

Department of Anthropology

## **GRADUATE PROGRAM MANUAL**

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The official Northern Arizona University Academic Catalog, Northern Arizona University Student Handbook, and this Department of Anthropology Graduate Program Manual govern students in the Anthropology graduate program. Students are subject to all of the guidelines and regulations set forth in these official publications. Failure to read and comply with University regulations will not exempt students from whatever penalties they may incur. The year in which the student enters the graduate program will determine the correct reference catalogs for curriculum-related requirements. Students will, however, refer to the latest edition of the [NAU Academic Catalog](#), [Student Handbook](#), and [Anthropology Graduate Program Manual](#) (this document) regardless of the year in which they enter the graduate program.

## 1. Department of Anthropology overview

### Mission and goals

Anthropology integrates scientific and humanistic approaches to the study of people and culture to inform our two goals:

1. To support global citizenship through information, skills, and perspectives that build cross-cultural awareness and increase the ability to identify our own cultural assumptions; and
2. To promote an engaged anthropology that addresses the contemporary challenges of our local and global communities.

The scope of the program encompasses past, present, and future perspectives on the human condition within the subfields of archaeology, socio-cultural, linguistic, and biological anthropology.

The content focuses on the range of human cultural and biological diversity through anthropology's core concepts, theories, methods, and major debates. Skills developed include: critical thinking, research methods and analysis, effective writing, and constructive dialogue.

Student focused learning experiences include innovative coursework, research opportunities, community engagement, laboratory and field training, and internships.

### Graduate program degrees

Please refer to the graduate college [requirements for master's degrees](#). The department offers a Master of Arts (MA) degree in Anthropology. The MA in Anthropology is sub-divided into two emphases—sociocultural anthropology and archaeology. Each of these emphases carries different requirements.

The **sociocultural emphasis** focuses on the range of human cultural diversity and anthropological perspectives, ethics, and theory. It covers the intersections of language and discourse, kinship, gender and sexuality, race and ethnicity, religion, economics, social inequality, politics, environment, culture change, and globalization. The skills developed include: critical reading and writing, effective communication skills, cross-cultural and holistic perspectives, analysis of culture, and ethical awareness.

The **archaeology emphasis** focuses on the interdisciplinary understanding of past human lives through the scientific study of material culture and biological remains using applicable theories in archaeology within a broader framework of heritage management. Skills acquired in this emphasis are field, lab, and curatorial methods as they apply to archaeological questions, interpreting the appropriate regulatory context for archaeological projects, and evaluating ethical dilemmas in archaeology.

The program prepares students for a range of professional careers in government, private sector, non-profit, and community-based organizations in addition to graduate and professional degree programs. The master's program is suited for students interested in careers in cultural resource and heritage management, human resources, health, development, and academia.

### Graduate program learning outcomes

Upon completion of the Anthropology MA program, all students will be able to:

- Examine and elucidate the major theories, research methods, and approaches to inquiry in their selected emphasis in anthropology (archaeology or sociocultural anthropology);
- Synthesize and evaluate anthropological theories and methods, and apply them appropriately to their research or project;
- Reflect upon the use of theory and practice to explore their research area or project, and through these reflections identify how to apply analytical skills to approach and resolve a variety of existing and emerging theoretical and social problems;
- Identify the cultural assumptions, including their own, that influence the design, conduct, and interpretation of their research results;
- Summarize and discuss ethics and the ethical codes employed in anthropology, and identify and reason through real-world examples of ethical dilemmas;
- Articulate the ways in which the anthropological perspective can be applied to current issues in society;
- Pursue, design, and complete original research or project that contributes to the field of anthropology; and
  - Formally report on the research or project in an appropriate format including but not limited to writing a professional thesis, developing a portfolio of work, or producing a work of visual anthropology with accompanying narrative that:
    - Articulates a theoretical framework for the research or project (including conducting a literature review to assess the theoretical, substantive, and methodological contributions previously made to this area);
    - Identifies and defines appropriate design and quantitative, qualitative, and ethnographic methods of data collection;
    - Analyzes, interprets, and explains findings;
    - Evaluates the effectiveness of the research or project, its implications for communities, institutions, policy, and/or social issues, and its contribution to the field of anthropology.
- Present original research to professional and non-professional audiences, including those who are participants or collaborators in the research or project or those who are impacted by the work, articulating coherent explanations summarizing the work;
- Conduct a thesis defense to a community of anthropology faculty and peers;
- Create a personal career development plan based on individual strengths and goals and incorporate the new perspectives gained; and
- Effectively represent experience, skills, and competencies through written (resume, cover letter, grant writing, application materials, social media, etc.) and verbal communication (interview skills, presentation skills, etc.).

## 2. Advisor and annual review

### **Advisor**

Upon admission to the MA program you will be assigned an advisor. Students are expected to work closely with their advisors in designing and implementing a program of study within the requirements of their degrees and sub-disciplines. Each student works with an advisor to choose their elective courses around a theme or focus.

When you begin to form your committee, your advisor may become your committee chair, or you may choose another faculty member. That person then becomes both your advisor and your committee chair.

### **Annual review**

The anthropology faculty conduct an annual review of all graduate students to evaluate the progress of individual students and the overall effectiveness of the anthropology program. This review is held at the beginning of each spring semester. In instances in which the student is not making satisfactory progress, the faculty as a whole may offer recommendations to the student to allow him or her to remedy the situation. Such recommendations are based on a timetable of reasonable expectations for completion of the program. Students who fail to comply with advisory decisions of the department's annual review will be subject to academic probation, as described below.

### 3. Program of Study

The student's initial advisor assists the student during the student's first and second semester in the program to draw up a [program of study](#). The program of study sets forth the student's general goals within the program and establishes a schedule for completion of the requirements for the degree. The document may be revised as needed during the student's program. It is intended to serve as a guide and focus of communication between student and advisor. A completed program of study is also a graduation application requirement and must be submitted to the graduate college.

