

## INTRODUCTION

Welcome to our community of graduate students, faculty, and staff. We hope that this guide – known in its paper version as the “*Redbook*” – will answer many, if not all, of your questions about procedures and programs.

This 2006-2007 edition of the *Redbook*<sup>1</sup> will be the procedural manual for this academic year and – for entering graduate students – will continue to serve as your guide until you complete your degree requirements. Our curricula are reviewed periodically, with considerable attention given to student course evaluations. While you are with us, there may be some program changes, often in response to student suggestions. Changes in requirements are never retroactive. You may follow the guidelines in effect at the time you entered the graduate program or you may elect to adopt a subsequent set of guidelines published in a later *Redbook*. You cannot “mix and match;” you must follow all of the procedures in a given *Redbook*.

You will find the most up-to-date version of the *Redbook* on the Department web page at: [http://www.smu.edu/anthro/SMU Anthro/Graduate/GraduateStudies.htm](http://www.smu.edu/anthro/SMU_Anthro/Graduate/GraduateStudies.htm).

Beyond the *Redbook*, you should consult other information sources, including the *Dedman College Graduate Catalog* for the current year and the *Schedule of Classes* for the current semester. You also should consult the SMU Department of Anthropology Home Page at: <http://www.smu.edu/anthro>.

## INTELLECTUAL GOALS

The Department of Anthropology offers two degree programs: the MA in Medical Anthropology and the Ph.D. in Anthropology (with an MA awarded en route to the Ph.D.). In the Ph.D. program, you can concentrate either in Cultural Anthropology or in Archaeology (or you can develop a specialized/combined track with faculty approval).

Our programs are designed to produce scholars – creative, energetic, articulate, and literate scholars. We endeavor to produce anthropologists whose research is sufficiently innovative to attract the notice of their peers, who will seek and receive research funding, and who will apply their training to the constructive development of the human groups with whom they work. It is our aim to train students in specialized skills based upon the broad understanding of anthropology acquired before entering our programs. Beyond providing you the skills necessary to becoming a professional anthropologist, the faculty also will endeavor to impart a professional attitude and a desire to practice those skills with precision and with passion. Your reputation demands nothing less.

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



## **FOR ARRIVING GRADUATE STUDENTS**

### Advisors

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

Upon entering the program, (and no later than the end of the first semester), and with the guidance of the department's Director of Graduate Studies, you will select (to be assigned) an Advisor, who will guide you in your graduate program. Typically, the Advisor will serve as Chair of the Qualifying Exam and Dissertation Committees. If your interests change, it may be appropriate to change your Advisor as well. In all faculty meetings dealing with student evaluations and financial support, your Advisor will present your case and endeavor to look after your interests. If you have any problems during your time in our program, you should first take them to your Advisor, and if a solution cannot be found then to the Director of Graduate Studies. They will know which channels of formal communication should be used to solve your problem quickly and without fuss.

### Financial Support

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 students. Decisions to award financial aid are based on the faculty's collective evaluation of overall student performance. Decisions about support for the coming semester are reached at special faculty meetings at the end of the Fall and Spring semesters. A notice of deadlines for student requests for support is posted well in advance of these meetings. If you are to receive support for the coming semester, the Departmental Chair will send you a letter in late December or late May with details of your assignment and compensation.

**NOTICE:** If you request any kind of financial aid (departmental or otherwise), you must fill out the free application for federal student aid. For current forms, write to: Financial Aid, 101 Perkins Administration Building, SMU, Dallas, TX 75275. The forms are available on-line at: [http://www.smu.edu/financial\\_aid/Graduates/Grad\\_index.asp](http://www.smu.edu/financial_aid/Graduates/Grad_index.asp)

### Types of Financial Support:

#### Department/University-based Assistantships

**Teaching Assistantships** (TAs) typically pay \$7,500 per semester plus remission of tuition/fees. 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. Assignments are made by the Department Chair after consultation with faculty members.

Note: Before you can participate in classroom instruction as a Teaching Assistant (or Adjunct Lecturer), you **must** attend a teaching assistant symposium sponsored by the Center for Teaching Excellence. In addition to the symposium, you will be required to take, at the earliest opportunity, a one-hour non-credit teacher-training seminar (ANTH 6034). This seminar normally is offered every other semester. An outline of this seminar is included in Appendix 3.

