

University of Cincinnati  
Department of Anthropology  
Master of Arts Program  
Graduate Student Handbook

Academic Year 2011-2012

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## THE M.A. DEGREE IN ANTHROPOLOGY

### Program Description

The Master of Arts (M.A.) degree in Anthropology focuses on delivering advanced training and research opportunities in archaeology, biological anthropology, and sociocultural anthropology.

The M.A. program is normally completed in about two years. During the first quarter, the Director of Graduate Studies serves as a student's advisor until the student has requested and been accepted by another full-time faculty member. In consultation with the advisor, each student designs a program to meet his/her educational and professional needs. Students are expected to meet the requirements for the M.A, which includes satisfactorily completing coursework and submitting a thesis that is acceptable to their committee, by the end of their second year in the program.

### Course Requirements

A minimum of 45 quarter hours of graduate study are required for the M.A., of which 32 hours must be derived from formal course work (i.e., any course taken for graduate credit for which the student receives a letter grade – A, B, C, etc.). Course requirements may be adjusted to take into account undergraduate studies and the acquisition of specialized skills or methods that are relevant to the student's program of study.

### Core Course Requirements (16 credit hours total):

- All incoming students must take ANTH 700, Fundamentals of Anthropology.
- Students must take at least one course in each subdiscipline (see A, B, and C below).

### Subdisciplinary Course Requirements (8 credit hours total):

- Students focusing on archaeology must take 696 and either 722, 723, 771, 772, 773, or 777.
- Students focusing on sociocultural anthropology must take 648 and 504.
- Students focusing on biological anthropology must take both a methods course and a theory course approved by their advisor.

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<b>A</b>	<b>Biological Anthropology</b>
510	Biocultural Anthropology
590	Human Osteology
602	Primate Locomotion
643	Evolutionary Theory
690	Seminar in Ecological Anthropology
704	Human Evolutionary Anatomy
751	Advanced Introduction to Biological Anthropology
752	Advanced Introduction to Biological Anthropology
753	Advanced Introduction to Biological Anthropology
780	Seminar in Anthropological Forensics
782	Human Evolutionary Genetics and Genomics
789	Human Adaptation Seminar

<b>B</b>	<b>Sociocultural Anthropology</b>
504	Ethnographic Methods
620	Cultural Anthropology Field Practicum
647	History and Theory of Anthropology
648	Contemporary Anthropological Theory
706	Global Trends in International Migration
713	Seminar in Economic Anthropology
718	Advanced Applied Anthropology
719	Seeing as Social Practice
720	Balkan Ethnography
735	North American Indian Ethnography
736	Advanced Topics in the Anthropology of Media
746	Country and City Seminar
750	Anthropology of Religion
758	Advanced Topics: Beauty, Race, Gender, and Power
775	Seminar in Anthropological Film
779	Advanced Medical Anthropology Seminar I
<b>C</b>	<b>Archaeology</b>
515	Water Management
555	Spatial Archaeology
696	Archaeological Theory
701	Advanced Cultural Resource Management
702	Archaeological Analysis of Plant Remains
705	Maya Archaeology
706	European Archaeology
708	New World Archaeology
709	Ohio Valley Archaeology
714	Archaeology of Europe
722	Advanced Topics in Archaeological Interpretation
723	Assemblage Analysis
725	Archaeology of Identity
740	Ancient New World Nobility
760	Agricultural Analysis
762	Analysis of Civilization
770	Advanced Historical Archaeology
771	Advanced Field Course in Archaeology: Southwest
772	Advanced Field Course in Archaeology: Mesoamerica
773	Advanced Field Course in Archaeology: Midwest
776	World Archaeology
777	Advanced Field Course in Archaeology: Europe
778	Old World Archaeology

<b>D</b>	<b>Additional Electives</b>
512	Public Archaeology Internship
643	Special Topics in Anthropology
710, 711, 712	Individual Work in Anthropology (1-15 credits)
715, 716, 717	Master's Thesis Research (1-15 credits)
729	Advanced Topics in Linguistic Anthropology
831, 832, 833	Advanced Individual Work in Anthropology (1-15 credits)
837, 838, 839	Anthropological Research (1-15 credits)

