

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 *regula* 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*.

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 Home Page and the Department Home Page at:

<http://www.smu.edu/anthro>. The text of the current *Redbook*, with additional material Tj0-0.00 1p08oel

ADMISSION

Students holding a Bachelor's degree or Master's degree in Anthropology can apply for admission directly to the Office of Research and Graduate Studies, SMU, Dallas TX 75275 or through e-mail: smugrad@mail.smu.edu. In addition, applications can be made online at <http://www.smu.edu/graduate/appl.html> or by contacting the Dept. of Anthropology, SMU, Dallas, TX 75275. Admission requirements and other information are contained in the current *Dedman College Graduate Catalog*. Only a limited number of students are accepted. Three letters of recommendation (using a form supplied by the Office of Research and Graduate Studies) are required of all applicants.

To be admitted to the Department, you should have:

1. A Bachelor's degree (or its equivalent

FOR ARRIVING GRADUATE STUDENTS

Advisors

The Director of Graduate Studies, under the general direction of the Depa

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 \$7,000 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/Academic Year (AY). Assignments are made by the Department Chair.

Graduate Research Assistantships (GRAs) are provided to graduate students who work on sponsored research projects led by individual faculty members. The compensation paid to GRAs may vary, according to the guidelines of the funding agency, and may cover summers as well as the fall/spring semesters. Under most circumstances, GRAs will receive remission of tuition/fees and will be provided with health insurance coverage. Assignments are made by the Principal Investigator of the research project and confirmed by the Department Chair.

Readers/Graders. From time to time, there are opportunities to work as a reader (or grader) for departmental or extra-departmental courses on an “as needed” short-term basis. Compensation and responsibilities will vary. Please see the Department Chair if you are interested in working in such a role.

Campus Jobs. Over the years, graduate students in anthropology have been creative in finding employment on campus beyond the Department of Anthropology. They have worked in the libraries, in other academic centers (e.g., Women’s Studies Program Office), in the residence halls (as dorm directors), to name just a few. If you are being funded as a TA, DA, or GRA, before you can additionally accept part-time or full-time employment on campus beyond our department, you must obtain approval from the Department Chair and the Dean of Dedman College. For more information about campus employment, contact:

http://www.smu.edu/financial_aid/stemployment.asp#On-Campus%20Employment.

Federal Work Study Program (FWSP) and **Texas College Work Study Program** (TCWSP) funds are available at SMU for those financially eligible. If you believe that you are eligible, please indicate this in your application for admission.

Tuition Awards

Tuition Awards (covering tuition/fees) usually are tied to Teaching Assistantships, Department Assistantships, and Graduate Research Assistantships. In exceptional circumstances, partial tuition awards may be made to students in other situations to expedite their movement through the program.

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.

External Funding Sources

Fellowships and Grants. Students are strongly encouraged to submit proposals to th

(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

Adjunct Lectureships. A limited number of opportunities are available each term (fall, spring, and summer) for students with M.A. degrees in Anthropology to teach courses independently. The compensation is determined on a per course basis and does not necessarily involve remission of tuition/fees or provision of insurance coverage.

Note: Before you can serve as an Adjunct Lecturer, 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

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 concern0.0002 Tn,8.hems co

5) To comply with all University policy regarding professional classroom behavior, including the policy on sexual harassment and consensual relationships.

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

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

Written Statement of Evaluation

Following each end-of-semester faculty meeting, you will receive a written statement from the department chair regarding the faculty's assessment of your performance and recommendations for improvements. A copy of the statement will be placed in your departmental file.

Removal from Program and Appeals

Should your performance be judged so unsatisfactory that dismissal is recommended, that decision will be made by majority vote of the departmental faculty and communicated to you 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

DEGREE PROGRAMS IN THE DEPARTMENT OF ANTHROPOLOGY

THE M.A. IN MEDICAL ANTHROPOLOGY

Overall Goals

The Master of Arts in Medical Anthropology is designed to prepare graduate students for professional employment and to meet the growing community need for personnel with a cross-cultural perspective in health fields. You may come to this program from a undergraduate major in the social and behavioral sciences (including, but not limited to, anthropology), or from some health field such as nursing, public health, counseling, or medicine.

