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A. Introduction

Welcome to our community of graduate students, faculty, and staff. Please read this guide carefully. It contains information vital to your success in the program. Refer back to it often. You are responsible for being aware of all relevant information in this Redbook. It will answer many, if not all, of your questions.

C. Admission

directly to the Office of Research and Graduate Studies, SMU, Dallas TX. Applications are made online at <http://gradadmission.smu.edu/apply/>. Admission requirements and other information are contained in the current *Dedman College Graduate Catalog* or can be found on the Dedman College application page (<https://www.smu.edu/graduate/ProspectiveStudents/AppInstructions>). Only a limited number of students are accepted. Three letters of recommendation are required of all applicants.

To be admitted to the Department, you should have:

1. A _____ (or its equivalent from a foreign university), with either a major in Anthropology or at least 12 semester hours of junior & senior level anthropology courses;
2. At least a 3.00 (on a 4.00 scale) overall grade point average (GPA);
3. Strong letters of recommendation from three Professors familiar with your work and able to comment on your potential for becoming a professional anthropologist;
4. A Graduate Record Examination (GRE) combined score (verbal and quantitative) of at least 1200 or 310 on the revised scale; and,
5. A well-written Statement of Purpose outlining your reasons for wanting to join our Department as a learning place along your journey toward becoming a professional anthropologist.

NOTE: To be considered for financial support, an application must be complete and submitted by January 15th of the calendar year in which the applicant is seeking Fall semester admission.

After your application is complete, the Departmental Admissions Committee reviews your record, and a consensus on admittance is reached. Our recommendation is forwarded to the Dean of Research and Graduate Studies, who will write to you soon thereafter with the official letter of admittance which you will need to sign and return promptly.

D.

you should first take them to your Mentor or Advisor, and if a solution cannot be found then to the

Nearly all private Universities are expensive; SMU is no exception. Everyone, student and faculty alike, is concerned about securing and distributing financial support. The Department of Anthropology has a limited amount of financial support available for new and continuing graduate

Note: Before you can participate in classroom instruction as a Teaching Assistant, you must attend a teaching assistant symposium sponsored by the Center for Teaching Excellence. Please see page 15 for more information.

Note: Basic health insurance coverage will be provided for students who maintain full-time status and have support through a stipend/assistantship of at least \$10,000/AY. This insurance is only available to students for the first five years of your enrollment.

4. **Department Assistantships (DAs)** Typically pay a stipend plus remission of tuition/fees. Assignments are made by the Department Chair.
5. **Graduate Research Assistantships (GRAs)**

2. **Tuition Equalization Grants** (TEG), available from the state of Texas, (9 hours for one term). These are available only to Texas residents. If you believe that you qualify, please indicate this in your application for admission.

- c. **Paul Steed Travel Awards** – (funded through The Paul Steed Endowment Fund) are designed to assist in defraying travel costs for graduate students delivering papers or posters at professional meetings. Each applicant will be judged based upon the quality of a single paper/poster submitted to the Award Committee. **Note:** Students must fill out all departmental travel forms and are required 1) to show that the paper/poster has been accepted at the conference; 2) to submit receipts for reimbursement; and 3) to submit a detailed projected budget if the conference has not yet been attended. See the Director of Graduate Studies for further information.
1. **Due Date:** Twice a year: last Friday in October and the Monday after Spring Break.
 2. **Application:** Please visit:
www.smu.edu/Dedman/Academics/Departments/Anthropology/Programs/Graduate/Fellowships
- d. **Departmental Travel Awards.** In addition to the Steed Travel Awards, departmental funds may be available to help you with expenses related to delivering papers at professional meetings. The procedures for evaluating papers and making awards are similar to that for the Steed Awards. See the Department Chair for further information.

2. Cultural/Medical students

- a. **The Dr. Mary Moore Free Ethnology Research Awards** (funded by The Dwight A. and Mary Moore Free Endowment Fund) help to support graduate students conducting pre-dissertation research in cultural anthropology, typically during the summer following their first or second year of graduate study in the department. Awards are made after an evaluation of proposals submitted each spring semester. See the Department Chair for more information.
1. **Due Date:** The first Monday in April.
 2. **Application:** Proposals should include a description of the project and
ect, a brief
discussion of methods and data analysis, a time frame for the research activities, and an estimated budget. These are submitted to the Department Office.
 3. **Expectations:** Students who receive support will be expected to deliver a final written report (limited to 10 pages) and a public presentation (e.g., a Brown Bag Luncheon talk) no later than the end of the semester following their return from field research.
- b. **The Robert Van Kemper Endowment Fund for Research in Social and Cultural Anthropology** (funded through a bequest from the estate of George M. Foster, Professor *emeritus* at the University of California Berkeley). The fund will provide support for training and field research for graduate students in anthropology, primarily for preliminary field

experience for doctoral candidates. The level of funding will be based on actual reimbursable expenses during the research project.