**Department Assistantships** (DAs) typically pay \$7,500 pe

## External Funding Sources

**Fellowships and Grants.** Students are strongly encouraged to submit proposals to the National Science Foundation, the Ford Foundation, and other appropriate agencies. Successful applicants may receive as much as \$30,000/year plus remission of tuition/fees plus health insurance coverage. Information is available through the Office of Research Administration, Dean of Research and Graduate Studies, the Department Chair, the Director of Graduate Studies, or your Advisor.

**Student Loans** are available through federally supported and federally-non-supported programs, to those who qualify, from local or hometown banks.

## Research and Travel Awards

**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 Director of Graduate Studies or the Department Chair for more information.

**NSF Ethnographic Training Grant Awards.** With funds from the National Science Foundation, students in cultural anthropology can conduct pre-dissertation summer research (or participate in a summer field school offered by another university), preferably following the second year of graduate study in the department. Students compete for awards through an internal proposal process early in the spring semester of each year.

**Paul Steed Travel Awards** (funded through The Paul Steed Endowment Fund) are designed to assist in defraying travel costs for graduate students delivering papers at professional meetings. Each applicant will be judged based upon the quality of a single paper submitted to the Award Committee. Applications for this award can be submitted twice a year. See the Director of Graduate Studies or the Department Chair for further information.

**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 Director of Graduate Studies or the Department Chair for further information.

**Graduate Dean Awards:** Grants up to \$400 are available from the Dean of Research and Graduate Studies (one per student/year); requests with matching funds from another source given higher priority. These grants can be used to attend conferences (lower priority if not making a presentation), training workshops, research travel, or other research-related expenditures for which you are responsible but lack other funding sources. Deadlines are Sept. 30, January 31 and May 31 of each academic year. You must fill out a cover sheet (available from the Departmental Administrative Assistant), a one-

page proposal describing your project, and a one-page vita. Applications should be approved by your Advisor, affirmed by the Department Chair or the Director of Graduate Studies, and then submitted to the Office of Research and Graduate Studies, Room 342 Dallas Hall, SMU Box 240. The sponsoring faculty member should send a letter of recommendation directly to the Dean of Research and Graduate Studies.

**ISEM Research Grants.** The Institute for the Study of Earth and Man (ISEM) occasionally has funding for graduate student research. Proposals are accepted on a rotating basis. You should prepare a short proposal and a budget. This should be approved with a letter of support from your faculty Advisor, submitted to the Chair of the Department for signature, and then submitted to Dr. Louis Jacobs, Director of the Institute.

#### Teaching Opportunities for Students with M.A. Degrees

**Senior Teaching Fellowships.** A limited number of opportunities are available each term (fall, spring, and summer) for advanced students with M.A. degrees in Anthropology to teach courses independently. The compensation will be similar to that offered to Teaching Assistants, including insurance coverage as needed.

Note: Before you can serve as a Senior Teaching Fellow, you must have attended a teaching assistant symposium sponsored by the Center for Teaching Excellence. In addition to the symposium, you must already have taken (or received a waiver for) the one-hour non-credit teacher-training seminar (ANTH 6034).

#### Dissertation Write-Up Awards

**The Garry A. Weber Graduate Fellowships** are awarded to students in the final phase of dissertation writing in conjunction with a dissertation completion award from the Dean of Research and Graduate Studies. Please see the Director of Graduate Studies or the Department Chair for more information on this award. A limited number are available each academic year.

**Dissertation Fellowship Awards:** Dedman College offers a small number of dissertation fellowship awards. To receive an award, you must be recommended by your dissertation Advisor to the departmental 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.

#### Research Awards/Prizes

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

### Student Office Space

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

### Teaching Assistantships: Responsibilities and Obligations

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

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

SMU holds an annual Teaching Assistant Seminar during August before the beginning of the fall semester. The Dedman College Graduate Program is strongly committed to this seminar and requires that all students attend. The department staff have information about this seminar; they can assist incoming graduate students in registering for it. In addition,

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

### Leaves of Absence for Medical, Familial, and Personal Purposes

We have procedures in place for ensuring that you can maintain your status in our graduate program even if you encounter a medical, familial, or personal situation that prevents you from attending classes or otherwise participating in the program for an extended period. Please consult with your Advisor, with the Director of Graduate Studies, and with the Department Chair for the best path to follow for your particular case. It is important to have written documentation of your need for medical, familial, or personal leave of absence from the program.