**NOTE:** It is strongly recommended that students take a course in quantitative methods or GIS.

### **Waiver of Course Requirements**

Students with strong undergraduate preparation in Anthropology may request that specific requirements be altered or waived. A written petition for a waiver or change should be submitted to the Director of Graduate Studies. The decision to accept or reject the petition will be made by the Director of Graduate Studies, the student's advisor, and the faculty member responsible for the course(s) in question. Such waivers or alterations do not alter the student's obligation to take 45 quarter hours of graduate study, of which 32 hours must be derived from formal course work.

### **M. A. Thesis**

A thesis represents original research conducted by an individual student (no joint projects are allowed) that has a clear and appropriate focus on an anthropological problem or question. Although theses typically range in length from 30 to 50 pages, details about the content, structure, and length will be established via conversations with the thesis committee chair.

Theses must receive the approval of all committee members. After reviewing a draft of the thesis, committee members typically inform the students of recommended or necessary changes. In order to ensure that there is adequate time for review and revisions, students must submit complete and formatted drafts to committee members at least 30 days before they plan to submit the thesis to the graduate school.\* If students cannot adhere to this timeframe, they may contact all of the committee members to determine if they are able and willing to review the thesis in a shorter period of time. Committee members are not obligated to review and approve manuscripts that are not delivered to them until shortly before the submission deadline. After completing revisions to the satisfaction of their committee, students should submit a fully-formatted final draft (with a complete table of contents, for example) as a pdf to all committee members and the Director of Graduate Studies at least three days prior to the graduate school deadline so that they can approve the version that will be delivered to the thesis office. Please note that it is the student's responsibility to make all necessary revisions and that the Director of Graduate Studies will not certify a student for graduation until all committee members approve the final draft of the thesis.

*\* Note that committee members' travel schedules may necessitate additional time for reviews. To minimize problems or delays, students are strongly encouraged to maintain a dialogue with committee members throughout the process of writing, submitting, and revising the thesis.*

Bibliographic style should conform to major anthropology journals, such as *American Anthropologist*, *American Antiquity*, *Current Anthropology*, or the *American Journal of Physical Anthropology*, as appropriate. The Graduate School provides detailed information about thesis format and the mechanics of preparing the final draft and abstract (<http://www.etd.uc.edu/Masters.aspx>).

### **Thesis Advisor and Committee**

The M.A. Thesis Committee consists of the student's advisor and at least one additional member of the full-time department faculty. Additional department members or, in appropriate cases, faculty from other departments, may be added at the request of the candidate, the Committee, or the Director of Graduate Studies.

### **Full-Time Faculty**

- Susan E. Allen (PhD Boston University 2005; Field Service Assistant Professor) Environmental archaeology, origins of agriculture, social complexity, sustainability, archaeobotany, European prehistory, Near Eastern prehistory
- Brooke E. Crowley (PhD University of California, Santa Cruz 2009; Assistant Professor) Extinction, environmental and ecological consequences of human impacts, habitat transformation, conservation, non-human primates, Madagascar
- Sarah E. Jackson (PhD Harvard University 2005; Assistant Professor) Archaeology, ethnohistory, colonial encounter, epigraphic record, political hierarchy, identity in the past, Mesoamerica, Maya.
- C. Jeffrey Jacobson (PhD Case Western Reserve University 2001; Assistant Professor) Medical and psychological anthropology, Caribbean, Mesoamerica.
- Jeremy M. Koster (PhD Pennsylvania State University 2007; Assistant Professor) Human evolutionary ecology, optimal foraging theory, subsistence hunting, dogs, conservation and sustainability, resource and labor exchanges, lowland Central and South America.
- Heather L. Norton (PhD Pennsylvania State University 2005; Assistant Professor) Molecular anthropology, population genetics and genomics, natural selection, adaptation, Island Melanesia
- Leila Rodriguez (PhD Pennsylvania State University 2009; Assistant Professor) Sociocultural anthropology, international migration, demography, economic anthropology, global processes
- Stephanie Sadre-Orafai (PhD New York University 2010; Assistant Professor) Sociocultural anthropology, practice-based social theory, race and visual culture, media and aesthetic industries, evidence and the body, the United States
- Vernon L. Scarborough (PhD Southern Methodist University 1980; Professor) Archaeology, settlement patterns, water management, architecture, Maya, US Southwest, Pakistan.
- Alan P. Sullivan III (PhD University of Arizona 1980; Professor) Archaeology, theory and method, fire ecology, remote sensing, US Southwest.
- Kenneth B. Tankersley (PhD Indiana University 1989; Assistant Professor) Geoarchaeology, human adaptation to climate change, Native North America, Ohio Valley.
- Katherine Whitcome (PhD University of Texas 2007; Assistant Professor) Biological anthropology, functional and evolutionary anatomy, locomotor analyses, hominin evolution.