Fulltime graduate students must be enrolled in 9 credits. GTAs must be enrolled in 9 credits and can take a maximum of 12 credits. Other students can take a maximum of 16 credits. Graduate students may take 6 credits of 400 level courses during the program in consultation with their advisor/chair; these classes require you to submit a form. Twelve elective credits may be taken outside the department.

#### Degree requirements

Take the following 37 units:

- Theory: ANT 600 in addition to ANT 639 (Cultural) or ANT 635 (Archaeology) (6 units)
- Ethics: ANT 520, ANT 521, or ANT 522 (1 unit)
- Pre-Thesis: ANT 605 (2 units)
- Research Methods: (6 units, choose two in consultation with your advisor):
  - ANT 568 Quantitative Research Methods
  - ANT 569 Ethnographic Research Methods
  - ANT 636 Archeological Methods and Inference
- Writing Seminar: ANT 606 (1 unit)
- Thesis: ANT 699 for the research, writing, and oral defense of an approved thesis. Please note: you may count only 6 units of thesis credit toward your degree; however, you may end up taking more than 6 thesis units, since you must register for it each semester while you are working on your thesis. (minimum 6 units)
- Additional electives, chosen in consultation with your advisor (15 units)
  - One elective must be from a subfield—biological, archaeological, linguistic, sociocultural—other than your emphasis (undergraduate coursework may serve to exempt students from this program requirement) (3 units)
  - Additional emphases requirements are outlined below

#### Emphases requirements

Archaeology emphasis

- ANT 635 Archeological Theory (3 units)
- Successful completion of an archaeological field school (prior field school may serve to exempt students from this program requirement)
- 15 additional units of electives chosen in consultation with your advisor; 3 units must be a regional focus course, such as a course in Mesoamerican or Southwestern archaeology

#### *Archaeological field school prerequisite*

Archaeological fieldwork is an essential part of graduate training for an archaeologist. Students in the NAU master's program in archaeology must complete an academic field school or accumulated equivalent experience.

Field school options include:

1. a four- to six-week field school for a minimum of 6 academic credit hours. The field school can be completed at either the undergraduate or graduate level but must be at an accredited institution or in affiliation with an accredited institution.

In addition to those offered at NAU, many universities offer field school programs and the Institute for Field Research (IFR) operates field schools in partnership with UCLA.

2. an experience equivalent to the following: ANT 511 and 512. This means that the student must have experience equivalent to at least 6 credit hours of graduate level training in both beginning and advanced fieldwork. The training must have been within an instructional context where the student was pursuing archaeological research conducted under the leadership of a PhD level archaeologist and conducted for the purposes of research, with anthropologically oriented research questions.
  - a. Students must provide written evidence of their academic fieldwork experience in the form of transcripts, syllabi, and other materials documenting where, when, and under what framework the training experience happened. Normally, a 6-credit graduate level field school, conducted under the conditions described above, is sufficient.
  - b. Students who did not have a formal field school may petition the anthropology faculty for acceptance of their archaeological fieldwork experience. Documentation must include a description of the fieldwork, its duration, the student's specific tasks and training, the research questions pursued, and any publications or reports that resulted from the work.
3. Assembling a training experience equivalent to ANT 511 and 512 while in the graduate program at NAU, consisting of fieldwork supervised by NAU faculty or approved mentors, formal coursework, and mini-courses or other training opportunities. These experiences must be approved in advance by the student's advisor, who shall consult in advance with other archaeology faculty about the appropriateness of the student's proposed field training.

#### Sociocultural emphasis

- ANT 639 (3 units) American Culture
- 15 units of electives chosen in consultation with your advisor

#### Course sequencing

Courses in the MA program are arranged in a particular sequence. Students should consult with their advisors early and often regarding their progress in the program. Any deviation from these sequences is only allowed with the approval of the student's chair/advisor. Be aware that deviations may result in adding additional time to the program. Students will consult with their advisor before registering for classes each semester.

#### Sociocultural emphasis degree progression

YEAR 1	
Fall	Spring
<ul style="list-style-type: none"> <li>• ANT 600 Anthropological Theory (3 cr)</li> <li>• ANT 569 Ethnographic Methods (3 cr)</li> <li>• Elective (3 cr)</li> </ul>	<ul style="list-style-type: none"> <li>• ANT 605 Pre-Thesis Seminar (2 cr)</li> <li>• ANT 639 American Culture <i>or elective if not offered until year 2</i> (3 cr)</li> <li>• ANT 520, ANT 521, or ANT 522 Ethics (1 cr)</li> <li>• Elective (3 cr)</li> </ul>

Summer If students anticipate significant use of university resources and/or faculty time, they need to discuss enrolling in 1–3 credits of ANT 699 over the summer with their advisor.	
YEAR 2	
Fall	Spring
<ul style="list-style-type: none"> <li>• ANT 699 Thesis (3 cr)</li> <li>• Secondary research methods course: ANT 568 Quantitative Research Methods (3 cr)*</li> <li>• ANT 606 Anthropology Writing Seminar (1 cr)</li> <li>• Elective (3 cr)</li> </ul>	<ul style="list-style-type: none"> <li>• ANT 699 Thesis (3 cr)</li> <li>• ANT 639 American Culture <i>or elective if taken in year 1</i> (3 cr)</li> <li>• Elective (3 cr)</li> </ul>

\*NOTE: 3 credits must be a secondary methods course. Successful completion of an undergraduate statistics course is a pre-requisite to enrolling in ANT 568.