### Appeals

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

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

### Representation

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

## **COURSE WAIVERS AND TRANSFER CREDITS**

Students with an extensive background in anthropology may be credited (course waived with or without credit) for certain courses taken elsewhere. However, applicants should be aware that previous graduate-level coursework (including field school experience) will be rigorously evaluated for transfer or waiver credit; in other words, **the granting of credits/waivers is not automatic**. A course submitted for waiver or transfer credit should closely resemble one offered in our graduate curriculum or be complementary to our curriculum. Performance in the course must meet the standards of the faculty in the appropriate subfield. The following policy guidelines will help you to select courses appropriate for a petition for waivers and/or credits. (This applies to entering students with undergraduate Anthropology majors, those



with graduate work in Anthropology, or those with prior SMU courses in Anthropology). In all cases, you should provide complete documentation (e.g., syllabi, bibliographies, assignments, tests, written work) for each course to be considered for waiver/credit.

***Note: you must apply for course waivers no later than the end of your first year of coursework at SMU.***

#### General Guidelines: Maximum Hours, Minimum Grades, Appropriate Courses

Normally, the maximum number of credit hours that can be waived on the basis of prior work at another institution is twenty-four (24). In unusual cases, additional transfer credits may be granted with the approval of the Graduate Dean.

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

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

In general, only courses for which you earned an A- or better (or its equivalent) can be waived or transferred. In cases where letter grades are not available (for example, for courses taken at some foreign universities), an explanation of the grade from the professor of record will be required.

#### Required Courses

Courses can be waived and credit hours granted as meeting SMU requirements only if they are deemed equivalent to our courses. Even if a course taken elsewhere is not deemed to be equivalent to a required course, you subsequently can petition to have the course transferred within the limits imposed for elective hours. For example, you may have taken a course in the history of ethnological theory. Such a course would not be equivalent to our ANTH 5334, a required course that covers the history of all four sub-fields of anthropology, but the course you took still might be considered for waiver/credit as an elective course.

#### Elective Hours

If you enter our graduate program with an earned Masters Degree, you may petition to transfer up to 18 *elective* hours in Archaeology and up to 15 in Cultural Anthropology (the difference between the two programs is based on differences in the proportion of elective to required hours in these programs). An elective course (e.g., Peoples of the Antarctic) with no equivalency in our program will be considered for transfer credit only if taken during graduate studies.

## Petition Process

At your earliest opportunity, you should notify the Director of Graduate Studies if you intend to petition for course waivers and/or credits. The DGS will conduct the petition review on your behalf. For courses intended to meet SMU requirements, the material is submitted to and approved by the DGS, the Department Chair, and the Instructor of Record for the particular course for which you are seeking waiver/credit. In addition, all faculty members are notified of the petition, and will have the materials available to them. In the case of petitions for waivers/credits of elective courses, your petition will be circulated to members of the appropriate sub-disciplinary fa

## **STANDARDS AND EVALUATION**

Minimum Standards of P

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course must be raised to an acceptable level, rather than matched by a higher grade in another course. This may be accomplished by retaking the course (without formal registration) or adjusted subject to conditions approved by the DGS. A student who fails to gain an acceptable GPA level during the probationary semester will result in dismissal from the program.

us concern, and will be reviewed by the faculty for further action. A total of grades of "C+" or below, whether replaced or balanced, will result in dismissal from the program if two concurrently held incompletes (a grade of "I") are reached. If a student will be allowed to remain in the program until the incomplete total is reduced. If the maximum is surpassed one or more incompletes must be removed.

Evaluating Student Performance

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At the end of the fall and spring semesters,

by the department chair. Appeals of such decisions must be presented to the faculty as a whole. Subsequent appeals, if any, will be dealt with according to standard University procedures.

