

# UNIVERSITY OF KANSAS GRADUATE PROGRAM IN ANTHROPOLOGY

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# GRADUATE PROGRAM IN ANTHROPOLOGY

## GENERAL PROGRAM

### Introduction

The Graduate Program in Anthropology at the University of Kansas provides formal training in all areas of anthropology. While students are expected to meet the requirements of at least one of the subdisciplines, interdisciplinary and interdepartmental work is encouraged.

The faculty has particular strengths in the following areas:

Archaeology: Anthropological approaches to environmental studies, lithic analysis, hunters and gatherers, ceramic analysis, and prehistoric societies of North America (Midwest and Great Plains), Central and South America, and Europe.

Biological Anthropology: Anthropological genetics, demography, human osteology, paleoanthropology and fossil humans, population structure, primate genetics, human growth and development, maternal and child health and nutrition, contemporary populations in Alaska and Siberia, the Caribbean, Finland, Ireland, Italy, Mexico, East Africa, and Russia.

Sociocultural Anthropology: Applied anthropology, medical anthropology, social organization, symbolic anthropology, ecological anthropology, Africa, East Asia, North and South American Indians, Central America, the Pacific, and contemporary United States.

Anthropological Linguistics: Training in this area is provided in collaboration with the Department of Linguistics. Particular strengths exist in North American Indian languages.

### Administration

The Graduate Program is administered by the Graduate Coordinator and the Anthropology Graduate Committee (hereafter referred to as the Graduate Committee) according to policies and procedures established by the faculty. The Graduate Committee is composed of the Graduate Coordinator (chair), a graduate student, and two or three other faculty members as necessary to provide representation of all the subdisciplines. The Chair of the Department (or Associate Chair) is an ex-officio member.

### Applications

In accordance with University regulations, all degree seeking applications for graduate study must include an application fee paid by check or money order made out to **The University of Kansas**. The following table lists the required application fees.

DOMESTIC PAPER APPLICATION FEE	DOMESTIC ELECTRONIC APPLICATION FEE	INTERNATIONAL PAPER APPLICATION FEE	INTERNATIONAL ELECTRONIC
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			<b>APPLICATION FEE</b>
\$55.00	\$45.00	\$60.00	\$55.00

**To apply to our program, the following materials are required.**

1. A completed application form with your application fee (see below for how to apply electronically or by mail)
2. A copy of your **curriculum vitae** or **resume** should be mailed directly to the KU Anthropology Department.
3. Two **official** copies of your **transcripts** from each undergraduate and graduate institution you have attended should be mailed directly to the KU Anthropology Department.
4. A letter stating your **academic objectives** and the disciplinary track of interest (i.e., archaeology, biological anthropology, sociocultural anthropology, or anthropological linguistics) should be mailed directly to the KU Anthropology Department. **Applicants who wish to be considered for an assistantship or fellowship should state this in their cover letter or statement of academic objectives.** (We have no official form for this purpose.) Any additional supporting materials you wish to submit should also reach us by the **January 5** deadline. Please note that very few first-year graduate students receive assistantships or fellowships. For information about financial aid, we suggest you write the Office of Student Financial Aid, 50 Strong Hall, University of Kansas, Lawrence, KS 66045-7556.
5. **Three letters of recommendation** from faculty members (if possible) with whom you have worked and who know your work well should be mailed directly to the KU Anthropology Department
6. A copy of your **Graduate Record Examination (GRE)** report of scores is recommended but not required. To be considered for a university fellowship, GRE scores are required. If you have not taken the GRE and need instructions, write to Educational Testing Services, Princeton, NJ 08541. Our school code is 6871 and our department code is 1701. This will insure scores are sent to the appropriate addresses. (GRE scores are not required in order to be considered for our departmental graduate teaching assistantships.)
7. **PhD applicants only (i.e., those who will have completed an M.A. prior to attending KU) are required to submit a professional writing sample.** This can be in the form of a publication or thesis. Please don't send the writing sample as an online attachment as we require a paper copy. This also should be mailed directly to the KU Anthropology Department. (Since our office filing space is limited, we must ask that you send a self-addressed stamped envelope if you wish to have your writing sample returned. If we do not receive a self-addressed stamped envelope, we must assume you do not wish to have it returned and it will be destroyed.)
8. **PhD applicants only (i.e. those who will have completed an M.A. prior to attending KU) must contact the KU professor with whom they wish to work.** We must have a letter from this professor stating their willingness to be your advisor before we will act on admission.
9. **International applicants** are required to submit **TOEFL** scores which should be sent directly to the Graduate School at the address above.
10. **International applicants** must submit an **Affidavit of Support** indicating the annual financial resources they will have available for graduate study. This should be mailed directly to the KU

Anthropology Department. The University of Kansas currently requires a minimum annual amount of **\$20,939.00** for 2003-2004 for the full year. This amount is subject to change without prior notice.