### Archeology emphasis degree progression

YEAR 1	
Fall	Spring
<ul style="list-style-type: none"> <li>• ANT 600 Anthropological Theory (3 cr)</li> <li>• ANT 635 Archaeological Theory (3 cr)</li> <li>• Elective (3 cr)*</li> </ul>	<ul style="list-style-type: none"> <li>• ANT 636 Archaeo. Methods &amp; Inference (3 cr)</li> <li>• ANT 605 Pre-Thesis Seminar (2 cr)</li> <li>• ANT 520, ANT 521, or ANT 522 Ethics (1 cr)</li> <li>• Elective (3 cr)</li> </ul>
Summer If students anticipate significant use of university resources and/or faculty time, they need to discuss enrolling in 1–3 credits of ANT 699 over the summer with their advisor.	
YEAR 2	
Fall	Spring
<ul style="list-style-type: none"> <li>• ANT 699 Thesis (3 cr)</li> <li>• Secondary research methods course: ANT 568 Quantitative Research Methods (3 cr)*</li> <li>• Elective (3 cr)</li> <li>• ANT 606 Anthropology Writing Seminar (1 cr)</li> </ul>	<ul style="list-style-type: none"> <li>• ANT 699 Thesis (3 cr)</li> <li>• Elective (3 cr)</li> <li>• Elective (3 cr)</li> </ul>

\*NOTE: 3 credits must be a secondary methods course. Successful completion of an undergraduate statistics course is a pre-requisite to enrolling in ANT 568. One 3 credit elective must be a regional focus.

### Additional coursework considerations

Coursework requirements must be aligned with the following conditions, which apply regardless of the student's specific degree or sub-discipline.

- Advisors/chairs may require students to take courses not mandated by a particular track/field if those courses seem necessary to the students' chosen research/internship path.
- Be aware that some courses may have prerequisites that you must also take. For prerequisite information, click on the course in the course catalogue or see your advisor.

- Students may count up to 12 credit hours of coursework in other departments at NAU toward their MA degree with the approval of their advisor/chair.
- With the approval of their advisor/chair, students may enroll in a maximum of two 400-level courses as part of their Master's program of study. The student will need to complete the Out-of-Career form prior to enrolling in the 400-level course.
- Students may, after consulting with their advisor, elect to enroll in specialized courses (ANT 685: Independent Study) that are tailored to their interests but not offered as part of the department's regularized curriculum. These courses depend upon the availability of a suitable and willing study advisor. You may count no more than 6 units of individualized study, such as ANT 685 or ANT 697.
- You may count no more than 6 units of fieldwork (ANT 511 or ANT 512) or fieldwork experience (ANT 608).

### **Elective selection**

Faculty recognize the diverse needs and goals of students as well as the interrelationships between anthropology and other disciplines. Students should consult with their advisors about organizing their electives around a specialization or theme including any courses outside of anthropology.

Students interested in conducting research in a specific geographical area/region (e.g., Southwest, Mesoamerican, Latin American, North America, etc.) and/or specific skill (e.g., Heritage Management, Faunal analysis, Lithic analysis, Rock Art, Ceramic Analysis, GIS/Lidar, etc.) should choose appropriate courses from those listed below and in other departments to create a thematic emphasis and develop the skills and competencies relevant for that interest.

Examples of themes or focuses

#### *Medical anthropology course recommendations*

- Medical Anthropology
- Courses in biocultural or nutritional anthropology
- Advanced courses in sociocultural medical anthropology and anthropology of health
- Independent studies and/or electives in other departments such as Public Health, History, Sociology, Interdisciplinary Health, and Biology

#### *Linguistic anthropology course recommendations*

- Courses in linguistic anthropology
- Independent studies and/or electives in other departments such as Modern Languages and Applied Linguistics

#### *Applied anthropology course recommendations*

An emphasis in applied anthropology can overlap with any other emphasis, and courses should focus on real-world issues and engagement with communities.

- Courses in applied anthropology or anthropology of development
- Independent studies and/or electives aligned with heritage management, community-engaged research methods, or indigenous perspectives and in other departments such as Sustainable Communities and Parks & Recreation Management

#### *Southwest archeology course recommendations*

- Courses in Southwest Archeology, Southwest Ethnology, and Indigenous Perspectives
- Courses in a skill and/or analytical technique such as lidar, GIS, or other in consultation with your advisor
- Courses in heritage management

### *Mesoamerican archaeology course recommendations*

- Courses in Mesoamerican Civilizations
- Courses in Mesoamerican archeology
- Courses in a skill or analytical technique in consultation with your advisor

### **Enrollment requirements**

Please note that while students may only count 6 hours of thesis credit toward their degree, many students take more than the required number of thesis hours; this is because they must be registered for 1 – 3 credit hours of ANT 699 each semester while working on their thesis, including the semester in which they have their defense and graduate. During the semester that a student completes and defends their thesis they need to register for at least 3 credit hours to reflect their committee chair's involvement. Students should consult with their committee chair before registering. Students will consult with their advisors as to whether or not registering in ANT 699 credits over the summer is necessary.

Even after a student has completed all course requirements for a degree, they may need to use lab or other facilities to carry out a required independent study or research project. If students are in residence and using lab and other research facilities on campus, they must enroll for at least three credit hours. If students are not in residence they may, at the department's prerogative, enroll for only one credit hour.

To avoid having to sign up for additional credit hours after the semester in which a student defends, students must upload the final approved copies of their thesis to ProQuest by the day that final theses are due (see [dates and deadlines](#)). If students do not meet this deadline, their graduation will be delayed, and they may need to register for additional hours of thesis (699) credit each semester after the defense until the final approved copies are uploaded.

If there is a hold on a student's registration because they owe money to NAU, they will not be able to register. Students are responsible for resolving all holds with the Office of the Bursar (<https://in.nau.edu/sdas/>). If a student fails to register for the coming semester, their status will be changed to inactive. Once a student's status has been changed to inactive, they must apply for readmission under the admission standards in effect at that time. Students must ensure they are registered for the appropriate number of credit hours for any given semester and are encouraged to contact the graduate coordinator and/or the graduate college with any questions regarding the enrollment policy.

### **Grade requirements**

The graduate college stipulates [academic requirements](#) that master's students must maintain. These include a 3.00 grade point average (GPA), no more than 6 units of "C" course grades, and no course grades of "D" or "F".

### **Transfer credit**

Master's students may [transfer credits](#) from other universities under limited circumstances. Extension courses are not acceptable for transfer credit.

Under no circumstances will the department accept credit earned through a correspondence course, either here or at another institution, toward a graduate degree. In addition, NAU has no plan by which a student can earn graduate credit for any course through an exam without course attendance.