### Language Requirement

Since it is essential for professional anthropologists to be familiar with foreign languages, both in fieldwork and in reading scholarly literature, you should strive to attain a high level of competence with at least one foreign language. This is a requirement for all doctoral students and is encouraged for students in the M.A. in Medical Anthropology program. For further information, please consult the program-specific language requirements described later in this handbook. These requirements should be satisfied 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 Ph.D. Qualifying Examination. **The language requirement must be satisfied before you take your Ph.D. Qualifying exams.**

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

## **STATEMENT OF NONDISCRIMINATION**

Southern Methodist University will not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. SMU's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation. The Office of Institutional Access and Equity (<http://www.smu.edu/aao/>) has been designated to handle inquiries regarding the nondiscrimination policies and may be contacted at Southern Methodist University, Dallas TX 75275; 214-768-3601, or by e-mail at [accessequity@smu.edu](mailto:accessequity@smu.edu).



Note

### M.A. 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 designed to review your competence. Under conditions described in the *Bulletin of Dedman College*, the M.A. examination will be scheduled and conducted in consultation with the Director of Graduate Studies and with the members of the M.A. Examination Committee.

### M.A. Examination Committee

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

### The M.A. Degree

You must file for the degree early in your final semester in the M.A. program. Please consult with the Director of Graduate Studies 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 M.A. program.

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



**Continuous registration is required of Ph.D. students and is your responsibility. If**

month contracts; thus, no exams should be scheduled during the summer months. If, because of forces beyond anyone's control, you need to schedule an exam beyond the permitted dates as specified above, you must formally petition the members of your committee. Unless all members of a committee are able and willing to meet, the petition will be denied. **Faculty members are under no obligation to sit for exams and defenses on University holidays or during the summer months.**

#### Language Examination



Overall: Should be able to manage adequately after a short period of

- pass the Ph.D. 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 qualifying examination report (ORGS Form 1).

### Your Dissertation

As a candidate for the doctoral degree, you are required to present the prospectus for the dissertation to a faculty committee. When this committee accepts your dissertation plan (in the context of the doctoral qualifying examination), the Dissertation Advisor will transmit a Dissertation Topic Report (ORGS Form 2) to the Office of Research and Graduate Studies for inclusion in your file.

After completing your field research and data analysis, you will prepare and present an acceptable dissertation within the major field of study. It must demonstrate that you have

- (3) at least one external reviewer who is either a faculty member outside the anthropology department or, with the approval of the department chair and the Dean of Graduate Studies, a scholar not associated with the university. (Note: if an external reviewer is not an SMU faculty member, a copy of that reviewer's *curriculum vitae* must be submitted to the Dean of Graduate Studies along with the Director of Graduate Studies letter approving the membership of the Dissertation Committee.)

Note: Anthropology faculty members with joint appointments (excluding courtesy appointments) are considered internal members of the anthropology department only, and may not serve as outside members of your committee. Retired, emeritus faculty members can serve on a dissertation committee, but are not permitted to serve as its chair. Well before the proposed date of the dissertation defense, the membership of your Dissertation Committee must be approved by the Director of Graduate Studies, by the Department Chair, and by the Dean of Graduate Studies.

In accordance with University guidelines, the dissertation defense is open to the public. It will be conducted by your committee, with the participation of other departmental faculty members who may be present (as non-voting members). The chair of the examining committee will set a date, hour, and place for the examination agreeable to the committee members and to the candidate, with public notification at least three days in advance. Notice of the dissertation defense should be distributed to the department community, to the Dean of Dedman College, and to the Dean of Graduate Studies. A unanimous vote of the committee is necessary for approval of the examination. The examination report will be forwarded to the Dean for certification of the candidate for graduation (ORGS Form 3).

### Failing the Doctoral Defense

Students who fail the doctoral defense may be given a second examination, at a time to be determined by the committee, but not later than one year after the initial examination. Students who fail the defense on the second opportunity are thereby disqualified to receive the Ph.D. degree.

### Time Limits

If you are registered for full-time study, you should plan on taking the Ph.D. 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 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, and then approved by the Dean of Graduate Studies.

If you are a part-time student, time limit requirements will be interpreted appropriately to allow for your part-time status.

You should consult the *Graduate Bulletin* for further information on time limits.

### Graduation Ceremonies and Doctoral Hooding

SMU grants doctoral degrees three times a year: in May, August, and December. Depending on when you submit the final, corrected version of your dissertation to the office of the Dean of Graduate Studies, you should plan on participating in the University's graduation ceremonies (including doctoral hooding) either in May or December. In either case, we invite you to participate in our departmental graduation ceremonies in May of the academic year in which you receive your doctoral degree.