1. **Due Date:** The first Monday in April. Except in unusual circumstances, proposals will be received once a year for summer field research projects.

department faculty and confirmed by the Dean of Dedman College. You must complete and defend your dissertation by the end of the academic year in which you receive the award.

F. Research Awards/Prizes

1. **Graduate Research Day Awards:** Made to students who participate in the annual Graduate Research Day. The Department awards a cash prize for the best paper presentation and the best poster. Further information is available from the Dean of Research and Graduate Studies, or visit their website <https://www.smu.edu/graduate/CurrentStudents/ResearchDay>.

A. Graduate Training in Teaching Requirement

The Department of Anthropology is committed to providing all graduate students with appropriate training in teaching college-level courses. To that end, the Department requires that each graduate student fulfill a set to inform the Director of Graduate Studies when each of the following requirements is completed.

B. Requirements for teacher training:

1. **Attendance and participation in CTE Programs:** The SMU Center for Teaching Excellence offers two training seminars that are required for all new **Annual Teaching Effectiveness Symposium** usually scheduled in the third week of August (one morning plus lunch) and **Teaching Assistant Seminar** usually on the afternoon of the day following the Effectiveness Symposium. Topics: dealing with students, TA responsibilities, and challenges.
2. **Review of CTE On-Line Resources:** The CTE offers a wide-range of online resources for students. All students who will be TAs are responsible for reviewing the following selected material presented on the CTE website (<http://www.smu.edu/Provost/CTE>):
 - a. **Teaching Resources**

- e. TAs will normally take on the following duties if asked to do so by the Professor

dealing with undergraduate students who may be experiencing academic issues, personal problems, health issues, disabilities, or who may be personally or academically at-risk for other reasons. TAs are responsible for knowing and acting upon all SMU guidelines in these cases, and bringing cases to the attention of the Professor.

Available SMU Resources:

_____, Office of the Dean of Student

2. Graduate Research Assistants

The job of the Graduate Research Assistant (GRA) is to provide assistance to a Professor in his/her research. At the beginning of the semester, the GRA and Professor should meet to outline the specific project(s) the GRA will work on and the associated duties. Duties may include data collection, data processing or analysis, experimentation, and library research, as well as any other reasonable

Graduate Research Assistants work on average 15-20 hours a week. However, a TJEual work weeks may vary depending on the nature of the research. There may be weeks when fewer than 20 hours or more than 20 hours are required.

A. Coursework Guidelines

Normally all graduate level courses are numbered 6000 and above. Graduate students may take courses numbered below 6000 if it is part of the program of study or with the approval of their Mentor or Advisor. Enrollment for 9 hours of coursework (three 3 credit courses per semester) is recognized as a full load for graduate students. Persons who enroll for fewer than these hours are designated part-time students. After completion of the required credit-hour requirements, all PhD students should retain their student status until graduation, unless granted a leave of absence.

B. Course Waivers and Transfer Credits

be changed to a passing grade during the following semester at the

- d. Two grades of **C+** or below are cause for serious concern, and will be reviewed by the faculty for further action. A total of three grades of **C+** or below, whether replaced or balanced, will result in dismissal from the program.
- e. A grade of **I** (Incomplete) can be given only if you have completed a majority of the course requirements with passing grades, but for some justifiable reason, acceptable to the instructor, are not able to complete the full requirement of the course. A maximum of two (2) concurrently held incompletes is allowed. If this maximum is reached, a student will be allowed to take only three credit hours per semester until the incomplete total is reduced. If the maximum is surpassed, one or more incompletes must be removed *before* additional course registration is permitted. Changes of grades of **I** should be processed within a calendar year of the original grade assignment. No grade will be changed after 12 months. If the incomplete is not cleared, the

- c. Evidence of working effectively with others (students, colleagues) in cooperative settings.
- d. Willingness to invest extra time and effort (beyond minimal or adequate levels) and see that undergraduate students learn and understand course materials.
- e. High ethical standards in relationships with students and Professors.