Please note that the acceptance of transfer credits is, by definition, an exception to the rule that all courses earned for an NAU degree must be taken at NAU. The department and/or graduate college has the sole discretion to accept and/or deny any requests for transfer credits.

## 4. Committee selection

### Committee chair

In the beginning of their second semester, students should ask a faculty member to serve as committee chair. This faculty member also becomes their advisor. The chair of a student's committee will be the faculty member with whom the student plans to work most closely. Students are expected to meet regularly with their committee chair throughout their project design, data analysis, and writing.

### Committee members

The student should consult with their committee chair and with other faculty to identify a full committee. The student's committee will review their thesis and will have final say in whether the thesis is approved. Committee members should have an interest in the student's research program and be able to assist with their research/internship development and final project completion.

The Department of Anthropology standard is that thesis committees include at least three members who have earned terminal degrees in the field and have relevant expertise.

MA committee structure		
Committee chair (and advisor)	Second member	Third "outside" member
<ul style="list-style-type: none"> <li>• fulltime faculty at NAU</li> <li>• affiliated with the Department of Anthropology</li> <li>• in your subdiscipline</li> </ul>	<ul style="list-style-type: none"> <li>• faculty at NAU</li> <li>• affiliated with the Department of Anthropology</li> <li>• in your subdiscipline</li> <li>• offers skills or expertise that complement those of your advisor</li> </ul>	<ul style="list-style-type: none"> <li>• faculty at NAU</li> <li>• in different subdiscipline</li> <li>• offers some skills or expertise you need, or an alternative perspective</li> </ul>

A student may petition to add a third member who does not have a PhD in the field but is otherwise qualified by virtue of their experience if they have skills and/or research experience that is not represented amongst existing faculty. In this instance, the department chair and graduate college need to approve the third committee member.

Fourth members of the committee are permissible but subject to the approval of the thesis committee chair and department chair. Fourth members are usually people affiliated with a student's research or internship to a lesser degree than the thesis committee chair and second committee member and who might not be affiliated with NAU.

All thesis committees are reviewed and approved by the department chair. At its discretion, the full faculty, or a subcommittee comprised of the department chair, graduate coordinator, and pre-thesis seminar instructor may also review committee composition and initiate changes with the student and thesis committee chair.

### Committee form

The student must submit the [committee form](#) indicating the members of the committee, with

their signatures, to the department chair for approval. The committee chair should be the last to sign, indicating acceptance of the committee as a whole. The student may change the composition of the committee by submitting a new form. The student should clearly communicate any changes in committee membership to all members of the committee, including any members removed from the committee.

Students whose research involves human remains and/or associated burial objects collected from any private, state, federal, or tribal land, or NAGPRA defined collections at any institution are required to formally consult with the department chair, biological anthropology faculty, and Human Remains Facility Lab Administrator in the discussion of committee formation and applicable ethical research protocols.

## 5. Thesis/Paper

Completing the MA in Anthropology requires the completion and successful defense of a master's thesis or equivalent product.

Students may elect to conduct original research and write a thesis or do an internship and write a paper. In consultation with your committee, alternative projects (with department approval in advance) may be accepted as deliverables for the MA degree.

Acceptable deliverables for the MA include:

- A written thesis following the guidelines
- An internship report, similar to a research thesis, but different in style and format (see below)
- Other potential deliverables might include an ethnographic film or other product, in consultation with your committee and with approval from the department prior to beginning

### Human subjects research

NAU Institutional Review Board (IRB) approval is required for students who plan to conduct research with living human populations. Students should follow the [guidelines](#) for human subjects research approval. Students who are unclear as to whether their research is human subjects research (i.e., some types of online research are human subjects research and some are not) should fill out the NAU IRB's [determination of human research form](#) and other documentation as required by the IRB office to obtain a determination in writing that their research is or is not human subjects research. Research with human subjects will only start once the IRB issues a letter of approval or exemption.

### Prospectus

Guided by the pre-thesis seminar and the chair of their thesis committee, students will write and present an original research/internship prospectus. The prospectus will include a schedule for carrying out the research and completing the thesis. The scope and duration of these projects will depend both on the student's interests and on a reasonable schedule for the completion of the degree.

Students will also orally present their prospectus to their committee and other interested faculty and students. Only after their written prospectus is approved and the oral presentation completed should the student begin their project. Students should notify the committee of any changes in schedule or other significant difficulties that may arise.

A change of project topic after a prospectus has been approved may require that the student retake pre-thesis seminar, which is only offered in the spring semester. The student will be required to produce a new prospectus for the new topic. Therefore, students should consider how a thesis topic change would affect their MA degree completion timeline. Students may not change their thesis topics without formal approval from their committee chair. All members of the committee must be notified of the change by email within two days of a decision to change thesis topic. Students should be aware that their existing approved prospectus is nullified, and the thesis committee members may not agree to remain on the thesis committee.

### Internship

An internship is defined as a planned and supervised learning experience gained through first-hand observations and operational responsibilities in an organization. While specific activities during the internship may vary greatly from one field placement to another (in that individual students will have their own unique learning needs and placements will offer different learning

opportunities), in every case training should be aimed at providing opportunities for the student to:

1. Accumulate learning experiences not normally available in the classroom, but which are central to comprehensive training.
2. Test the applicability and validity of classroom learning in practice, thus helping students develop their own professional point of view.
3. Develop operational skills, gain experience, and enhance professional self-confidence.
4. Make a service contribution that not only will be useful to the agency or organization but also will sharpen the student's administrative and/or analytical skills.
5. Develop an agenda for subsequent learning.

Students design internships individually in consultation with the committee chair in their second semester. Under no circumstances are students allowed to enter into any agreements with outside entities about internship opportunities prior to the first day of pre-thesis seminar, which is offered only in the spring. The student's committee and the department chair must approve each internship plan.

Students are expected to conduct their internships, carefully observe the process of their internship activities and research and take detailed notes about their experience as interns in daily journals. The activities of the internship should be conducted in accordance with the prospectus, as guided by the pre-thesis seminar, committee chair, and internship placement host, or preceptor.