The goal of the two-year program is to increase your knowledge, skill, and readiness for involvement with the programs and problems of agencies, hospitals, clinics, medical organizations, and health delivery programs at home and abroad where applied anthropologists can make positive contributions.

The program provides you with training in the basic principles and methods of cultural and medical anthropology, as well as cultural sensitivity important for employment in health-related fields.

Course Work

The M.A. degree in Medical Anthropology is based on 36 hours of course work, as follows:

Required Courses (15 hours)

- ANTH 5336: Anthropology and Medicine
- ANTH 5344: Research Methods in Ethnology
- ANTH 6343: Health and Medical Systems
- ANTH 6353: Research in Anthropology (normally taken in the fall of the second year; field/clinical research)
- ANTH 6354: Research in Anthropology (normally taken in the spring of the second year; written report of field/clinical experience and M.A. examination)

Related Courses (21 hours)

In the Department of Anthropology (minimum 12 hours)

- ANTH 6303: Political Economy of Health
- ANTH 6305: Applied Anthropology
- ANTH 6307: Seminar in International Health
- ANTH 6316 or 6317: Advanced Seminar in Ethnology (medical topic)
- ANTH 6344: Global Population Processes
- ANTH 6353 or 6354: Research in Anthropology (normally taken in the second year; field/clinical research)
- ANTH 6390/6391: Current Topics in Anthropology (normally taken in the second year; written report of field/clinical experience and M.A. examination)

Note: You are encouraged, in some of these related courses, to consult with the instructor and to develop a research project/paper topic for the course that has a medical focus. With the permission of the Advisor, you may also choose from other courses offered by the department.

In other Departments at SMU

PSYC 5359: Death and Dying
PSYC 5381: Psychosomatic Processes
PHIL 3344: Medical Ethics (specify for graduate credit)
TC 8325: Bioethics (Perkins)

Or any other appropriate course that you identify and is approved by your Advisor. You should discuss your enrollment in these courses with the instructor of record in the appropriate department or school. You have the option of taking these courses, particularly those in the Law School, on a “Pass/Fail” basis. This option should be discussed with the Instructor and the Director of Graduate Studies *before* enrolling. You should be aware that the calendars of the professional schools may differ from that of Dedman College.

Note: With the approval of the Department, you also may fulfill some of these related hours by taking courses at an allied health center in the Dallas metroplex.

Language Proficiency

Demonstrated language proficiency will be a requirement only where employment plans make such proficiency mandatory.

Field/Clinical Experience

A field or clinical experience is an intrinsic part of the M.A. program. This will involve your participation in some extramural medical or medically related project, clinic, facility or agency. You should begin to think about this experience during your first year and to identify the agency, facility, or program where you want to work. **It is up to you to arrange this placement**, but it must be approved by your Advisor. Ideally, you should begin the field/clinical experience during the summer between the first and second year, but you must do so, under the auspices of ANTH 6353, during your third semester (normally the fall semester of your second year).

Written Report

During your final semester in the M.A. program, under the auspices of ANTH 6354, you will prepare a written report on your field/clinical experience. This report should be 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. Please consult with your committee chairperson regarding the necessary and appropriate content and form of the report. The report needs to be submitted at least six (6) weeks in advance of the scheduled date for the M.A. exam since it will be discussed during that exam. Examples of past reports are on file in the Department office and are available to students.

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

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

The Ph.D. program in Anthropology is designed to provide you with the theoretical and methodological knowledge to teach and undertake research in archaeology or cultural anthropology. If you do not already possess a Master of Arts in Anthropology, you can earn a Master of Arts in Anthropology en route to a Doctorate in Anthropology (with specialization in Archaeology or in Cultural Anthropology, and with further specialization within Cultural Anthropology either in “Medical Anthropology” or “Globalization and International Development.” See further details below, under the respective program descriptions).