Electronic Application: To apply electronically, please go to <http://www.applyweb.com/apply/ukganth/menu.html>. If you apply electronically, you are not required to send the department a photocopy of the application and fee payment. All GRE and TOEFL scores should be mailed to the **Graduate School, University of Kansas, 1450 Jayhawk Blvd., 300 Strong Hall, Lawrence, KS 66045-7353**. Please send or see that all remaining application materials are mailed directly to: **Graduate Admissions, Anthropology Department, University of Kansas, 1415 Jayhawk Blvd., 622 Fraser Hall, Lawrence, KS 66045-7556**.

Paper Application: Paper applications may be downloaded online at <http://www.graduate.ku.edu/Applications/paper.shtml> or you may request an application from the department. Mail the original application form, application fee, GRE and TOEFL scores directly to: **Graduate School, University of Kansas, 1450 Jayhawk Blvd., 300 Strong Hall, Lawrence, KS 66045-7353**. Send a photocopy of your application and fee payment with remaining original application materials to: **Graduate Admissions, Anthropology Department, University of Kansas, 1415 Jayhawk Blvd., 622 Fraser Hall, Lawrence, KS 66045-7556**.

Applications for admission must be approved by both the Department of Anthropology Graduate Committee and the Graduate School.

The Graduate Committee evaluates applications on the basis of grade point average and scholastic record, letters of recommendation, and a written statement of academic and professional goals of the student. An undergraduate major in anthropology is not a prerequisite for admission to the Master's Program.

Applicants with a B.A. degree must have a grade point average of 3.2 or higher (on a 4.0 scale) to be admitted as a regular student. Students with somewhat lower grade point averages may be admitted on probationary status. Students who have attended graduate school at another institution must have a grade point average in graduate study of 3.5 or higher. All students are expected to enter the graduate program at the M.A. level, with the exception of students who have obtained an M.A. degree in anthropology including a thesis or its equivalent (see page 6) from another university. **A written statement to this effect must accompany the application.** Students with a degree from the Master of Historical Administration and Museum Studies (MHAMS) program who wish to enter the doctoral program in anthropology are expected to first fulfill all requirements for the master's degree, including the MA Thesis and coursework not previously taken for MHAMS credit. Qualified students at the doctoral level will be accepted only if there is a faculty member willing and competent to advise them in their doctoral work. Applicants should contact, by phone, email, or in person, the faculty member with whom they wish to work to determine the mutual desirability of a working relationship.

The foregoing requirements apply to applicants from foreign universities as well as those from the United States. The transcripts of potential foreign students will be evaluated whenever possible by someone who knows the university from which they come. Application files should be completed by **January 5** for students planning to enter the program the next academic year. Foreign students are especially advised to complete their files before these deadlines since the review of their applications may involve consultations with persons outside the department.

All files will be destroyed for applicants who do not enroll within one calendar year after the department has acted upon their application unless otherwise notified in writing.

## **Support of Students**

Graduate Teaching Assistantships (GTA's) are allotted to graduate students on a competitive basis. These positions provide the student with a stipend, tuition reduction, and office space. GTA openings for the next academic year are normally announced at the end of the Spring semester (usually in April). Students are responsible for watching for the announcement of these positions. Contact the Graduate Advisor for further information.

To allow as many students as possible to obtain teaching experience, GTA appointments are limited to a total of 300%. Any combination of appointments that totals this figure is possible (e.g., 6 semesters at 50%-time). A student who is awarded and accepts a GTA position must be enrolled for at least 6 hours of graduate credit during each semester of employment.

Some faculty members support students from grants and contracts as Research Assistants (RA's). Advertising and hiring for RA positions are the responsibility of individual faculty members. Students should contact specific faculty members if they are interested in RA positions.

The University offers a limited number of fellowships for exceptional new graduate students (Honors Fellowship and Madison A. and Lila Self Honors Fellowship). Minority student support is available (Post-Baccalaureate, Graduate Minority Opportunity, and College Minority GTA Program Fellowships). University support in the form of Summer and Dissertation Fellowships is available on a competitive basis. Information on these fellowships may be obtained from the Graduate Coordinator or the Graduate School, 222 Strong Hall.

Students who are on probation or who have provisional status (see Graduate School Catalog) may not normally hold Graduate Teaching Appointments (GTA's).