Preceptors will evaluate interns upon completion of their internships. An internship final report written by the intern is also due following the completion of the internship. Students should consult with their committee chair and the Internship Coordinator to determine the appropriate due dates.

At the end of the internship, the student will be asked to reflect on the most significant issues of anthropological importance that arose while completing their internship in a public presentation.

#### Internship paper

The student will also research the published theoretical, analytical, and ethnographic literature on the issue or issues about which they choose to write. The purpose of the paper is for a student to contribute to anthropology and their sub-field by using their internship experiences and insights in tandem with appropriate anthropological literature to explore significant issues.

The internship paper is not a deliverable of the internship itself. An internship paper may, through critical analysis and reflection, contextualize the student's internship experience within a body of theoretical literature. The internship paper does not necessarily contain the data collection and analysis that characterizes a thesis. The internship paper allows more flexibility in writing or presentation style and may be more appropriate for students whose internships included highly diverse responsibilities and activities, rather than a focused project or data collection task. The internship paper is appropriate for a student whose internship tasks include the generation or collection of sensitive data that cannot be shared outside the internship organization. The internship paper option is also appropriate for students who anticipate producing an internship project in an alternative medium such as a film or museum exhibit. We expect that a good internship paper will use anthropological theory and outside literature to make further sense of the issue they explore.

### **Thesis research**

A research thesis addresses a scientifically significant research question or hypothesis, where the student creates an appropriate research design to answer/test a theoretically grounded question/hypothesis or collect pilot, exploratory data based on existing literature and a strong theoretical foundation.

### **Thesis document**

The master's thesis must be an original piece of work and should contain description, analysis, and interpretation of a body of anthropological information collected by the student from documentary sources or through field or laboratory research. The thesis should demonstrate the student's ability to complete a full cycle of research under the direction of the master's committee.

The Department of Anthropology sets deadlines each semester for the submission of the thesis draft to the student's committee chair. Students should communicate consistently with their committee chair regarding meeting this deadline and coordinating with the rest of the thesis committee. The defense will be scheduled when the thesis is in final form and the student's master's committee chair agrees that the student is ready to defend.

A student must follow thesis-writing guidelines, as determined by the graduate college and meet all department and university deadlines for checking thesis format, defense, and final submission.

A student must be enrolled in at least one credit of ANT 699 while writing their thesis whether or not they have defended (i.e., if the thesis is defended in the fall semester but requires more writing time the student must enroll in at least one credit of ANT 699 in the spring semester and graduation will be delayed until the semester the final thesis is uploaded to ProQuest).

### ***Thesis format review***

The student's thesis must be written in accordance with the requirements described in the graduate college's requirements for proper format. A copy of the thesis must be submitted to the graduate college's format editor for a preliminary review 10 days before the oral defense. Be aware that there are specific deadlines by which this format check must be completed.

## **6. Defense**

Students must successfully defend their thesis in an oral defense and have their final written thesis approved by a majority vote of their thesis committee. The oral defense is conducted by the entire MA committee. Master's theses defenses are open to faculty and students of the university and invited public and are minimally required to be advertised in the Department of Anthropology. Students are required to provide an electronic copy of a defense flyer to the department's graduate coordinator as soon as they are given permission to defend by their committee. The student's thesis committee, and only their thesis committee, evaluates their performance in the oral thesis defense examination.

If the final copy of the thesis is not submitted within six months of the date of the defense, the defense may be declared invalid and may have to be repeated.

### **Revisions**

Committee members may ask for revisions. Revisions must be completed and reviewed by the committee, or committee chair with consent from the committee, and approved prior to submission.

## 7. Graduation

Students are eligible to graduate upon completing all degree requirements as set forth in the Academic Catalog, including satisfactory completion of all course work, oral defense examination, and thesis or internship requirements including submission of all required written work for the graduate college and department.

Students do not automatically graduate from the master's program upon completing all degree requirements. The student must formally apply for graduation at least one semester before the planned date of graduation, by completing the [online application for graduation](#). Complete instructions are available on the graduate college website. An updated/completed program of study document fully approved and authorized by the student's graduate advisor and by the department chair must be uploaded to LOUIE.

Students should familiarize themselves with all the requirements, dates, and deadlines for submitting the graduation application well in advance of the application deadline for the semester in which they intend to graduate.

Commencement ceremonies for all graduating students are held twice annually, usually on the Friday or Saturday of final exam week during both semesters. Everyone is strongly encouraged to attend.

## 8. Financial assistance

The department and the graduate college offer several opportunities for financial aid, including graduate assistantships and tuition waiver [scholarships](#) (graduate assistantships also provide the student with a waiver of non-resident fees). Part-time, temporary, occasional, or summer employment is sometimes available. Internships and volunteer positions may also be available for those students who wish to gain skills leading to employment. Some courses are designed to teach practical skills for the student seeking employment; students desiring financial aid or employment may wish to consider taking those courses as early as possible during their period of study.

Other sources of financial aid include fellowships, college work-study, and tuition waiver scholarships from the graduate college and assistantships awarded by other programs on campus. It is the student's responsibility to explore these possibilities through the appropriate offices on campus. The department does not administer any of these programs, but the student is asked to notify the department office whenever financial aid is received from outside sources.

### **Graduate assistantships and tuition waivers**

The department receives an allocation of funds annually for graduate assistantships from the graduate college and the College of Social and Behavioral Sciences. In addition, faculty are often awarded grants or contracts, enabling them to offer supplementary assistantships through the department.

The Anthropology faculty meets annually to discuss applications for assistantships awarded through the college and university. Departmental assistantships are assigned first to fulfill teaching needs in the laboratory classes. Faculty with grants along with the anthropology laboratories and various other projects also offer assistantships.