### Post-Doctoral Appointment

Under a special arrangement through the Dean of Dedman College, if you complete your dissertation and fulfill all Ph.D. requirements within six (6) years after entering the program,

**THE Ph.D. PROGRAM IN CULTURAL ANTHROPOLOGY**



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

**Specialization in Globalization and International Development**

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

ANTH 5334 - History of Anthropology  
ANTH 6312 - Contemporary Theory  
Statistics (see note below)

Note: The Statistics requirement may be waived with a grade of B or better in an undergraduate course for which you submit a syllabus to be reviewed. You may take STAT 2331 to meet the requirement by enrolling in an independent study (ANTH 6351). You may enroll in STAT 5371 and/or 5372 if you want more advanced statistical training. These courses will fulfill the requirement and are suggested for students with strong math backgrounds. Please discuss these



residence at the time of the exam will gather as a group to assess and assign the overall grade on each student's exam.

Your advancement in the Ph.D. program is contingent on achieving a grade of "Pass" or higher on the exam as a whole. Students who receive a grade of "Low pass" on their exam will be awarded a Masters of Arts in Anthropology, but will not be admitted into the Ph.D. program. Students who fail the exam will not receive any degree and will not be allowed to continue in the program. Students will not be allowed to retake the examination, either in part or in whole.

Note: Failure to take this exam at the specified time can result in dismissal from the program. Only serious extenuating circumstances will be considered as a reason for postponement, and these must be presented in the form of a well-documented petition to the Director of Graduate Studies, and be approved by a majority of the anthropology faculty. No written exam will be given during the summer.

For more information about the M.A. General Examination, please consult:

[http://www.smu.edu/anthro/SMU\\_Anthro/Graduate/Graduate\\_CulAnth\\_MA\\_Exam.htm](http://www.smu.edu/anthro/SMU_Anthro/Graduate/Graduate_CulAnth_MA_Exam.htm)

#### Ph.D. Qualifying Examination Committee

Upon successful completion of the General Examination, you should meet with your Advisor for the purpose of naming the chair and other members of your Ph.D. Qualifying Exam committee. This committee must be set up in accordance with University guidelines and approved by the committee chair. The list of members then should be filed with the Director of Graduate Studies, who will place the information in your file and forward it to the Dean of Graduate Studies. You should begin to work with this committee as you continue to develop your theoretical and regional interests.

Note: No faculty member is obligated to serve on your Ph.D. qualifying committee. Nor are you obligated to have any specific faculty member on your committee.

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

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

#### Written Exam

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

Each answer should be no more than 15 typed double-spaced pages (Times-Roman 12 point font, 1 inch margins). Your papers should be thoroughly documented with appropriate citations, demonstrating your scholarly command of the anthropological literature and of the issues. These essays should, in other words, offer a concise survey of important literature and, where appropriate, a critical assessment that suggests to us what your own position is with regard to significant debates. Please employ a formal and professional language and tone. Each answer should include a bibliography of sources referenced (not counted in the page limit). You are expected to comply with the University's Honor Code when taking these exams.

Your Qualifying Examination will receive a written evaluation from your committee.

Option 1 -- If the committee decides that you have passed the written component of the qualifying exam, then the committee chair will meet with you to convey the committee's views regarding the strengths and weaknesses of the papers. Copies of the committee member's written comments will be provided to you and also will be placed in your departmental file.

Option 2 -- If the committee decides that you need to rewrite one or both of the papers, then the committee chair will convey this decision to you. The committee chair will provide a written summary of the committee's views and will discuss with you the written comments of all committee members. The discussion will focus on the strengths and weaknesses of the papers and the issues to be considered for rewriting the paper(s). Taking into account the additional work that may be necessary before the rewriting should begin, you and committee chair will agree on a date for re-starting the exam clock for the paper(s). Regardless of the number of papers to be rewritten, you will have seven days to rewrite and submit the paper(s) to the Administrative Assistant to the Department Chair.

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

proposal orally before your committee. Suggestions for changes or improvements made by the committee during the defense should be included in the version submitted for funding.

It is your responsibility to adhere to this schedule, to ensure adequate time for resubmitting revised drafts, and to coordinate the availability of committee members for the exam and

full-time graduate student status (note: this may be important for retaining eligibility for student insurance coverage and for keeping at bay student loans).

### 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 committee's approval before the dissertation defense is scheduled.

