Elective or Ind. Study	
3	6	Teaching	By the end of the 6 th week students should have

		Practicum	completed the written portion of the Ph.D. qualifying exam
		Elective or Ind. Study	<p>Students must take and pass their language exam before taking the oral component of their qualifying exam.</p> <p>By the final day of classes students should present and defend their dissertation proposal Proposals should be submitted to committee members at least one month in advance of the date set and final drafts should be ready at least two weeks in advance of the date set.</p>
		Elective or Ind. Study	Students should begin to submit their proposal for funding
<p>Years: 4, 5 and 6:</p> <p>In years 4,5, and 6 students are expected to: 1) secure external funding for field research; 2) complete field research; 3) write and defend their dissertation; and 4) teach four courses but not more than 1 course/semester while writing the dissertation. Note that the 5th year of funding needs to be post fieldwork.</p>			
7			With Ph.D. in Hand: Visiting Assistant Professorship 3-3 teaching

APPENDIX 2: PROJECTED TIMETABLE: ARCHAEOLOGY PROGRAM

A typical schedule for a student's the first several years in the program follows. Do not expect the courses to be offered in the exact order as shown. Also, the research and teaching schedules of each student will vary depending on funding opportunities, and previous teaching experience. Finally, the semester numbering system applies only to semesters in residence: students with field commitments during the academic year will have their schedules adjusted accordingly, but will take their General Examination within five semesters of their entry.

Typical Course Sequence (R) = Required

Year 1

<i>Semester 1</i>	<i>Semester 2</i>
ANTH 5334 History of Anthropology (R)	ANTH 6312 Current Theory in Anthropology (R)
ANTH 6301 Principles of Archaeology (R)	Old World Paleolithic Archaeology <u>or</u> Old World Neolithic Archaeology (R)
Elective and 6033	Elective and ANTH 6034

Year 2

<i>Semester 3</i>	<i>Semester 4</i>
ANTH 7313 Archaeological Theory (R)	ANTH 6357 Intro Statistics in Archaeology (R)
Elective	Elective
Elective	Elective
	General Examination

Some electives may be independent study courses in the student's area of interest. All Incompletes must be removed and the field experience requirement must also be completed before taking the General Examination.

By mid-year of year 2 each student will select an Advisor and at least two committee members.

Year 3

<i>Semester 5</i>	<i>Semester 6</i>
ANTH 7317 Archaeological Research Strategies (R)	ANTH 6351 Research in Anthropology
ANTH 6342 Science and the Human Past (R)	Submit Ph.D. proposal for funding (R)
ANTH 6351 Research in Anthropology	Teach undergrad course, participate in dept. teaching seminar
	<i>Ph.D. Qualifying examination – written Ph.D. Proposal defense – oral</i>

Teaching

During the next three years each candidate will be sole instructor in four courses.

APPENDIX 3: OUTLINE FOR NON-CREDIT TEACHING SEMINAR

Learning to Teach & Teaching to Learn (ANTH 6034)

A Semester Course for Anthropology Graduate Students

Structure: Meets 1-12 hours, one day per week, non-credit. Designed for both TA and Instructor preparation. Spring semester, first year. Taught by multiple faculty.

Week	Class Topic	Workbook
1	<i>Managing my time:</i> preparing, thinking, lecturing, office hours, tutoring, evaluating, reflecting, e-mailing	Calendars & lists: some examples by class type (lecture, discussion, etc.)
2	<i>What is the purpose of this course?</i> Identifying learning goals and course content; the textbook	Syllabus construction, I: writing the course prologue
3	<i>So Much Material, So Little Time.</i> Facts, stories, ideas, concepts, theories.	Syllabus construction, II: allocating topics
4	<i>It's My First Day!</i> Setting the stage, engaging interest: the conversation; considering class size and composition	The first day check list; tips for creating enthusiasm
5	<i>What do I say to them?</i> Writing it out v. rehearsing from notes; highlighting 3 points, teaching from example, and concluding	The 50-minute lecture and the 180-minute preparation: a table of comparisons
6	The 3-minute practicum: students organize and present a 3-minute lecture on a common topic	Learning styles and the allocation of attention span
7	<i>Dealing with diversity:</i> learning differences, ethnic differences, behavioral differences	SMU resources and legal rights and obligations
8	<i>Why don't they get it?</i> Making course expectations clear; grade allocation; assignments	Levels of expectation, I: Bloom's taxonomy & beyond
9	<i>How do I know if they're learning?</i> What do we <u>really</u> want to know, and how do we find out? cheating & plagiarism, faculty responsibilities	Levels of expectation, II: Kinds of tests, what they do; Honor Code; record-keeping
10	<i>What do I do when the bulb blows?</i> Instructional aids and how to use them wisely	Thumbnails on teaching technologies at SMU
11	The 3-minute practicum, II; how to self-critique	Questions to ask after lecture
12	<i>But they just sit there!</i> How to engage students in discussion without embarrassing them	Rhetorical v. informational questions: a sampling

- | | | |
|----|---|--|
| 13 | <i>Why should I teach literacy?</i> Student writing, how to grade it, and why we ought to | Simple writing instructions |
| 14 | The 3-minute practicum, III: being yourself | Maturing in my own mold and shedding my mentor: things to look for as we grow into the academy |