Applicants to the SMU graduate program generally have a bachelor's degree from an accredited undergraduate program, most commonly in anthropology or related behavioral and social sciences. We also accept students who have completed or are in the process of completing a Master of

Continuous registration is required of Ph.D. students and is your responsibility. If you are undertaking full-time research off campus, you may petition the faculty for a research leave (up to a maximum of two years). The Department will inform the Office of Research and Graduate Studies of all research leaves. If you do not register for two consecutive semesters without being granted a research leave, you will have to reapply for admission to the program. If you do not register for one semester, and do not obtain a research leave, you may petition the Dean of Graduate Studies for re-instatement of your student status. **Note:** If you need to take a leave of absence for medical, familial, or personal reasons, please consult with your Advisor, the Director of Graduate Studies, and the Department Chair.

The minimum residency requirement is a total of 30 semester hours completed within three years of residence at SMU. Foreign students may need to satisfy additional residence requirements to comply with federal immigration regulations.

The Normal Sequence for Completing Ph.D. Requirements:

The normal sequence for completing Ph.D. requirements is as follows:

- Coursework, including petitions for waivers of requirements and/or hours, and petitions for transfer credit.
- Passing the M.A. written exam (see below for more details).
- complete required 54 hours of coursework.
- Selection of Ph.D. Qualifying Exam Committee (including an outside member).
- Language exam (based on reading and translation proficiency in a language relevant to your field of study).
- Removal of all grades of Incomplete (see below for more details).
- Ph.D. Qualifying Exams (written and oral parts).
- Selection of a Dissertation Committee (usually, but not necessarily, the same composition as the Qualifying Exam Committee).
- Field research.
- Dissertation writing.
- Defense of dissertation.
- Granting of Degree (May, Aug., Dec.).

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

Proposal and Dissertation Defenses

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

dates coincide with dates outlined by the Office of the Dean of Research and Graduate Studies, and are linked to the awarding of particular degrees. Faculty members are on ten-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**

usage. 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. You may take an examination given by the Education Testing Service of Princeton, New Jersey. Details are available from 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. Currently, ETS offers language tests in Chinese, French, German, Italian, Japanese, Korean, Latin, and Modern Hebrew.

OPTION 3. You may elect to be examined by the Foreign Languages Department at SMU. In this case, you should consult both with the Director of Graduate Studies in the Department of Anthropology, as well as with the Department of Foreign Languages, to ascertain their exam fees. The Director of Graduate Studies in Anthropology must approve the material to serve as

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Fulbright: Aural Comprehension: understands simple conversation.

Speaking Ability: Uses structural patterns, but not with consistent accuracy.
Adequate to handle conversational subjects.

Reading ability: Understands conventional topics and non technical subjects.

Writing ability: Writes simple sentences on conventional topics.

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

SSRC: Comprehension: Adequate comprehension for normal daily needs.

Speaking: Able to speak adequately for normal daily needs.

Reading: Able to read general material in own and related fields with the aid of a dictionary.

Writing: Able to draft academic materials in field of specialization, with major editing by a native speaker.

You may attempt the language exam as many times as needed in order to pass it. You also may try different options, different languages, and even different examiners. Once you have passed the language exam, the Director of Graduate Studies is to be notified in writing. Results of ETS exams are normally communicated to the academic institution concerned; be sure to check with the Director of Graduate Studies a few days after you have taken the exam.

Grade of Incomplete (“I”)

The department faculty frowns on Incomplete grades because they delay your progress through the program. Nevertheless, if you have been given an “Incomplete,” **YOU MUST REPLACE THIS “I” WITHIN THE NEXT TWO ACADEMIC TERMS.** The instructor assigning the grade “I” will stipulate to you in writing, at the time the grade is given, the conditions under which the “I” must be replaced. In order to receive an Incomplete, you must have completed at least 50% of the work for the course in question. Incomplete Forms, available in the departmental office, must be filled out before an “I” can be assigned. Please note that an “I” grade is not a gift, but creates an obligation and a responsibility.