### Defending Your Dissertation

You are responsible to schedule the defense through the Administrative Assistant to the Department Chair. Please see page 21 above for additional 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.

## **THE Ph.D. PROGRAM IN ARCHAEOLOGY**

The Archaeology program at SMU is largely focused on the New World, with faculty research interests ranging from the earliest hunter-gatherers to complex societies across North, Middle, and South America. The program offers broad training in contemporary archaeological theory, method, and scientific application, and is strongly field-oriented, with current projects in the North American High Plains and Rocky Mountains, the desert Southwest, the California coast, and Mississippi bottomlands; in the Maya Lowlands; and in highland and coastal Peru.

Upon arriving you should select a faculty Advisor (see page 3 of this document). The Archaeology faculty will guide you toward the goal of completing all coursework in three years, and the dissertation within five years, thus meeting all Dedman College and Department requirements.

Fifty-four hours of coursework are required. You can waive up to 24 hours for equivalent coursework (18 hrs elective courses plus 6 hrs field school) taken before you entered the program. For waiver procedures, consult page 8 of this document, and seek your Advisor's counsel. Please see Appendix 2 for typical sequencing of courses.

### Group A: Required Courses: 15 hours

ANTH 5334 – History of Anthropology  
ANTH 6300 – World Archaeology  
ANTH 6301 – Principles of Archaeology  
ANTH 6312 – Contemporary Theory in Anthropology  
ANTH 7317 – Research Strategies in Archaeology

and:

ANTH 6033 – Proseminar in Archaeological Ethics  
ANTH 6034 – Teaching Seminar

Note: Both 6033 and 6034 are zero-credit training seminars for graduate students; they meet once a week for one hour, with one required reading assignment discussed during the meeting.

### Group B: Elective Courses: 33 hours

ANTH 6310 – The Prehistory of the American Southwest  
ANTH 6332 – Special Problems in Anthropology  
ANTH 6333 – Laboratory Methods in Archaeology – Lithics  
ANTH 6337 – Origins of Complex Society  
ANTH 6351, 6352, 6353, 6354, 6355, 6156, 6256 – Research in Anthropology  
ANTH 6368 – North American Archaeology  
ANTH 6385 – Coastal and Aquatic Archaeology  
ANTH 6369 – South American Archaeology  
ANTH 7312 – Archaeology of Mesoamerica  
ANTH 7313 – Archaeological Theory  
ANTH 7318 – Late Pleistocene Prehistory of North America  
ANTH 7321 – Ceramic Analysis for Archaeologists

Note: With the advice and consent of the Director of Graduate Studies and your Advisor, you may choose other courses offered within the Department or University as electives for up to six hours of credit. Register for these courses through an Independent Studies option in anthropology. Additional hours may be petitioned.

Group C: Field Courses: 6 hours

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

All graduate students must complete an archaeology field school of field experience equivalent prior to or during their time at SMU. A waiver for this requirement can be granted if you have completed a field school or have sufficient field supervisory experience prior to entering the SMU graduate program. Your waiver will be signed by the faculty member currently responsible for teaching the SMU archaeology field school.

Group C includes various workshops in Archaeological Sciences for 2 or 3 hours credit offered occasionally at Fort Burgwin. The options include Palynology and Ethnobotany. Register for these courses under a Research in Anthropology number. You can fulfill three of the nine hours with Anthropology 6332, but check that the class will be offered in the coming semesters.

MA General Examination

Upon entering the graduate program (i.e., during your first week in the department), you will receive a list of 24 questions. They also can be found on the archaeology webpage within the departmental website. These questions will serve as the pool from which will appear on your M.A. General Examination, taken at the end of your fourth semester. You will be expected to provide answers to four of these questions during a one-day written exam.

Note: If you enter our program with an Master's degree in anthropology, you will be expected to take the M.A. 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 M.A. General Examination.

Note: No M.A. General Examination may take place in the summer.

The exam will be administered on the first day of the exam week at the end of your fourth semester (second semester for entrants with Master's degrees in Anthropology). Answers will be prepared on computer, and be anonymous. You will answer two of three possible questions from the list during the morning (covering archaeological theory and method) and two of three possible questions from the list during the afternoon (on aspects of world prehistory). There will be a 90 minute time limit for each question.