## **The M.A. Program**

### Temporary Advisor

In the admissions process, the Graduate Committee and Graduate Coordinator examine the student's transcripts and decide what deficiencies the student may have, if any. At first enrollment the new student **must** consult with the Graduate Coordinator, who assigns a temporary advisor. The advisor reviews the student's preparation, discusses the courses needed to remove any deficiencies, and helps select courses.

### M.A. Advisor and Committee

By the end of the first year, and preferably sooner, the student should have chosen an M.A. advisor and thesis committee (minimum of three graduate faculty members). The chair and at least one other member of this committee must be from the anthropology graduate faculty. The

chair cannot be a member of the adjunct or courtesy anthropology faculty. As soon as the committee has been formed, the student must submit, in writing, the names of members to the Graduate Coordinator for approval. After approval this information is placed in the student's file. A student may petition the Graduate Committee to change the committee's chair, providing that another qualified member of the department's graduate faculty agrees to serve as chair. The student may change other committee members with the consent of the committee chair. It is the student's responsibility to notify (in writing) the Graduate Coordinator of these changes. Any faculty member has the right to refuse to serve on any M.A. committee.

## Course Work

### Core Courses

In preparation for specialization, **all Master's students are required to pass** the four Core Courses designed to provide an introduction to fundamental issues, methods, and theories in anthropology. Students should give Core Courses priority and enroll in them as soon as they are offered.

#### **701 HISTORY OF ANTHROPOLOGY (3)**

Development of the field of anthropology and its relations with intellectual history. Emphasis on method and theory in historical context.

#### **702 CURRENT ARCHAEOLOGY (3)**

The fundamental issues, methods, and theories in contemporary anthropological archaeology. Case studies illustrate data acquisition, dating methods, culture history, paleoenvironmental models, and the study of culture processes.

#### **703 CURRENT BIOLOGICAL ANTHROPOLOGY (3)**

The fundamental issues, methods, and theories in contemporary biological anthropology.

#### **704 CURRENT CULTURAL ANTHROPOLOGY (3)**

The fundamental issues, methods, and theories in contemporary cultural anthropology and anthropological linguistics.

### Hours

For the M.A., the student takes a minimum of thirty (30) hours of graduate level courses as specified by each subdiscipline. No more than six hours may be of reading and research or thesis research courses may be taken. ***PLEASE NOTE: The Graduate School does require that the student enroll in at least 1 hour of Masters Thesis (ANTH 899) to receive the degree.*** All students who have completed the required 30 hours of course work are required to be continuously enrolled in at least 1 hour of graduate course work until all requirements for the degree are completed. Students are expected to finish the requirements for the M.A. Degree by the end of the seventh semester after entering the program (see **Probation**, #4, p. 11).

### M.A. Thesis

Students must submit a satisfactory thesis (normally under 75 pages in length) to their M.A. committee. If the committee approves the thesis for defense by a vote of at least 2 to 3, one of whom must be the committee chair, the chair then notifies the Graduate Coordinator to schedule the Master's Examination.

A student who has performed independent research and has presented findings in the form of published scholarly work may petition the committee to use it to fulfill the M.A. thesis requirement.

A bound copy of the M.A. Thesis must be deposited in the department office (see **Student Responsibilities**, p. 10).

## M.A. Examination

The M.A. Examination takes the form of an oral comprehensive examination of which the defense of the thesis is only a part. Present and participating are the student and the M.A. committee composed of a minimum of three (3) graduate faculty members (see M.A. Advisor and Committee above). All other departmental faculty and graduate students are invited to attend as nonvoting participants. At the successful conclusion of the examination, the student must apply for the M.A. degree by filing an Application For Degree form at the Graduate School.

Double Degrees: Students majoring in Anthropology and another MA program. No one course can be used for two degrees. The student must do requisite hours for both degrees, except in a case like MAHMS and ANTHROPOLOGY, where coursework is applicable to both, we can ask for a six hour reduced degree in one of the fields. For example, if a student in the MAHMS program is admitted to the Anthropology MA program, s/he can do a 24-hour (instead of 30-hour) MA program in Anthropology. In this case, s/he will have taken all core courses except for History of Anthropology for the MAHMS program. The student must take History of Anthropology core course and 21 more hours for the Anthropology MA degree.

## The Ph.D. Program

### Admission

A KU graduate student who has completed the requirements for the M.A. in anthropology may apply to the Graduate Committee for admission to the doctoral program. Admission depends on (1) a letter of intent from the student; (2) the written recommendation of the M.A. Committee to the Graduate Committee; (3) student's scholastic record; and (4) a member of the graduate faculty's written willingness to advise and chair the dissertation committee.