The Master of Arts Degree in Anthropology (in transit to the Ph.D.)

The Master of Arts Degree in Anthropology is conferred in transit to the Ph.D., after successful completion of 36 hours of course work, usually taken over four semesters, and a passing grade on the General Examination (M.A. Examination). Except in extraordinary circumstances, students who previously completed an M.A. (or M.S.) degree at another university will complete a minimum of 12-18 hours of coursework at SMU before attempting the General Examination (M.A. examination) en route to the Ph.D. Please consult the particular program descriptions for more detailed discussion of their M.A. and Ph.D. degree requirements.

Admission to Candidacy for the Doctoral Degree

To be admitted to candidacy, you must:

- satisfy the language requirement,
- remove all Incomplete grades,
- complete the required minimum of 54 hours of course work (including any credits/waivers for courses taken elsewhere), and
- 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.

Dissertation Defense

The defense is an examination administered by your Dissertation Committee. The examination focuses on your dissertation and related material. The Dissertation Committee shall consist of:

- (1) the chair; who must be a full-time, tenure-track or tenured member of the Department of Anthropology;
- (2) at least two other full-time members of the anthropology department; and
- (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

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.

THE Ph.D. PROGRAM IN CULTURAL ANTHROPOLOGY

In the Ph.D. program in Cultural Anthropology, you will be trained broadly in contemporary theory and method in anthropology, while you specialize in one of two tracks: **Medical Anthropology** or **Globalization and International Development**. In special circumstances, you can petition to combine these specializations.

Please see Appendix One for a typical sequencing of courses in cultural anthropology.

Specialization in Medical Anthropology

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

ANTH 5334 - History of Anthropology

ANTH 6312 - Contemporary Theory

Statistics (see note below)

Notes see note below)

ANTH 6351, 6352 - Independent Studies
ANTH 6384 - Global Issues and Development: An Overview
ANTH 6390/6391 - 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 options with your Advisor and with the Director of Graduate Studies.

Within the 21 hours of elective courses in either the specialization, no more than two of the following 3000-level courses may be taken as 6000-level courses (e.g., 6351, 6352) by graduate students who do extra readings and extra written assignments.

ANTH 3303 - Psychological Anthropology
ANTH 3310 - Gender and Sex Roles: A Global Perspective
ANTH 3311 - Mexico: From Conquest to Cancun
ANTH 3313 - South American Indians
ANTH 3314 - Peoples of Africa
ANTH 3316 - Cultures of the Pacific Islands
ANTH 3317 - Peoples of Southeast Asia
ANTH 3319 - Human Ecology
ANTH 3344 - Cultural Aspects of Business
ANTH 3346 - Culture and Diversity in American Life
ANTH 3353 - Indians of North America
ANTH 3354 - Latin America: Peoples, Places and Power
ANTH 3355 - Society and Culture in Contemporary Europe
ANTH 3366 - Magic, Myth, and Religion Across Cultures
ANTH 3368 - Urban Problems: Cross-Cultural Perspectives

Note: With the advice and consent of your Advisor and the Director of Graduate Studies, you may take up to six (6) hours of alternative elective courses within the Department or in the University. You may register for these courses through an Independent Studies option in Anthropology. Additional hours above the six may be petitioned.

M.A. General Examination

To continue in the Ph.D. program, you must demonstrate a high level of proficiency in a General Examination taken at the end of their second year of coursework. On the departmental website (http://www.smu.edu/anthro/gradProg/CulAnthro_MA_Exam.htm), you will find a bibliography of key works in cultural anthropology and a set of guiding statements to structure your reading. The bibliography, together with material covered in courses during the first two years, will provide the foundation for the MA general examination.