All members of the archaeology faculty in residence will grade the exam. Each question will be given either a "Pass with distinction," "Pass," "Low pass," or "Fail" by each faculty member, and the average of these grades will stand as the grade for that question. The average of all



of the grades will determine your overall performance on the exam. You will receive your results by the last day of the same exam week.

Your advancement in the Ph.D. program is contingent on achieving a grade of “Pass” or higher on the exam as a whole. Students who receive a grade of “Low pass” on their exam are awarded a Masters of Arts degree in Anthropology, but will not be admitted into the Ph.D. program. Students who fail the exam will not receive any degree and will not be allowed to continue in the program. Students will not be allowed to retake the examination, either in part or in whole.

Failure to take this exam at the specified time can result in dismissal from the program. Only serious extenuating circumstances will be considered as a reason for postponement, and these must be presented in the form of a well-documented petition to the Director of Graduate Studies and be approved by a majority of the anthropology faculty.

#### Ph.D. Qualifying Examination Committee

Upon successful completion of the M.A. General Examination, consult with your Advisor (see page 3 of this document) about selecting a Chair and other members of your Ph.D. Qualifying Exam committee, in accordance with University guidelines. The list of committee members then should be filed with the Director of Graduate Studies, who will place the information in your file, and forward it to the Dean of Graduate Studies. You will meet informally with your committee on many occasions as needed to determine the topic for your dissertation research.

Note: No faculty member is obligated to serve on your Ph.D. qualifying committee, nor are you obligated to have any specific faculty member on your committee.

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

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

Note: You may not take the Ph.D. Qualifying Examination before (a) completing 54 hours of coursework, (b) removing any Incomplete grades, and (c) passing the Language Exam – see pp. 12 and 18-20 in this document).

#### The Written Exam

You will take the written exam during the semester in which you are completing your coursework. The exam will be tailored to your research topic, and will be scheduled and evaluated by your Advisor and Committee. There will be two questions in the area of specialization: one on the region of research, the other on methodological and/or theoretical matters related to 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].

### Schedule

When your last semester of coursewo



**FULL-TIME**

## **ANTHROPOLOGISTS IN OTHER DEPARTMENTS, SCHOOLS, ETC.**

**Abigail A. Bartoshesky** (Ed.D. The George Washington University 2004, Visiting Assistant Prof.) - Languages and Linguistics; Bilingual/ESL Teacher Education; Cross-Cultural Communication

**Kenneth R. Kaemmerer**, (M.A. 1978 Southern Illinois University, Carbondale, Adjunct Lecturer) Curator of Mammals at the Dallas Zoo. Primate ethology.

**William J. Pulte** (PhD Texas 1971; Associate Prof., and Director, Master of Bilingual Education Program, School of Education and Human Development) Linguistics, Native American languages, bilingual education; North America.

## **EMERITUS FACULTY**

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

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

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

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

**Ladislav P. Novak** (PhD U Minnesota 1962; Emeritus Prof.) Physical anthropology, biological growth and aging, body composition. r.9aleNovmy, 6Alps, 60h1A-1973, Emeritus Pingual

## APPENDIX 1: PROJECTED TIMETABLE: CULTURAL PROGRAM

Note: Funding in years 1,2, 3 and for two years of write-up. Maximum five years of funding.