Prior to enrolling in the Ph.D. program, students from other universities must complete all requirements for the Master's Degree in anthropology including a thesis or its equivalent, or an equivalent level of academic achievement at their respective universities. The courses required to fulfill any deficiencies in the training of an incoming Ph.D. student will be determined by the Graduate Committee in consultation with the student's faculty advisor. Deficiencies will be specified in the admissions letter sent to the student.

Provisional Admission: If a student has failed to complete all requirements for the Master's Degree at the time of entry into the Ph.D program, the student **may** be allowed one semester of provisional admittance to complete the requirements.

### Doctoral Committee

When admitted, the student's first task is, in consultation with the committee chair, to select the remaining members of the Doctoral Committee. At least one of the additional committee members must be a member of the department's graduate faculty; the third may be a member of the graduate faculty from another department in the University. Upon their agreement to serve, the student notifies the Graduate Coordinator in writing, for approval.

The members of the Doctoral Committee are responsible for evaluating performance and counseling the student toward the satisfactory completion of the dissertation.

The student may petition the Graduate Committee to change the committee's chair providing that another qualified member of the department's graduate faculty will accept the position. The student may also change any other committee member with the consent of the committee chair. It is the student's responsibility to notify the Graduate Coordinator, at once and in writing, of such changes.

### Ph.D. Candidacy

The requirements for admission to Ph.D. candidacy are:

1. Fulfillment of the FLORS requirement (see below):
2. Completion of at least 24 graduate credit hours of post-M.A. course work. (Non-remedial hours in excess of 30 taken before the M.A. degree is awarded may be counted toward this requirement.) Of the 24 hours, no more than 9 may be in graduate research/readings and/or dissertation hours in anthropology.
3. Fulfillment of residency requirement. Two semesters, normally consecutive or one semester and one summer session, must be spent in resident study at the University of Kansas (see Graduate School Catalog).
4. Submission of field statements to the examining committee.

Having completed these four requirements, the student must then:

1. Pass the written comprehensive examinations.
2. Submit a satisfactory proposal for dissertation research to the Ph.D. committee.
3. Pass the oral comprehensive examination.

The specific content of these requirements will be worked out between the student and the committee, but the subsections that follow outline their general nature.

### FLORS Requirement

Languages or other research skills used to satisfy the FLORS requirement must be approved by the student's committee. Since these are research skills, the student is advised to master them early in

the program, so they may be utilized in further course work, independent study, and research. The aspirant must satisfy one of the following options before taking the comprehensive exams:

1. Demonstrate a comprehensive reading and speaking knowledge of one foreign language relevant to the student's research interests, in which there exists a significant research literature in anthropology.

Foreign students may use their native language to fulfill this option only if the language is considered to be an adequate research tool for their program.

2. Demonstrate proficiency in the reading of two foreign languages relevant to the student's research interests, in which there exists significant research literature in



anthropology.

3. Demonstrate proficiency in the reading of one foreign language relevant to the student's research interests, in which there exists significant research literature in anthropology, and demonstration of competence in another research skill relevant to the student's special research requirements in anthropology. This latter requirement may be satisfied by a knowledge of a language in which there is no written research literature, but which the student will employ in fieldwork.

4. Demonstrate competence in two research skills relevant to the student's special research requirements in anthropology, provided that the student:

A. Has met the undergraduate foreign language proficiency requirement of the College of Liberal Arts and Sciences of the University either as an undergraduate or graduate student.

OR

B. Has met at another college or university a foreign language proficiency requirement which is accepted as fulfilling the requirement of the College of Liberal Arts and Sciences of the University of Kansas.

Research skills referred to in options **3** and **4** may be selected from those approved by the Graduate School, or the student may propose to the committee a course of study to acquire another research skill.

Competence in a research skill will be certified by a committee appointed by the Department. Competence in a foreign language will be tested and certified according to the procedures outlined in the Graduate School Catalog. If a research skill is more than five years old by the taking of the oral comps, it must be revalidated.

Upon completion of a FLORS requirement, the student and advisor must notify the Graduate Coordinator, who will enter it in the student's permanent record and notify the Graduate School.

### Field Statements

Field statements serve three important functions: (1) they demonstrate the student's mastery of specific areas of relevant knowledge within the field of anthropology; (2) they indicate a familiarity with a body of professional literature which is pertinent to both the history and current status of methodologies, theoretical approaches, or the investigations of specific topics in anthropology; and (3) they inform the doctoral committee of those areas in which a student feels especially competent and is willing to be tested through both written and oral examinations. The interests and topics of the field statements are usually reflected in dissertation research and should be considered as an important stage in the conception and formulation of the dissertation proposal and research plan.