## Assessing Progress toward Completion of the M.A. degree

1. Advisor - By the end of the first quarter in residence, the student must formalize a relationship with a thesis advisor. Students who fail to select an advisor by this deadline cannot be considered for financial aid for the following academic year.
2. Proposal and Committee - By the end of the second quarter in residence, the student will submit a thesis proposal and establish an M.A. Committee. The student's advisor and committee must approve the proposal. Students who fail to complete an approved proposal and to form a committee by the deadline normally become ineligible to receive financial aid for the following academic year. Note that changes in the advisor or in the composition of the committee may be made by the student in consultation with the Director of Graduate Studies.
3. Annual registration - To maintain status as a graduate student and be eligible for the M.A. degree, **a student must register for at least one (1) graduate credit hour during the academic year.**
4. Minimum Grade Point Average - A graduate student must maintain a minimum overall Grade Point Average (GPA) of 3.0 for all courses (whether for graduate or undergraduate credit) taken since admission to the graduate program. Course work taken outside the Department of Anthropology must be approved by a student's advisor if such course work is to count toward the M.A. degree and be included in calculation of GPA for continuation requirements.
5. Annual Academic Progress Report – per Graduate School guidelines, graduate students will complete a progress report in the spring quarter that details any outstanding course requirements, the composition of the student's thesis committee, the student's thesis topic, and the expected timeline for completion of the thesis. These progress reports are used to assess progress toward the degree and to plan for the upcoming year. The progress reports are printed and included in the student's permanent file. Both an electronic version and a signed, printed copy are to be submitted to the Director of Graduate Studies by the end of the spring quarter. Failure to submit progress reports could result in delays of graduation. Note that, prior to certifying students for graduation, the Director of Graduate Studies solicits information from students that is pertinent to periodic external reviews of the graduate program.
6. Time Limitations:
  - A. The minimum requirement for the M.A. degree is the equivalent of one academic year of full-time graduate study, consisting of at least 45 graduate credits completed to the satisfaction of the student's committee.
  - B. Five-Year Rule: A student must complete all requirements no later than **five (5) years** after the date of first registration. Under extenuating circumstances, students may petition the Graduate Council, through the Department of Anthropology and the College of Arts and Sciences, for extension of the 5-year time limit or for reinstatement if candidacy has lapsed. The petition shall be submitted, on the specified form, to the Advisor/Committee Chair and the Director of Graduate Studies. If both approve, it will be forwarded to the

Dean and Graduate Council; if one or both disapprove, it will be brought before the Department of Anthropology (full-time faculty) for approval or disapproval by majority vote (the Director of Graduate Studies having two votes in case of a tie). If this departmental vote overturns the disapproval of the student's Advisor, this outcome may mean that the student will have to seek a new Advisor if the petition is ultimately approved by the Dean and Graduate Council.