| YEAR                                                                                                                                                                                                                                              | SEM | COURSE                                | OTHER REQUIREMENTS/DATES                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------------------------------------|--------------------------------------------------------------------------------------------|
| 1                                                                                                                                                                                                                                                 | 1   | 5334 (History)                        | You will be given a general bibliography and a set of guiding critical issues in the field |
|                                                                                                                                                                                                                                                   |     | Core concentration or elective        | Take ANTH 6034 at the earliest opportunity                                                 |
|                                                                                                                                                                                                                                                   |     | Core concentration course or elective |                                                                                            |
| 1                                                                                                                                                                                                                                                 | 2   | 6312 (Contemporary Theory)            |                                                                                            |
|                                                                                                                                                                                                                                                   |     | 7342 (Social Organization)            |                                                                                            |
|                                                                                                                                                                                                                                                   |     | Core concentration course or elective |                                                                                            |
| 1                                                                                                                                                                                                                                                 | SUM |                                       | Language Study / Preliminary Field Research                                                |
| 2                                                                                                                                                                                                                                                 | 3   | 5344 (Methods)                        |                                                                                            |
|                                                                                                                                                                                                                                                   |     | 6320 (Regional Ethnography)           |                                                                                            |
|                                                                                                                                                                                                                                                   |     | Statistics                            |                                                                                            |
| 2                                                                                                                                                                                                                                                 | 4   | 7333 (Data Analysis)                  | General Exam (MA Exam) to be given first day of the Spring semester examination period.    |
|                                                                                                                                                                                                                                                   |     | 7341 (Current Literature)             | You should establish your Ph.D. Qualifying Exam Committee                                  |
|                                                                                                                                                                                                                                                   |     | Elective                              | MA degree conferred                                                                        |
| SUM                                                                                                                                                                                                                                               |     |                                       | Preliminary Field Research                                                                 |
| 3                                                                                                                                                                                                                                                 | 5   | 7351 (Research Strategies)            | You must take and pass the language exam before taking the qualifying exam.                |
|                                                                                                                                                                                                                                                   |     | Elective or Ind. Study                |                                                                                            |
|                                                                                                                                                                                                                                                   |     | Elective or Ind. Study                |                                                                                            |
| 3                                                                                                                                                                                                                                                 | 6   | Elective or Ind. Study                | Written Ph.D. qualifying exam                                                              |
|                                                                                                                                                                                                                                                   |     | Elective or Ind. Study                | Dissertation research proposals submitted to committee members                             |
|                                                                                                                                                                                                                                                   |     | Elective or Ind. Study                | Defend your dissertation proposal and submit it for funding                                |
| <b>Years 4, 5 and 6</b><br>During this period, you will secure external funding for field research; complete field research; and write and defend your dissertation. You will have opportunities to teach courses while writing the dissertation. |     |                                       |                                                                                            |
| Year 7                                                                                                                                                                                                                                            |     | (3+3 teaching load)                   | Possible Post-doctoral appointment as Visiting Assistant Professorship                     |



### APPENDIX 3: OUTLINE FOR NON-CREDIT TEACHING SEMINAR

#### Learning to Teach & Teaching to Learn (ANTH 6034)

*A Semester Course for Anthropology Graduate Students*

**Structure:** Meets for one hour on one day per week. Designed for both TA and Instructor preparation. Taught by multiple faculty.

| Week | Class Topic                                                                                                                                              | Workbook                                                                            |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1    | <i>Managing my time:</i> preparing, thinking, lecturing, office hours, tutoring, evaluating, reflecting, e-mailing                                       | Calendars & lists: some examples by class type (lecture, discussion, etc.)          |
| 2    | <i>What is the purpose of this course?</i> Identifying learning goals and course content; the textbook                                                   | Syllabus construction, I: writing the course prologue                               |
| 3    | <i>So Much Material, So Little Time.</i> Facts, stories, ideas, concepts, theories.                                                                      | Syllabus construction, II: allocating topics                                        |
| 4    | <i>It's My First Day!</i> Setting the stage, engaging interest: the conversation; considering class size and composition                                 | The first day check list; tips for creating enthusiasm                              |
| 5    | <i>What do I say to them?</i> Writing it out v. rehearsing from notes; highlighting 3 points, teaching from example, and concluding                      | The 50-minute lecture and the 180-minute preparation: a table of comparisons        |
| 6    | The 3-minute practicum: students organize and present a 3-minute lecture on a common topic                                                               | Learning styles and the allocation of attention span                                |
| 7    | <i>Dealing with diversity:</i> learning differences, ethnic differences, behavioral differences                                                          | SMU resources and legal rights and obligations                                      |
| 8    | <i>Why don't they get it?</i> Making course expectations clear; grade allocation; assignments                                                            | Levels of expectation, I: Bloom's taxonomy & beyond                                 |
| 9    | <i>How do I know if they're learning?</i> What do we <u>really</u> want to know, and how do we find out? cheating & plagiarism, faculty responsibilities | Levels of expectation, II: Kinds of tests, what they do, Honor Code; record-keeping |
| 10   | <i>What do I do when the bulb blows?</i> Instructional aids and how to use them wisely                                                                   | Thumbnails on teaching technologies at SMU                                          |
| 11   | The 3-minute practicum, II; how to self-critique                                                                                                         | Questions to ask after lecture                                                      |