Graduate assistantships are awarded according to their availability and the student's academic performance as assessed during each year's annual review of students. The department faculty ranks applicants for assistantships based upon the following specific criteria:

- cumulative GPA (minimum of 3.0) and GPA in required courses;
- proximity to graduation;
- professional performance as reflected in publications, meetings presentations, and similar efforts; and
- work performance under prior assistantships.

Other information, such as financial need, may inform faculty decisions as well.

Graduate students who wish to be considered for a graduate assistantship in the department are also encouraged to apply for the college work-study program through the Office of Financial Aid. Students are asked to do so to enable the department to compete for the funds available and thereby extend financial support to the greatest possible number of students. Students are advised to submit the Free Application for Federal Student Aid (FAFSA) each year which makes them eligible for important departmental sources of financial aid.

A minimum cumulative GPA of 3.0 is required for consideration for assistantships and tuition waivers. Previous performance in a GA position, if applicable, is also considered in awarding graduate assistantships.

Occasionally during the academic year, assistantships become available for the remainder of a semester or for the second semester alone (due to the initiation of a funded project or to a sudden assistantship vacancy). At such times, the department identifies students who are currently without financial support and are in good academic standing in allocating that position.

Acceptance of a graduate assistantship or scholarship may affect a student's eligibility for federal financial aid. A student applying or approved for federal financial aid should consult a counselor in the Office of Financial Aid before accepting an assistantship.

A student awarded a graduate assistantship in the department must complete a New Hire Packet, an I-9 form, and FERPA training prior to reporting for work. Graduate Assistants must report to their faculty supervisor for work at the time designated in the contract (usually the Monday before classes begin). Otherwise, the student will forfeit the assistantship. Exceptions are granted only if requested, in writing, prior to the designated date and approved by the faculty member supervising the assistantship. Also, all new (first-time) graduate students and graduate assistants are required to attend a graduate college orientation meeting held at the beginning of the fall semester (i.e., students might be a second-year student, but if awarded a graduate assistantship for the first time they must attend this orientation).

The amount of work required of a student awarded a full assistantship is 20 hours per week. Half time assistantships, with smaller stipends, require 10 hours per week. The scheduling of the work hours for each assistantship will be negotiated between the faculty member(s) supervising the assistantship and the student. Faculty members who supervise GAs are also required to formally evaluate their GA's job performance in writing at the end of each semester. These evaluations will be available to the GA and should be discussed with the faculty supervisor.

An assistantship contract is awarded for one year only. A student may receive a contract for a second year, but receipt of a contract for one year does not guarantee a second contract. Master's students are not issued contracts for more than two consecutive years.

## 9. Student ethics and responsibility

Graduate students in Anthropology are professionals in training. Accordingly, they must abide by all federal and state guidelines and laws pertaining to privacy, confidentiality, conflicts of interest, and the ethical treatment of human subjects, their possessions, and their material remains. Graduate students in Anthropology are also expected to familiarize themselves with and follow the rules of conduct and codes of ethics of the American Anthropological Association (AAA), the National Association for the Practice of Anthropology (NAPA), the Society for American Archaeology (SAA), the Society for Applied Anthropology (SfAA), and the Register of Professional Archaeologists (RPA).

Students are expected to conduct themselves in a manner consistent with professional and ethical behavior in anthropology and as a member of the university community. The department expects that students will demonstrate behavior in keeping with university policies, academic integrity and research ethics, and faculty guidance as further specified below.

Students are expected to:

- demonstrate judgment and research behavior that is consistent with the values and ethics of the profession as advanced in the AAA Code of Ethics;
- demonstrate academic integrity in meeting the competencies of the MA program and in fulfilling program requirements;
- conduct themselves with dignity, respect, non-violence and cultural sensitivity in relation to peers, staff, faculty, supervisors, and organizations, in a manner consistent with the [nondiscrimination and anti-harrassment policy](#);
- demonstrate responsible and accountable behavior in relation to faculty advisement and direction by keeping appointments, attending class regularly and on time, observing program deadlines, and responding in a timely and appropriate manner to faculty feedback and advice;
- use proper channels for conflict resolution; and
- demonstrate behaviors on campus, in the classroom, in internship placement organizations, and with student peers that follow appropriate behavior and communication

Students whose behaviors may have violated these guidelines will be subject to a departmental review (either at the time of the annual review or when the department is aware of a potential problem) that may result in their being placed on probation or, in egregious circumstances, their expulsion from the program. Although not an exhaustive list, the following represent key examples of unacceptable non-academic performance that may be grounds for probation or removal from the program:

- alcohol or drug use that affects appropriate conduct in the classroom, interactions with faculty or fellow students, or communication with parties in the student's capacity as a department representative;
- aggressive, abusive or violent speech or action directed to peers, staff, faculty or other members of the university community;
- persistent patterns of non-compliance with formal direction and advisement from the department chair, advisor, and/or committee chair and members; and
- violation of university policies related to diversity, academic integrity, or classroom behavior.

If breaches of university policy occur in these areas, the severity of the violation, as determined by the faculty, will determine the severity of the sanction.

## 10. Departmental resources

### **Faculty Office Hours**

Faculty office hours are available on course syllabi and posted outside the department office. Office hours for individual faculty can also be obtained via phone or email by calling the Anthropology Office.

### **Mailboxes**

Graduate students will be assigned shared or individual mailboxes in the departmental office. It is the responsibility of the student to check these boxes for mail and/or messages, at the very least, weekly. Items left in the mailboxes for an extended period of time will be discarded.

### **Copying**

Graduate students will use the Computer Lab for personal printing. Students who are making photocopies for a faculty member should consult with that faculty member or with the department office.

## 11. Other policies

### Time Limits

Students must complete all requirements for their master's degree within a six-year period. If a student has remained continuously enrolled but has extended beyond the 6-year limit they should consult with their chair and the graduate coordinator to complete the necessary petitions to have their previous coursework count toward their degree and extend their time. There may be new and/or additional program requirements that will have to be completed as a result of being readmitted to the program.