The topics of the field statements (normally three in number) are selected in consultation with the doctoral committee and are subject to the committee members' supervision and approval. They should reflect an individual's depth of knowledge in specific areas of interest and expertise--a fundamental quality of doctoral candidacy (NOTE: The third field statement in biological anthropology is an NSF Dissertation Improvement Grant). Separate field statements are usually prepared for each of the three members of the doctoral committee, reflecting the shared interests of

the student and individual committee members.

The field statement is not a report on a specific research project. Instead, the ideal field statement takes the form of a critical literature review, examples of which are found in the Annual Review of Anthropology. It should demonstrate both depth and breadth in the chosen subject or area and should be accompanied by an extensive topical bibliography. Appropriate topics are not limited to, but would include reviews and analyses of:

- (1) anthropological methodologies
- (2) schools of thought or theoretical approaches
- (3) research in a defined geographic area
- (4) investigation of a specific people or culture
- (5) investigation of a specific time period
- (6) research on a specific species or subspecies
- (7) research on a language or specific linguistic problem
- (8) contributions of a major figure or program
- (9) specific bodies of literature relevant to research
- (10) specific problems and issues in anthropology

Upon their completion and approval, field statements will be used by the doctoral committee to prepare questions for both written and oral examinations. These will be based directly on the subjects--and not necessarily the contents--of the field statements. Copies of the field statements must be placed in the student's permanent file.

#### Written Comprehensive Examination(s)

After field statements have been accepted, the student's Doctoral Committee administers the Written Comprehensive Examination(s), which may be taken either together or at different times.

While the primary judge of the quality of the student's responses in a given field is the student's advisor in that field, each field statement and accompanying examination paper is submitted to all members of the committee for their collective evaluation.

#### Dissertation Proposal

From the beginning of doctoral study, students should orient their studies and research toward a doctoral dissertation project. This will be an independent piece of research, usually requiring fieldwork and leading to a dissertation that will contribute to anthropological knowledge. To undertake such research, the student may require funding, and in consultation with the Doctoral Committee should plan early on where and when to apply for such funds. Students who delay in their planning may find that deadlines make it impossible to secure the needed funds at the time when they will require them.

An essential part of planning for dissertation research is the framing of a proposal. In it, the student is expected to review the present state of knowledge pertinent to the area of interest, outline the research problem, and indicate the methods to be employed in the investigation. Copies of the Doctoral Dissertation Proposal must be submitted to and approved by the student's Dissertation Committee before the Oral Comprehensive Examination can be scheduled.

#### Oral Comprehensive Examination

Upon successful completion of all other requirements for candidacy, as specified above, the student will take an Oral Comprehensive Examination. This examination must be scheduled by the

Graduate Coordinator with the Graduate School **at least two weeks** before the desired examination date.

The examining committee consists of the student's Doctoral Committee plus two faculty members chosen by the student in consultation with the Committee chair (a total of five people). The first of these is a representative of the Graduate School chosen from outside of the Department of Anthropology. This representative can be one of the three members of the student's Doctoral Committee. If one of the three main members is already from outside, then the two additional members can be from within the Anthropology Department. The second of these is a representative from inside or outside the department, selected, if possible, for expertise in the student's declared fields. The chair of the Doctoral Committee supervises the examination. Other faculty and students are invited as nonvoting participants.

The central focus of the Oral Comprehensive Examination is provided by the field statements, the written comprehensive examination(s), courses taken, and the doctoral dissertation proposal. Essentially, the judgement made by the examining committee is whether or not the student is sufficiently prepared to undertake a dissertation project, and to work as an independent investigator. Training and qualifications to make a contribution to anthropological knowledge are also considered. If the student's performance on this examination is judged satisfactory, the student is advanced to candidacy.

#### Post-Comprehensive Enrollment

After passing the comprehensive oral examination for a doctoral degree, the candidate must be continuously enrolled, **including summer sessions**, until all requirements for the degree are completed, and each enrollment must reflect as accurately as possible the candidate's demands on faculty time and university facilities. During this time, until all requirements for the degree have been completed or until 18 post-comprehensive hours have been completed (whichever comes first), the candidate must enroll for a minimum of 6 hours a semester and 3 hours a summer

session. If after 18 hours of post-comprehensive enrollment the degree is not completed, the candidate must continue to enroll each fall and spring semester until all requirements for the degree have been met.

#### Doctoral Candidacy

Once admitted to candidacy, the student selects a Dissertation Committee in the same way the Doctoral Committee was selected (in many cases, of course, the two committees will be identical).

The chair of the Dissertation Committee is the student's principal advisor, who has primary responsibility for guiding the student through the research and writing of the dissertation.

The Ph.D. dissertation is ordinarily based upon independent field or laboratory investigations. In very special cases, the dissertation may be concerned primarily with data gathered through research in libraries, but committee and departmental approval for such dissertation projects will be strongly influenced by prior demonstration of field and/or laboratory capabilities in the principal area of interest.