5. Performance in Research and Fieldwork

- a. High ethical standards in relationship with research community and with Professors in the field or in the academic setting. Plagiarism, fabrication, cheating, and facilitating academic dishonesty are all unacceptable, and will be dealt with in accordance with the policies of the SMU Honor System (as detailed in the *Dedman College Graduate Programs Catalog*, and at <http://www.smu.edu/StudentAffairs/studentlife>). Students should consult the SMU Policy & Procedures for dealing with scientific conduct in research. This policy is available in the Departmental Office.

as soon as possible (usually by the end of the second year), since by so doing you will be able to use the language as a tool in preparing for your PhD Qualifying Examination. The Department will not pay for you to take language courses.

Important note: the language requirement must be satisfied before you take your PhD Qualifying exams.

If prior to completing the mandated 54 hours of coursework, you are taking hours toward the degree, but you are not going to be enrolled in courses during a specific fall or spring semester, you can maintain full-time graduate student status

Defense of dissertation.

Granting of Degree (May, Aug., Dec.).

Note: Assuming that you have filed the appropriate request in a timely manner, the MA degree will be awarded to you after you have satisfactorily completed 36 hours of coursework, and passed the MA general examination. You will advance to doctoral candidacy (ABD all but dissertation) after completing the PhD qualifying exams.

3. Scheduling of Exams, Proposal and Defense

These events must be scheduled during the academic year (between the first and last day of class in the fall semester or the first and last day of class in the spring semester). These d

pass the PhD qualifying examination.

Upon completion of these requirements, the department will recommend to the Dean that you be admitted to candidacy. Supporting documents will include a copy of your degree plan and the PhD Qualifying Examination Report Approval for Admission to Candidacy.

6. Your Dissertation

A

10. Time Limits

If you are registered for full-time study, you should plan on taking the PhD qualifying examination at the time specified in each degree program. Ordinarily, credit is not allowed for graduate courses (including transfers) taken more than **six** years before you take the doctoral qualifying examination. Should this time limit be exceeded, the credits must be revalidated and approved by the Dean of Graduate Studies. Approval is granted only in exceptional cases.

The doctoral dissertation must be submitted and accepted no later than **five** years after you were admitted to PhD candidacy. An extension of one year can be granted by the Dean, upon recommendation of the departmental faculty. Except under special circumstances, if you still have not submitted your dissertation after the additional twelve-month grace period, you will be dropped from the graduate program, and can be re-admitted only by passing a new qualifying examination. **Note:** no petition for re-admission and re-examination has been submitted and approved in the history of our department!

If you must take a leave of absence for medical, familial, or personal reasons, the time spent on leave will not be counted toward your time limits. The decision to grant your petition for a leave of absence will be made by the department,

E. Preliminary Dissertation Research

Many students will have opportunities to apply for and conduct preliminary dissertation research during the summer following their MA exams (see pages 11-13)

Note: Students may not take these exams until they have passed their language exams and removed all grades of incomplete from courses taken during the previous five semesters.

3. Policy on Changes to Region/Theoretical Focus After the Qualifying Exams Have Been Passed - Once the Written Qualifying Exams have been passed, students are very strongly discouraged from making changes to their Region or Theoretical Focus, and this will be allowed only once and in rare and compelling circumstances

agreed to the change. The student will then be required to re-do the qualifying exam for the area changed (region or theory). In these exceptional cases, the student is given a maximum of 6 months to complete the new exam. This may also call for changes to the committee (at the discretion of the faculty).

If the Region and thus research language is changed, this may also require a new language exam. The decision to require a new language exam will be made at the discretion of the dissertation chair and committee.

4. Dissertation Proposal and Defense - No later than during the sixth semester, you

dissertation committee, and must include a *curriculum vitae* of the required outside comm
c.v. is not already on file.

6. Conducting Your Dissertation Field Research - Usually, as soon as your funding becomes available, you will conduct your dissertation research, although in exceptional circumstances, you may need to wait for visas from the country(ies) where you plan to do field work. While in the field, you should remain in regular contact with your dissertation committee. We strongly recommend that you use email (if available) to send electronic back-up copies of your field notes and other

order to maintain your full-time graduate student status (**Note:** this may be important for retaining eligibility for student insurance coverage and for keeping at bay student loans).