### **Financial Aid: Eligibility and Policies**

1. All full-time students in good standing are considered for Graduate Assistant (GA) or University Graduate Scholarship (UGS) awards; continuing students do not need to apply to be considered. An offer of a GA or UGS is made by the Department without regard to whether a student has received an award the previous year.

2. Full-time graduate students receiving either a GA or UGS must register for at least 12 graduate credits during each funded quarter.

3. Graduate Assistants are assigned to one or more members of the regular faculty and are expected to assist faculty with their teaching and research.

4. In no case will a Graduate Assistant be assigned work exceeding the maximum stipulated by the Graduate School and in no case will a Graduate Assistant receive a stipend less than the minimum stipulated for the year of the award by the Graduate School.

5. A graduate award may be terminated for the following reasons:

- A. A Graduate Assistant fails to perform satisfactorily the duties assigned. Note that students should not assume that their award will continue when they are conducting fieldwork.
- B. A funded student (GA or UGS) fails to maintain satisfactory academic performance. Graduate Assistants are expected to maintain a Grade Point Average of at least 3.5 in their graduate courses.
- C. A Graduate Assistant fails to demonstrate steady progress towards completion of the M.A. degree, as determined by the Director of Graduate Studies and the student's advisor.

6. The Department may offer a graduate award equivalent to a full or partial GA or a full or partial UGS from sources other than General funds. In such instances, some of the above policies may not be applicable (e.g., amount of stipend, nature of duties, credit hours of enrollment, etc.). A student whose letter of offer of an award does not indicate any special conditions or exemptions may assume that the award offered derives from General funds and is being so treated with respect to these policies and regulations.

### **Policies**

1. Program Changes - Full-time students who continue their academic programs without interruption (not including summer quarter) are held responsible for meeting major changes in graduate program requirements, provided the students have an adequate opportunity to meet the revised requirements without the burden of increased time or money. Minor changes may be adopted periodically and will be applicable to all students.

Students who interrupt their graduate studies by withdrawing from the University, either officially or by failing to register for at least one graduate credit for an entire academic

year, will be held responsible for meeting the graduate program requirements at the time they re-enter that program

## 2. Probation and Termination:

- A. Students who fail to maintain a “B” (3.0) average on all course work or who fail to make satisfactory progress toward their degree will be placed on academic probation for the ensuing quarter.
- B. The student remains on probation for the period that the cumulative GPA is below 3.0, but will be allowed to continue in the program as long as grades in all graduate-level courses are at or above 3.0 for each individual quarter.
- C. The student will be dismissed if grades for any quarter while on probation are below 3.0.
- D. Receiving an "F" in any two courses, either concurrently or in different quarters, will result in immediate dismissal with no probationary period.
- E. Receiving a GPA below 2.0 (excluding “incompletes”) for any specific grading period will result in immediate dismissal with no probationary period.
- F. A student dismissed from the graduate program may file a written petition with the Director of Graduate Studies for readmission. In making a decision regarding readmission, the faculty may consider extenuating circumstances surrounding the unsatisfactory grades and the probability that the student can successfully complete the program with at least the 3.0 GPA required to graduate.
- G. If a dismissed student wishes to be considered for readmission in the subsequent quarter, a petition must be filed within three working days of receipt of the written dismissal notice.
- H. If a previously dismissed student is readmitted, all previously earned grades will remain on the permanent record and will be computed in the overall grade point average.
- I. Students will be fully informed of all decisions affecting their status in the program and may appeal a decision by following Graduate School grievance procedures.

## **Graduation**

Once certified by their thesis committee and the Director of Graduate Studies that they have satisfied the requirements for the M.A. degree in anthropology, students must consult the Graduate School website to ensure that they have satisfied all university requirements in order to graduate.

## **For Additional Information Regarding University and Graduate School Policies:**

GRADUATE SCHOOL: <http://www.grad.uc.edu/>

STUDENT CODE OF CONDUCT: [http://www.uc.edu/conduct/Code\\_of\\_Conduct.html](http://www.uc.edu/conduct/Code_of_Conduct.html)

7/18/2011