#### The Defense of the Dissertation and Certification for Degree

When the dissertation has been tentatively accepted by the Dissertation Committee, a final oral examination will be held. This examination will be in the form of a departmental colloquium in

which the candidate will defend the nature and significance of the contribution to anthropological knowledge as set forth in the dissertation. The examining committee consists of the student's Dissertation Committee plus two graduate faculty members, one of which must officially represent the Graduate School (total of five members). Other faculty and students are welcome as nonvoting participants. Upon satisfactory completion of this examination, the candidate will be certified as qualified to be awarded the Ph.D. Degree. Students must follow the Graduate School guidelines and procedures for submitting the finished dissertation.

A bound copy of the dissertation must be deposited in the department (see **Student Responsibilities** below).

### **Student Responsibilities**

All graduate students are responsible for informing themselves of the requirements (in effect at the time of their admission to the program) of the Graduate School (see Graduate School Catalog), the Graduate Program in Anthropology, and their particular subdisciplinary specialization. Students should be especially cognizant of the Graduate School's "Program Time Constraints." Members of the anthropology faculty are ready to answer questions and offer counsel; however, ultimate responsibility lies with the student.

After the defense of the student's Thesis/Dissertation no degree will be awarded until the department receives its bound copy of the Thesis/Dissertation, outstanding departmental accounts are paid, and departmental keys are returned. Upon completion of these requirements, the student's Do-All form will then be sent on to the Graduate School.

### **Annual Review**

The academic progress of all graduate students will be reviewed each February (additional evaluations may take place as warranted). The review will be conducted by the student's committee and/or the faculty of the respective subdisciplines. Grades, advancement in requirements, progress on the thesis or dissertation, and over-all performance will be evaluated. Students will be notified of the review in advance so they may update their files. The outcome of the evaluation will be communicated in writing to the Graduate Committee and the student along with whatever recommendations the review committee chooses to make by March 15. A copy of the evaluation and recommendations will be placed in the student's file.

### **Student Files**

To keep track of a student's progress, a file is started when the student is first admitted to the program. This file is kept in the main office and contains materials pertinent to the student's graduate activities at KU. These files should be updated during each annual review or when the student consults with an advisor. Students have access to their files and all letters written after January 1, 1975, except where that right has been waived. Students will have access to their individual files only in the presence of a departmental secretary. Students may put anything they think is important in their own file. However, nothing may be removed from these files. The student must request permission to copy documents that are in their files. Such copies must be paid for by the student.

## **Probation**

A graduate student **will** be placed on probation whenever the student's committee and/or the Graduate Committee determines that academic progress is unsatisfactory. Major reasons for probation include but are not restricted to:

1. Failure to maintain an overall cumulative grade point average of B (3.0).
2. Failure to maintain a cumulative grade point average of 3.2 in anthropology.
3. Failure to name an advisory committee by the end of the third semester of graduate study.
4. Failure to complete the requirements for the M.A. degree within 3½ years after entering the program.
5. After receiving the third concurrent Incomplete ("I").
6. Failure to submit materials, if requested, for the annual subdisciplinary review.
7. Consensus by the student's committee that the student is not making satisfactory progress toward a degree. In this regard, the committee may set forth specific stipulations which must be met by the student.

The Graduate Coordinator will provide those placed on probation with written notice. In addition, specific requirements which must be met to return to regular graduate status will be outlined.

## **Dismissal from the Program**

A student who has been placed on probation will be given one full semester, after written notification, to rectify the deficiencies that led to probation. Failure to take appropriate actions (as outlined in the probationary notice) will constitute grounds for dismissal from the graduate program. Placement on probation for a second time will constitute sufficient grounds for dismissal. Final decision in such matters is made by the Graduate Committee in consultation with the student's advisor and/or committee.

## **Grievances**

Any student in the department who has a grievance pertaining to graduate studies should follow the procedures outlined in the Departmental Bylaws.

## **Exceptions**

In **extraordinary** circumstances and for very compelling reasons, exceptions may be made to specific departmental rules by written appeal to the Graduate Committee.

## GRADUATE TRAINING IN ARCHAEOLOGY

### Introduction

Graduate study in anthropological archaeology is designed to train professional archaeologists. While university teaching remains the first career choice of most graduate students, students also consider careers with Federal agencies such as the National Park Service, Bureau of Land Management, and Forest Service, who recruit personnel both at the M.A. and Ph.D. levels. The curriculum is designed to provide students with a basic knowledge of prehistoric cultures and archaeological theory as well as with training in archaeological field research, data analysis, and paleoecology.