The exam normally will be offered on the first day of the spring semester examination period. You will answer two of three possible questions during the morning and two of three possible questions during the afternoon. There will be a 90 minute time limit for each question. The questions will be synthetic in nature and broad enough so that you can bring your special knowledge (e.g., in medical anthropology, in a particular world region) to bear in answering the question.

Your exam will be graded by two members of the cultural anthropology faculty in residence at the time that the exam is administered. Each question will be graded “*Pass with distinction*,” “*Pass*,” “*Low pass*,” or “*Fail*” by each faculty member. In the case of a difference of opinion, a third faculty member will read the entire exam. The cultural anthropology faculty in

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.

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.

The Ph.D. Proposal Defense can occur no later than the final day of classes of the final semester of course work (normally, the sixth semester in residence or the fourth semester in residence for students who entered the program with MA backgrounds). You will defend the 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 defense. It is your Advisor's responsibility to schedule the exam/defense with the Departmental Administrative Assistant.

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: <http://smu.edu/humansubjects>. 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.

Ph.D. Candidacy (ABD, "All But Dissertation")

Ph.D. Candidacy is conferred upon the completion of 54 hours of coursework, completion of the language requirement, successful completion of the written qualifying exam, and successful defense of a dissertation proposal.

Preparing for the Ph.D. Dissertation

After successfully defending (and revising, if needed) your research proposal, you should constitute your dissertation committee (which need not be the same in composition or size as your Ph.D. qualifying exam committee). Students must communicate in writing to the Director of Graduate Studies the composition of the dissertation committee, and must include a

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 20 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.

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, you may be offered one of a limited number of one-year Visiting Assistant Professorships in the Department, with the opportunity to teach three courses each semester.

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: 18 hours (all courses but the Proseminar are 3 credit hours)

ANTH 5334 – History of Anthropology
ANTH 6301 – Principles of Archaeology
ANTH 6312 – Contemporary Theory in Anthropology
ANTH 6338 – Paleolithic Archaeology
and:
ANTH 6033 – Proseminar in Archaeological Ethics
ANTH 6034 – Teaching Seminar

Note: Proseminars 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: 36 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 7311 – 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: up to 9 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.

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.

Continuing Course Requirements

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 coursework begins, follow this schedule:

End of first week of classes – last day to notify the Director of Graduate Studies about your committee's membership (minimum: Advisor and two archaeology faculty); *also*, last day for you to meet with your committee to determine the region and method/theory of your chosen dissertation topic.

Start of sixth week of classes – last day for your Advisor to hand you two [take-home] questions. This can happen sooner if all committee members agreed on an alternative date.

End of sixth week of classes – last day for you to give finished answers to your committee. Whenever you start, you have one week to hand in the answers.

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 for approval by a majority of the anthropology faculty.

Proposal Defense

You also will prepare for the proposal defense during the semester in which you are completing your coursework; i.e., during the same period that you take the written exam.

Submit a complete version (including text, references, vita, and budget) of your dissertation research proposal to your Advisor at least one month in advance of the scheduled date of your proposal defense. Your committee should receive a final version of the proposal two weeks in advance of the proposal defense date.

Schedule – the proposal defense can occur no later than the last day of the exam week at the end of your final semester of course work.

You will defend the proposal orally before your committee. Introduce the topic in a 10-15 minute presentation. Visual aids are encouraged, but not required. Questions from the committee will follow. Suggestions for changes or improvements made by the committee during the defense should be included in the final draft of your research proposal.

Once approved by the committee, the final draft must be submitted to a funding agency.

Note: It is your responsibility to adhere to the schedules, to ensure adequate time for resubmitting revised drafts, and to ascertain that all committee members will be available for the exam and defense. It is your Advisor's responsibility to schedule the exam and defense times and locations with the Departmental Administrative Assistant.