7. Writing Your Dissertation - When you return from the field, you must develop a detailed outline for the dissertation. This outline must be shared with and approved by all members of the dissertation committee. Once approved, this outline will serve as the basis for preparing the dissertation.

Committee members must receive a draft of the entire dissertation, already vetted by the chair of the committee, at least six (6) weeks in advance of the University-mandated deadline for dissertation defenses. You can expect to receive feedback from each committee member within three (3) weeks of receipt of draft chapters. Based on their comments, you will revise the dissertation and re-submit it for the before the dissertation defense is scheduled.

8. Dissertation Defense and Graduation - You are responsible to schedule the defense through the Administrative Assistant to the Department Chair. Please see above and the *Dedman College Graduate Catalog* for further details about the defense. Any additional recommendations raised during the formal defense of the dissertation should be incorporated into the final version of the Dissertation before it is submitted to the Office of the Dean for Graduate Studies.

A. Introduction/Overview

The Archaeology program at SMU is largely focused on Anthropological and Environmental Archaeology, with faculty research interests ranging from the earliest hunter-gatherers to complex societies across North America, Oceania, Africa, and other parts of the world. The program offers broad training in contemporary archaeological theory, method, and scientific applications, and is strongly field-oriented.

Upon arriving you should select a faculty mentor who will help guide you through initial course selection and other matters (see page 6 of this document). By mutual consent, your faculty mentor may (or may not) become your Faculty Advisor. The Archaeology faculty will guide you toward the goal of completing all coursework in three years of matriculation, and the dissertation within five years of advancing to candidacy, thus meeting all Dedman College requirements.

Fifty-four (54) hours of coursework are required. You can waive up to 24 hours for equivalent coursework (18 h

following the Effectiveness Symposium. Topics: dealing with students, TA responsibilities and challenges.

- b. Review of CTE On-Line Resources: The CTE offers a wide-range of online resources for students. All students who will be TAs are responsible for reviewing the following selected material presented on the CTE website (<http://www.smu.edu/Provost/CTE>):
 - 1. Teaching Resources
 - 2. Resources for Teaching Assistants includes topics such as
- c. Attendance and participation in CTE micro-workshops: Twice yearly the department will host micro-workshops led by CTE staff specifically for our graduate students and TAs.
- d. Design and deliver a lecture: Advanced graduate students who serve as teaching assistants may be allowed to design and deliver at least one lecture in the course that they TA. This lecture will be given in the presence of the instructor who will provide feedback to the graduate student.

The archaeology faculty are also committed to training archaeologists who are prepared for the ethical challenges that they may face in the profession. In addition to the ethics component of ANTH 6387 Practice of Archaeology, students are encouraged to attend and/or participate in the Ethics Bowl, hosted by the Society for American Archaeology (SAA) at its annual meeting.

D. PROGRESSION THROUGH THE PROGRAM Projected Sequence and Timetable:
PhD in Anthropology Archaeology (see TIMETABLE on page 47)

- 1. **Faculty Mentor or Advisor:** Students will be assigned a faculty mentor when they enter the program or they may choose if they already know which faculty member they would like to have as their major mentor. This decision must be finalized by the end of the second semester (Tiffany) should be filled out and filed with the department. In addition, students should formalize a general course of study with their advisors. (**Important Note:** a student may change his/her faculty advisor at any time if research interests change.)
- 2. **Preparation for the Language Exam:** Starting the first semester, students should begin language study or review in order to be prepared to pass the Language Exam their sixth semester, prior to the PhD Qualifying Exams. We have found that

students who do not prepare early are often not ready to pass the Exam and this may delay their progress.

Students are expected to choose and finalize their faculty committee (their faculty Advisor, two other Professors from the department, and one outside member) by the end of their fourth semester. The committee must be set up in accordance with University Guidelines and approved by the committee chair. The list of committee members should be filed with the department and forwarded to the Dean of Graduate Studies. **Note:** no faculty member is obligated to serve on your PhD Qualifying committee, nor are you obligated to have any specific faculty member on your committee.

Students should meet with their committees at the end of their third semester to identify and plan their general dissertation research topic, and to discuss the areas to be covered by their PhD quali

committee, and filed with the department. (**Important Note:** a student may change the membership of the committee and research plans at any time if circumstances change.)

Really Important Note: Students who are not fulfilling these requirements and thus not making adequate progress by the end of Year 2 will be asked to meet with the Department Chair, Director of Graduate Studies, and their faculty committee chair to discuss ways to improve their progress.