All graduate students in archaeology must demonstrate proficiency in conducting archaeological fieldwork. The Department and the Museum of Anthropology sponsor field schools to provide students with basic field training. Opportunities for additional fieldwork are provided through a program in conservation archaeology involving contract agreements between the University of Kansas Museum of Anthropology and various federal and state agencies as well as through research conducted by faculty members.

Experience in working with archaeological materials is also required of all students. The Museum of Anthropology has large comparative collections from North America as well as collections from Latin America and Europe.

### The M.A. Program

The archaeology program has no required courses beyond those for all M.A. students in anthropology. However, prior to receiving their degree, students are required to demonstrate proficiency in the following areas:

1. Quantitative analysis, as demonstrated by completion of a course in statistics (e.g. ANTH 811, BIOL 841).
2. Analysis and curation of archaeological collections, as demonstrated by active participation in volunteer, degree-related work, or a research assistantship.
3. Archaeological fieldwork, as demonstrated by active participation in the equivalent of two six-week field seasons.

### Comprehensive Exam.

Students in archaeology **must** pass a general comprehensive Master's examination. This exam is intended to encourage students to integrate material from different courses and to conduct studies complementary to their course work. It will also help faculty to advise students on how to improve their general background in archaeology.

The written examination will be administered each Spring, and should be taken no later than a student's fourth semester of enrollment. The examination will test students in four areas: 1) archaeological methods; 2) the history and theory of archaeology; 3) Old World prehistory; and 4) New World prehistory. Examinations will be graded on a scale of "high pass", "pass", or "fail". Students who fail the exam will receive specific advice on how to improve their performance and will be allowed one more opportunity to take the examination.

Course work will be tailored to each student's goals, previous course work, and background, in consultation with an advisor. While there are no specific courses required of archaeology students beyond those required of all Master's level students in anthropology, students are advised to take at least one course from each archaeology faculty member. It is recommended that a normal course of study include:

At least two area courses, covering both Old World and New World prehistory.

At least two laboratory courses in the analysis of archaeological materials.

At least one graduate seminar in archaeology (other than the Core course) at the 700/800 level.

At least one course in a topic such as geomorphology, soils, or Quaternary studies.

### **The Ph.D. Program**

Ph.D. candidates in archaeology are expected to demonstrate expertise in the substantive content, methodological framework, and theoretical orientations of both topical (e.g., lithic technology, ceramic technology, faunal analysis) and geographical areas (e.g., Mesoamerica, Great Plains of North America, or Western and Central Europe). This expertise is demonstrated through successful completion of course work, field statements, qualifying exams, and the doctoral dissertation.

In addition to completion of the requirements for the Ph.D. degree as specified by the Graduate Program, doctoral candidates are required to take 9 hours of seminars in archaeology at the 700-800 level (not including the Core courses required of M.A. students).

Regular participation in archaeological field and laboratory research, in addition to specific work leading to the completion of a dissertation, is an integral part of the doctoral program. Specific details will be determined by the student in consultation with the doctoral advisor and Ph.D. committee.

## GRADUATE TRAINING IN BIOLOGICAL ANTHROPOLOGY

### Introduction

Graduate training in biological anthropology at the University of Kansas is designed to provide a well-rounded knowledge in three basic areas of biological anthropology (Anthropological Genetics, Human Growth and Adaptation, and Paleoanthropology), as well as research skills in the student's major area of interest. Although students may apply for only the Master's degree, the primary focus of the faculty is toward the training of highly qualified students for the Ph.D. degree. Besides academic training through course work, beginning at the Master's level, the concentration stresses student involvement in research, either through participation with the faculty or on an individual basis. Each student's curriculum is, to some extent, tailored to the specific interests and needs of the student. Master's training should provide the basic skills necessary to conduct research in their particular area of interest as preparation for Ph.D. work. Students are required to demonstrate competence in specific areas of biological anthropology, as well as ancillary disciplines directly related to their own research areas. The program provides flexibility and customization for each student through consultation with the student's advisor and committee members.

Requirements for graduate degrees in terms of hours, grades, residency, committees, examinations, the M.A. thesis, and Ph.D. dissertation are described in the Graduate School Catalog and in the Graduate Program in Anthropology. Additional requirements for graduate students in biological anthropology are specified below.