### Leave of Absence

Students who will be away from the department without enrolling for one semester or longer must request permission, in writing, for a [leave of absence](#) from the graduate college at least one month prior to departure. Without a leave of absence, a student not enrolled for three consecutive regular semesters will be discontinued from the program for non-continuous enrollment and may have to reapply for admission to the graduate program. The student cannot be guaranteed readmission and must compete with other applicants for the spaces available in the program.

### Incomplete

Students who have completed at least 60% of the work and are unable to complete the remaining coursework in a scheduled course within the semester in which they are enrolled may petition the instructor to receive a grade of incomplete (I). If the instructor agrees, the student and the instructor must complete an [incomplete contract](#), a copy of which is held in the student's departmental file, indicating the exact work that needs to be completed. The written agreement must indicate the date by which all work will be completed. The instructor has complete discretion to re-negotiate deadlines and assign grades. However, the due date cannot be longer than one calendar year from the end of the semester in which the student was enrolled in that course. By the end of the agreed time, the student's instructor must submit a permanent earned grade for the course, or the grade becomes a permanent Incomplete and is not factored into the GPA. If a student is unable to meet the due date originally specified in the agreement, they are required to contact the instructor before that date passes if they wish to negotiate a new due date.

Students are strongly advised to avoid incompletes, as the lack of completed credit hours may jeopardize their eligibility for current and/or future assistantships and other forms of financial aid.

### In Progress

The In-Progress (IP) grade is used for courses that, by their content and requirements, normally require more time than the semester or summer session for which one has registered. The following courses are recognized as appropriate for the IP grade: thesis (ANT 699), applied internship (ANT 608) and graduate research (ANT 685).

A student must be making satisfactory progress in the course to receive a grade of IP. In addition, the student must complete the work for an IP grade within two calendar years from the end of the semester in which the course is taken. If the work is not completed by that time, the IP grade becomes permanent and may not be changed.

### Academic Probation

Students who fail to meet certain minimum graduate college or departmental standards of academic performance are subject to academic probation and the rules governing academic

suspension. The department has additional minimum standards of academic performance, as set forth in this handbook. Students whose performance falls below any of these department standards may be placed on academic probation.

Probation involves being given a low ranking for awards of departmental financial aid and other departmental resources. The Anthropology Department faculty, via the annual review process, will notify students if they are placed on academic probation and will stipulate what actions the student must take to remedy the situation.

### **Petitions and Appeals**

A petition is a written request to the department faculty and/or the department chair for approval of a course of action, which either fulfills or departs from standard requirements. For example, a student may petition for permission to substitute previous academic work to fulfill specific department requirements. Before filing a petition, the student should meet with their graduate advisor to discuss whether a petition would be an appropriate action. If appropriate, the student then petitions the department chair to examine the requirement in question and consider the alternatives proposed by the student. At the discretion of the department chair, the full faculty may review such a request in a regular faculty meeting. Upon reaching a decision on the petition, the department chair places a written summary of the disposition of the petition in the student's file and sends copies of this summary to the student and the student's graduate advisor.

Students who enter the program in one sub-discipline may petition to switch to a different sub-discipline. A petition to switch from archaeology/biological anthropology to socio-cultural/linguistic anthropology will require that the student submit their petition, new letter of intent (which should state who the student's new advisor will be), and CV to the socio-cultural faculty and the department chair for consideration. The same holds true for a switch from the socio-cultural/linguistic anthropology to archaeology/biological anthropology emphasis.

NOTE: Students may lose the ability to apply certain classes already taken in the program to their new program of study. It is advisable that students seriously discuss whether switching emphases is in their best interest for their career goals with their advisor.

An appeal is a written request by the student that the faculty reconsiders or reviews a decision that affects the student's status in the graduate program. A student who intends to submit an appeal should consult first with her/his graduate advisor and, when necessary, with the department chair. The student should also become acquainted with the procedures involved in appealing to an extra-departmental authority as outlined in the Academic Catalog. A student who feels it is necessary to appeal a decision is strongly urged to exhaust departmental procedures before turning to extra-departmental ones.

The student seeking to submit an appeal works with their graduate advisor to prepare a written request together with such documentation as is deemed necessary. The appeal is then submitted to the department chair who circulates it to the entire faculty. Faculty vote on the appeal at a regularly scheduled faculty meeting. A report of the faculty vote and associated recommendations are placed in the student's file with a copy provided to the student and to her/his graduate advisor.

## Appendices

### Appendix A: Committee guidelines

#### Anthropology MA program *tips and guidelines*

These guidelines include 1) a description of what a committee is, 2) tips on how to form committees, and 3) guidelines for committee communication.

When you enter the MA program you are assigned an advisor. This is your first point of contact with the department with someone who is familiar with your background and interests. Once you are oriented to the program you will select a committee chair who will then become your advisor. This may or not be your assigned advisor when you enter the program. We recommend taking courses with your potential chair and committee members when you can. You are permitted to choose a different chair from your initial advisor. We support your decision to create the committee that will be best for your studies.

As indicated in the graduate program manual, a key milestone on your journey to earning your graduate degree is forming your committee. These guidelines are intended to build on the manual information. All graduate students are required to fill out a committee form in the beginning of spring semester in the first year. The guidelines provided in this document complement the formal process of forming a committee and do not replace any existing graduate college requirements for committee formation.

#### What is a committee?

The purpose of academic committees is to work closely with graduate students to guide, teach, and assess the work of students as they advance through their program. A committee consists of a **committee chair** (at times you may also have a co-chair), or lead faculty person, and **2 other members** of the faculty who will guide and support a graduate student through all aspects of their degree. Committee members have different methods and research training, topical area expertise, and professional backgrounds. They will work with you to develop your project, assess your work, and proceed through milestones in the program. Your relationships with your committee members are professional relationships that allow you to learn and work closely with people at the university and will eventually serve as references for your future endeavors.

A typical committee structure includes a committee chair, a second committee member, and a third “outside” committee member. Each committee member is expected to be NAU faculty in the department of anthropology. *There is some flexibility on committee structure that can be decided together with the graduate program coordinator and faculty.*

The structure of committee roles is carefully designed to help streamline student work. **Chairs** of committees work closely with students and lead other committee members through the process. Your chair will see early drafts of your work and help you with foundational concepts and an overall progression through the program. Your chair will set aside time to meet with you and think about your research and your projects regularly. You and your chair will decide together how often you will meet and what is needed for your personalized plan. Your chair can help you to select other members for the committee.