3. MA General Examination

Upon entering the graduate program (i.e., during your first month in the department), you will receive a list of general topics in archaeological method and theory, and world prehistory. From these topics, the archaeology faculty will draw specific questions for your MA general examination, which will be taken at the end of your fourth semester. Additional details will be provided with the distribution of the general topics.

Note

anthropology, the faculty will consider a petition to take the MA general examination at the end of your second semester of classes.

Note: If you have not completed an archaeology field school or had equivalent archaeology field training, you must do so prior to taking the MA general examination.

Note

the region of research, the other on methodological and/or theoretical matters related to your proposed research. These will be take-home exams, with a time limit of one week. The Written Examination is a diagnostic test only, and is not graded. Rather, your Advisor and committee will read it, and the Advisor will provide a written evaluation of the Examination, with input from the committee members, who will send their written comments to the Advisor within two weeks. The evaluation will identify strengths and weaknesses, and will suggest areas of further study as necessary. You will receive the written evaluation before your proposal defense [see below].

6. Schedule

Note: It is your responsibility to adhere to the schedules, to ensure adequate time for resubmitting

proceedings, and receive any additional recommendations to be incorporated into the third and final version of the dissertation, before it is submitted to the Office of Research and Graduate Studies.

PROJECTED SEQUENCE AND TIMETABLE: ARCHAEOLOGY PhD Program

A possible schedule for your first several years in the program follows. Do not expect the courses to be offered in the exact order as shown, and feel free to mix required and elective as they are available (you do not need to fulfill all your requirements before your electives.) Also, the research/teaching schedules of each student will vary depending on funding opportunities & previous teaching experience. Finally, the semester numbering system applies only to semesters in residence: If you have field commitments during the academic year, your schedule must be adjusted accordingly. You still will be expected to take the MA general examination within five semesters of entering the program.
interest.

Note: Students who are not fulfilling requirements and making adequate progress by the end of Year 2 will be asked to meet with the Dept. Chair, Grad. Advisor, and their committee chair to discuss ways to improve their progress.

YEAR 1

Semester 1		Semester 2
5334 History of Anthropology I ®		5335 History of Anthropology II ®
6301 Principles of Archaeology ®		7313 Archaeological Theory ®
6330 World Archaeology ® or Group B, C, or D		Group B, C, or D

A. Introduction/Overview

The Master of Arts in Medical Anthropology is designed to prepare

ANTH 6303: Political Economy of Health
ANTH 6305: Applied Anthropology
ANTH 6307: Global and Public Health
ANTH 6316 or 6317: Advanced Seminar in Ethnology (medical topic)
ANTH 6344: Global Population Processes
ANTH 6384: Global Issues and Development: An Overview
ANTH 6390/6391: Current Issues in Anthropology

Note: For non-medical anthropology coursework, you are encouraged to consult with the Instructor and to develop a research project/paper topic for the course that has a health focus.

For courses outside of the anthropology department, you must obtain the approval of your Advisor before enrolling. You should also discuss your enrollment in these courses with the Instructor of Record in the appropriate department or school. You may have the option of taking these courses, particularly those in the Law School, discussed with the Instructor and your Advisor, *before* enrolling. You should be aware that the calendars of the professional schools may differ from that of Dedman College.

C. Field/Clinical Experience

An internship with a field or clinical component is an intrinsic part of the MA program. This will involve your participation in some extramural medical, anthropological, or medical research project, clinic, facility or agency. You should identify the agency, facility, or program where you want to work by the end of your 2nd semester. The internship/experience should last approximately 8-10 weeks with between 10 and 20 hours of service each week. Work may be limited to observation, or may be more involved, and may or may not involve an independent research question. A site supervisor must be identified, who will evaluate your efforts and provide a brief, written report to your Advisor at the end of the internship. Internships may not occur where you are currently employed, nor should they be in the same type of work in which you are already knowledgeable and working.

A one-page written proposal of the internship/experience, including evidence of a willing site supervisor, must be submitted to and approved by your Advisor no later than your 3rd semester. If you wish to propose a small independent research project to conduct during your internship/experience, this proposal must be submitted to and approved by both your Advisor and site supervisor no later than your 3rd semester. Ideally, the internship will be completed in your third semester of coursework, under the auspices of ANTH 6353.

You will prepare a written report on your field/clinical experience that is a minimum of twenty pages of text. It must include a bibliography and be written in appropriate anthropological style and format. This report does not need to conform to the thesis requirements for the University of North Carolina at Chapel Hill.