### The M.A. Program

Course work is tailored to each student's goals in consultation on their advisor and/or committee. In addition to department-wide requirements, M.A. students in biological anthropology must take:

1. One course in three of the following four areas:
  - A. Anthropological Genetics
  - B. Human Growth and Physical Development
  - C. Human Adaptation or Demographic Anthropology
  - D. Paleoanthropology or Osteology

Required courses that fulfill the above include:

- A. ANTH 652 Population Dynamics
- B. ANTH 762 Growth and Development
- C. ANTH 750 Disease and Adaptation or ANTH 540 Demographic Anthropology
- D. ANTH 549 Human Paleontology: Fossil Apes to *Australopithecus* or ANTH 550 Human Paleontology: *Homo erectus* to *Homo sapiens* or ANTH 648 Human Osteology

Remaining course options at the Master's level are geared to the specific interest of the student.



## **The Ph.D. Program**

Ph.D. course work is tailored to each student's interests and goals, as determined in consultation with the doctoral advisor and committee. In addition to Graduate School and department-wide requirements, students receiving their Master's in biological anthropology in the department must fulfill the following requirement before receiving the Ph.D.:

Each student must complete the fourth course in the Master's degree requirements listed above. For example, if course requirements were completed in areas A, B, and C for the Master's degree, a course fulfilling the remaining area (D) must be completed. Faculty in biological anthropology recommend that this course be completed in the first year of Ph.D. course work.

For those students entering the Ph.D. program with a Master's degree obtained outside the department, specific course requirements in biological anthropology (areas A, B, C, D) will be determined by the permanent faculty in biological anthropology. These specific requirements will be transmitted in writing to the new Ph.D. student. Other requirements may be determined by the Graduate Committee.

Remaining course options at the Ph.D. level are geared to the specific interests of the student, under the guidance of the primary advisor and the committee.

### **Field Statements**

Three field statements are required in biological anthropology. The first two follow the guidelines listed in the department's general program requirements (pp. 7-8). The third area statement is undertaken after the successful completion of the first two, and consists of an NSF Doctoral Dissertation Improvement Grant proposal. This must conform to all NSF specifications and be submitted to the advisor and committee in completed form. This third field statement may not be simply a reworking of the material covered in one or both of the other two field statements in the form of a grant proposal. The NSF Doctoral Dissertation Improvement Grant proposal will form, along with the two other area statements, the basis for the oral comprehensive examination. For international students who have no opportunity to apply for NSF support, a different grant proposal may be submitted, pending written approval of the student's committee and advisor.

## **M.A. and Ph.D. Program**

To facilitate training and to qualify for research and funding opportunities, it is strongly recommended that new students fulfill statistics courses offered in the Division of Biological Sciences and basic computer courses in the Computer Science Department. Research skills should be completed before the Master's degree is awarded. Exemption from these requirements will only be made when students provide their advisor with documentation of equivalent proficiency in these skills.

Students concentrating in anthropological genetics are expected to have competency in biochemistry, demography, and quantitative and population genetics. Joint degrees in anthropology/genetics are

possible through an integrated program administered through the Department of Anthropology and the interdepartmental Genetics Program. Those students focusing in human growth and development should also take courses in animal physiology and biochemistry. Students in paleoanthropology are expected to

take courses offered outside the department in human anatomy, vertebrate evolution, and evolution theory. Students are required to work closely with their primary advisor and committee to plan a directed course of graduate study.

### **M.A. and Ph.D. Committees**

Both committees must always include at least two biological anthropologists permanently on the staff in the department.

## **GRADUATE TRAINING IN SOCIOCULTURAL ANTHROPOLOGY**

### **Introduction**

The faculty in sociocultural anthropology has strengths in North and South American Indians, the Pacific, Africa, East Asia, Near East, Central America, and the contemporary United States. Topical interests include symbolic anthropology, social organization, medical anthropology, ecological anthropology, and applied anthropology. Requirements for graduate degrees in terms of hours, grades, residency, committees, examinations and theses are described in the Graduate School Catalog and in the Graduate Program in Anthropology. Additional requirements for graduate students in sociocultural anthropology are specified below.

### **The M.A. Program**

Course work is tailored to each student's goals, as determined in consultation with an advisor. In addition to department-wide requirements, students in sociocultural anthropology must take:

1. ANTH 783: Ethnographic Research Methods.
2. At least one course in a geographical area.
3. Courses from at least three different faculty members in sociocultural anthropology. [Courses taken to satisfy other requirements may be used to meet this requirement.]

The M.A. Thesis in sociocultural anthropology is normally based on library research and is not to exceed 75 pages in length. A thesis is often the outgrowth of an usually successful seminar paper. Some other professional product, such as a published paper(s), film, or exhibit catalog, may in certain circumstances be acceptable in lieu of a traditional thesis.

### **The Ph.D. Program**

A concentration in sociocultural anthropology involves no requirements for the Ph.D. degree beyond those specified in the Graduate Program and the Graduate Catalog of the College of Liberal Arts and Sciences.