Ph.D. Candidacy (ABD, "All But Dissertation")

Ph.D. Candidacy is conferred upon the completion of 54 hours of coursework, completion of the language requirement, successful completion of the written qualifying exam, and successful defense of a dissertation proposal, and submission of the proposal to a funding agency.

The Ph.D. Dissertation

Dissertation Production – First compose a detailed chapter outline for the dissertation, to be approved by all members of the dissertation committee. It will serve as the framework for production.

All guidelines for dissertation production (see page 21 of this document) should be obtained and studied *before* writing begins. Consult appropriate personnel in the Office of Research and Graduate Studies *in person before* final formatting of your graphics.

Scheduling the Defense – Procedures for scheduling a defense are outlined on page 22 of this document.

FULL-TIME FACULTY

(for further information and access to individual faculty webpages, please go to:
<http://www.smu.edu/anthro/faculty/faculty-mainpage.htm>)

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

Caroline B. Brettell (PhD Brown 1978; Dedman Family Distinguished Prof.) Cultural anthropology, gender, anthropology and history, religion, kinship, migration, ethnicity; Europe, US.

R. Alan Covey (Ph.D. U. Michigan 2003, Assistant Prof.) Archaeology, early empires in comparative perspective, regional analysis, South America, Peru.

David A. Freidel (PhD Harvard 1976; University Distinguished Prof., and Director of Graduate Studies) Archaeology, origins of civilization, the evolution of cultural realities; Mesoamerica.

Robert V. Kemper (PhD UCB 1971; Prof. and Chair of the Department) Urban studies, migration, tourism, bilingual education, applied anthropology, history of anthropology; Latin America, US, Mexico.

Victoria Lockwood (PhD UCLA 1983; Assoc. Prof., and Director of Undergraduate Studies) Political economy, economic anthropology, international development, gender, Oceania, developing world.

David J. Meltzer (PhD U Washington 1984; Henderson-Morrison Prof.) Archaeology, Paleoindian, paleoenvironments, method and theory, history of archaeology; North America.

Torben C. Rick (PhD U of Oregon 2004; Assistant Prof.) Archaeology, zooarchaeology, coastal and island societies; Pacific Coast, western North America.

C. Garth Sampson (Dphil Oxford 1969; Prof.) Paleolithic archaeology; Old World, Africa.

Carolyn Sargent (PhD Michigan S. 1979; Prof. and Director, Women's Studies Program) Medical anthropology, gender, religion; sub-Saharan Africa, Caribbean, Europe.

Carolyn Smith-Morris (PhD U Arizona 2001; Assistant Prof.) Medical anthropology, Native American and Political Economy of Health.

Ronald K. Wetherington (PhD U Michigan 1964; Prof., and Director, Center for Teaching Excellence) Physical anthropology, forensic anthropology, genetics, skeletal growth, Southwest U.S. prehistory and early history.

David J. Wilson (PhD U Michigan 1985; Assoc. Prof.) Archaeology, settlement patterns, origins of chiefdom and state, ecological anthropology; South America, Peru.

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		
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
Years 4, 5 and 6 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)	Post-doctoral appointment as Visiting Assistant Professorship

APPENDIX 2: PROJECTED TIMETABLE: ARCHAEOLOGY PROGRAM

A typical schedule for your first several years in the program follows. Do not expect the courses to be offered in the exact order as shown. Also, the research and teaching schedules of each student will vary depending on funding opportunities, and previous teaching experience. Finally, the semester numbering system applies only to semesters in residence: If you have field commitments during the academic year, your schedules must be adjusted accordingly. You still will be expected to ta

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
12	<i>But they just sit there!</i> How to engage students in discussion without embarrassing them	Rhetorical v. informational questions: a sampling
13	<i>Why should I teach literacy?</i> Student writing, how to grade it, and why we ought to	Simple writing instructions
14	The 3-minute practicum, III: being yourself	Maturing in my own mold and shedding my Advisor: things to look for as we grow into the academy how to grade it, oi9eP

NOTES