D. MA Examination in Medical Anthropology

Upon satisfactory completion of all course work (including the removal of any grades of Incomplete), you must pass an oral examination of approximately one hour designed to review your competence. Under conditions described in the *Dedman College Graduate Catalog*, the MA examination will be scheduled and conducted in consultation with your Advisor and with the members of the MA Examination Committee.

1. MA Examination Committee

You should form your MA Examination Committee late in your second semester, but prior to finalization of your internship proposal. The examining committee will consist of at least three members, two of whom must be from the Anthropology Department; the third member must be from a department other than Anthropology. Normally, _____ Committee chair. You are responsible for choosing the committee members, but should do so in close consultation with the Committee chair. The Department Chair will officially nominate this committee to the Dean of Research and Graduate Studies for approval.

2. The MA Degree

You must file for the degree early in your final semester in the MA program. Please consult with your Advisor about deadlines and procedures.

Note: Financial support for graduate students is limited. Except under extraordinary circumstances, Teaching Assistantships and Departmental Assistantships are not available to students in the MA program.

Anthropologists in other Departments, Schools, etc.

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

Eric G. Bing (PhD UCLA 2000; Prof. of Global Health, Director of Global Health, George W. Bush Institute) HIV infection in Africa, health in the Developing World.

EMERITUS FACULTY

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

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

C. Garth Sampson (D Phil Oxford 1969; Emeritus Prof.) Paleolithic archaeology. Old World and Africa.

Ben J. Wallace

APPENDIX 1. LANGUAGE EXAMINATION

You may elect any language in which to be examined, but you must demonstrate to the faculty that this language is relevant to your area of anthropological interest.

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

If you require further training in a foreign language before attempting to pass the language exam, you may enroll in courses in the Department of World Languages and Literatures at SMU if the department teaches your chosen language. After obtaining permission from the instructor, you may take undergraduate or graduate-level language courses Pass/Fail. The three credit hours that you will receive per course will NOT count toward your required 54 hours of coursework for the PhD

additional charge).

If your language is not one of the languages that are taught at SMU, you may consider: 1) taking courses at another nearby university (these courses will not be transferred and DO NOT count toward the 54 hour requirement for the PhD in Anthropology); or 2) studying with a native-speaker of the language in the Dallas area.

You have five options for passing the language examination requirement:

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

A. Written Translation. You will be given a passage of approximately 1,000 words (about four double-spaced, typed pages), from one or more articles or publications in your area of interest, to

Once settled on, exam material can be selected from this source. All translations must be in acceptable, fluent written English. Within the time limits imposed, you must translate the required passages, interpreting accurately such details as genders, tenses, idiomatic expressions, and similar linguistic features, which may not always have literal English equivalents, so as to furnish evidence that you are familiar with the language chosen.

OPTION 2. If available, you may take an examination given by the Education Testing Service of Princeton, New Jersey. Check the ETS website (<http://www.ets.org/>) for up-to-date information regarding type of exam, dates and places of administration, required fee, etc. The percentile score deemed passing by the Department of Anthropology may differ from that accepted by other departments, as long as it is consistent with overall University policy. Be sure to discuss the test you plan to take with your Advisor before you sign up for the test and pay the fee.

OPTION 3. You may elect to be examined by the Foreign Languages Department at SMU. In this case, you should consult with the Director of Graduate Studies in the Department of Anthropology. You must also consult with the Department of Foreign Languages to ascertain if there are any exam fees. The Director of Graduate Studies in Anthropology must approve the material to serve as the basis for the exam submitted to the Foreign Language Department. In case of failure, the Foreign Language Department will not reexamine before 30 days have elapsed.

OPTION 4. If you complete a language evaluation for a Fulbright or SSRC fellowship application, you may submit the results of this evaluation to fulfill the departmental language exam requirement. Examiners must be either language professionals affiliated with the University or native speakers of the language.

APPENDIX 2. IRB (Human Subjects Research) Application

Nearly all research proposals in cultural anthropology will need to be approved by the campus IRB committee. The proposal will be submitted in the name of your dissertation committee chair since, as a student, you are not an agent of the University for IRB purposes. For additional information and guidelines for submitting an application, please go to the following URL: <https://www.smu.edu/Research/ResearchResources/Research-Compliance>. All federal funding agencies, and many private foundations, require IRB approval of your research proposal before funding will be released to the University for your project.