**Committee members** are carefully selected for reasons related to the project. Other members work with students by suggesting literature and sharing expertise, however committee decisions are ultimately up to the chair. Committee members provide feedback and ideas to students, and direct students back to the chair. It is common to hear committee members say, “I suggest looking into \_\_\_\_\_, however this is something to discuss with your chair,” or “I defer this decision to your chair.” **Committee members** work with you on project development. They may

see your work after the chair has vetted your drafts and weigh in with their own backgrounds and areas of expertise. Committee members who are not your chair may meet with you together with your chair or one-on-one. Their job is to help to support your plan with your chair by adding value to your work, assessing quality, and supporting your progress through the program.

**Outside Committee members** are theoretically outside of your subdiscipline and are critical in reviewing your thesis for public access, and to provide essential knowledge and skills that will enhance your research. In some cases, and in consultation with your advisor, students may choose a fourth committee member that may be outside of NAU. *All committee members will be responsible for signing off on each milestone and will be charged with decision-making about your progress through the program and graduation.*

### **Designing a committee**

Your committee composition is a professional and personal decision that you will make with your faculty. First, you will consider who you would like to work with as your chair with some program guidance. Consider these questions:

- What are the topical, theoretical, methods, or other expertise does this faculty member have that would be useful for you to learn?
- Does this faculty member work in an area that aligns with your future goals? In what ways?
- Do you communicate well with your faculty? Do you believe this person could serve as a mentor to you? Do you believe you will be challenged and supported?

### **Approaching potential chairs**

Once you decide on a priority person to serve as your chair, you may reach out through a professional meeting request and a brief description of your interests and proposed research. You may select one person or multiple faculty members to talk with about potentially serving on your committee prior to selecting a chair. Always communicate your intent in a clear and transparent way. For example, “I would like to talk with you about potentially serving on my committee,” or, “I am talking with a few people about committee roles and would like to meet with you to talk about your interests and availability. I’m not yet sure who would be the best fit.” This outreach begins your conversation with the potential chair about their interests, availability, and willingness to serve as your chair. Following these conversations, you will make a formal request to your selected faculty member asking them to serve as your chair. Once you have your chair in place, talk with your chair about other potential committee members and plan how you will select and approach them with a similar process. In some cases, faculty may decline to serve on your committee. In other cases, the faculty member will set up a time to talk with you about your research and their availability. Remember that a decline to serve is not a reflection on the value of your work.

### **Maintaining communication with committee**

It is important that you maintain regular and open communication with your advisor and committee members. Each Faculty member may have different expectations of you as an advisee (from both a chair and committee member perspective), that will be established in your meetings. At the end of this document is a sample meeting and expectations plan that will assist in maintaining your responsibilities as a Graduate student and to successful completion of your program. Your committee members will serve as professional references for future educational or professional endeavors and operating with professional conduct, with mutual respect and cooperation in your interactions is encouraged. Each faculty member is here for your success and can assist you in your goals and training, however, we also need to know what your interests are. We suggest meeting with the faculty throughout the department. Check out the faculty profiles at the (bulletin board outside the anthropology office) for helpful information about faculty interests and how to contact faculty.

### Tips for success with your committee

- ❖ **Clear communication** is nearly always the priority in professional committee relationships. Most conflicts arise when there is a lack of clear communication. Changes to your committee after filing documents with the graduate school must follow a formal process in partnership with the graduate program lead.
- ❖ **Follow up** It is good practice to follow up with faculty members by email or on a shared doc after your meetings reiterating what you covered in the meeting.
- ❖ The faculty talk regularly about how to support you in your success. Assume that your committee members are in collegial relationships with one another and communicate respectfully and professionally with other members of the committee. Any time you have questions or concerns it is advisable to communicate directly with the faculty member when possible and/or with the graduate coordinator. Avoid gossip and attempts to triangulate committee members against one another. Faculty will be aware of this type of communication, and it will create conflicts for you. Instead practice open and honest communication.
- ❖ Supporting your studies is a priority for faculty. Remember that you will become very busy in graduate school and your faculty are involved in multiple grant projects, publications, courses, and other university responsibilities. This means that timely communication is crucial. Expect reasonable attention and feedback in communications and responsibilities as outlined in your committee guidelines and possibly in an advisee agreement established with your committee.
- ❖ In any situation where students and committee members encounter **conflicts**, you may reach out to the graduate coordinator for a discussion of next steps and a plan for conflict resolution. In rare cases, conflict resolution may not be possible, in which case a change in committee membership may be warranted. Any change in committee membership must be formally process via the graduate college.

### Example of annual meeting plan

We recommend using the following process to support clear communication between students, chairs, and committee members. We recommend that any agreements regarding the working relationship between student and faculty members be documented in writing via an annual agreement (See example below). Begin by filling this out with your committee , and revisit in year two. These guidelines are designed to foster communication between the student and members of the committee. They will inevitably grow and change over time.

Student:                      Committee Chair:                      Committee members:                      Date:

### Agreement (delete blue and purple text once you fill this out)

*For Chair and student only: create an annual plan with student goals, progress, and committee responsibilities*

- a. *An example of this would be deciding dates and times for comprehensive exams and a plan for engaging all committee members.*

- ❖ *This plan will be shared with all committee members to ensure understanding across disciplines and colleges about committee roles, responsibilities, and expectations.*

*All committee members*

- 1) Outline your expectations of one another for the coming academic year
- 2) Define how and when you expect to meet during this academic year
  - b. Discuss any scheduling needs or circumstances
  - c. Identify what type of feedback and timing works well with each of you
- 3) Discuss your most important mentorship opportunities
- 4) Provide any dates or deadlines inside and outside of those provided by the program
- 5) List and describe any concerns or challenges