G r a d u a t e S t u d y

Redbook: Table of Contents

General Information: All Graduate Students

INTRODUCTION

Welcome to our community of graduate students, faculty, and staff. We hope that this ±guide known in its paper version as the ³Redbook´ ±will answer many, if not all, of your questions about procedures and programs. It is intended to provide a helpful summary of and supplement to the Dedman College Graduate Catalog. In the event of a discrepancy between these two documents, the Dedman College Graduate Catalog takes precedence.

This 2015-2016 edition of the Redbook provides guidelines for this academic year and for entering graduate students ±it 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. However, you cannot ³mix 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 and links, is incorporated into the Anthropology Department website.

INTELLECTUAL GOALS

The Department of Anthropology offers two degree programs: the MA in Medical Anthropology and the PhD in Anthropology (with an MA awarded en route to the PhD). In the PhD program, you can concentrate in Archaeology or in Cultural Anthropology either in ³Medical Anthropology´ or ³Globalization and International Development´. The details of these programs are outlined toward the end of this document (starting on page 14). What follows is a description of the shared elements of our graduate program in anthropology.

Our program is 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

Financial Support

Nearly all private Universities are expensive; SMU is no exception. Everyone, student and

first or second year of graduate study in the department. Awards are made after an evaluation of proposals submitted each spring semester. See the Department Chair for more information.

The Robert Van Kemper Endowment Fund for Research in Social and Cultural Anthropology I X Q G H G W K U R X J K D E H T X H V W I U R P W K H H V W D W George M. Foster, Professor emeritus at the University of California Berkeley). The fund will provide support for training and field research for graduate students in anthropology, primarily for preliminary field experience for doctoral candidates. Proposals should include D G H V F U L S W L R Q R I W K H S U R M H F W D Q G L W V U H O D W L R Q project, a brief discussion of methods and data analysis, a time frame for the research activities, and an estimated budget. The level of funding will be based on actual reimbursable expenses during the research project. Students who receive support will be expected to deliver a final written report (limited to 10 pages) and a public presentation (e.g., a Brown Bag Luncheon talk) no later than the end of the semester following their return from field research. Except in unusual circumstances, proposals will be received once a year, usually no later than mid-

holding RA, TA or adjunct appointments. Space may also be allocated to graduate students not holding these appointments based on availability and at the Chair's discretion.

Graduate Training in Teaching Requirement

The Department of Anthropology is committed to providing all graduate students with appropriate training in teaching college level courses. To that end, the Department requires that H D F K J U D G X D W H V W X G H Q W I X O I L O O D V H W R I U H T X L U H P H Q W to inform the Director of Graduate Studies when each of the following requirements is completed.

Requirements for teacher training:

1) Attendance and participation in CTE Programs: The SMU Center for Teaching Excellence offers W Z R W U D L Q L Q J V H P L Q D U V W K D W I R U D O O Q H **Annual Teaching Effectiveness Symposium** ±usually scheduled in the third week of August (one morning plus lunch) and **Teaching Assistant Seminar**

Senior TAs may be asked to give at least one lecture during the semester. The date and subject matter of this lecture will be decided early in the semester by the Professor and

- Disabilities Accommodations and success Strategies (DASS)

Graders

Graders are assigned to specific courses/professors for the sole purpose of grading course papers, exams, and other assignments. Graders may also be responsible for maintaining grade records. The professor and Grader should meet at the beginning of the semester to specifically discuss the grading duties for the assigned course. Graders do not perform the other duties typically linked to a teaching assistant such as holding office hours, tutoring students, writing exams, preparing power points, or giving a lecture. Nor do they perform the duties of a research assistant.

7KH SURIHVVRU DQG *UDGHU VKRXOG GH ODVV WKH at the beginning of the semester. If the Grader has not previously attended lectures and other activities in the course, then it may be important that he/she do so in order to be able to grade effectively and in line with the content presented by the professor. If the Grader has previously attended the course, then this may not be necessary. This decision is at the discretion of the professor.

3URIHVVRUV VKRXOG UHVSHFW QRUPDO ZRUNLQJ KR schedule, and holidays in planning the grading schedule. However, exceptions may occur, such as during the 48 hour finals grading period. Graders are expected to be flexible at these times so that everyone can abide by university policy.

Copy-Making / Printing policy

Because of the high cost of printing and copying, the following policies are in effect regarding the Anthropology Department printers/copy machine.

1) If you are required to print material for your job as TA or RA on behalf of a faculty member, the department will provide these copies or print jobs. These items are to be sent to Tiffany Powell, or Pamela Hogan for copying/printing.

2) TAs, please take special note: It is the responsibility of the undergraduate students in your classes to submit their coursework either electronically or as hard copy as specified by you or the instructor. If you or the instructor specifies that electronic copies are acceptable, they will not be printed by the department.

3) The copier is not to be used by graduate students for printing required readings from your courses; the printer is not to be used for your research papers or exams. If, however, your course instructor requires that you bring to class copies of an assignment

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, and if needed, 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.

If you have taken a leave of absence for any reason and wish to reinstate yourself in the program, you must contact the Chair of the Department before the end of the first month of the semester pre

should provide complete documentation (e.g., syllabi, bibliographies, assignments, tests, w 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, Waivers, Appropriate Courses

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

Normally, the maximum number of credit hours that can be waived on the basis of prior work at another institution is twenty-four (24) for PhD students and six (6) for MA Medical students. 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. Consider.95 n(se)3(s(of)3( )96(c)4(re)7(dit)-3 (f)-6(or)3((un(e)4(r)-6(gr)3(a)4(d

Written Statement of Evaluation

THE PHD PROGRAM IN THE DEPARTMENT OF ANTHROPOLOGY: DEPARTMENT AND UNIVERSITY GUIDELINES AND REQUIREMENTS

In this section we address shared elements of the PhD program in Anthropology, a program 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 the MA en route to the PhD.

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 Arts degree from another university. Successful applicants are expected to continue through to the PhD, but must complete the requirements for the MA in Anthropology en route.

The degree of Doctor of Philosophy is awarded in recognition of high attainment in a special field of knowledge, as evidenced by examination and by a dissertation presenting the results of significant and original research. General requirements are listed below.

Residence Residency and Course Work

The PhD degree normally requires at least 54 hours of graduate work, including research, reading, and dissertation courses.

A minimum of 54 semester hours of course work is required in both the archaeology program and in the cultural anthropology program, including research, reading, and dissertation courses.

As a corequirement, you also must pass a zero-credit teaching seminar (6034). If you are in the archaeology program, then your coursework usually will include six hours (THA 5381 and 5382, or 5681) taken at the Fort Burgwin (SMU in Taos) field school, either during the summer before or the summer after your first year of coursework at SMU. You can petition for credit for appropriate alternative field school or fieldwork experience. Also, if you are in the archaeology program, then you also must pass a proseminar in archaeological ethics (6033).

If prior to completing the mandated 54 hours of coursework, you are taking hours toward the degree, but you are not going to be enrolled in courses during a specific fall or spring semester, you can maintain full-time graduate student status (including library and email privileges) by signing up for 6049 (Graduate Full

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 be dismissed from the program. If you do not register for one semester, and do not obtain a research leave, you may petition the Department Chair 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, 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.

<u>The Normal Sequence for Completing PhD Requirements</u>

- Coursework, including petitions for waivers of requirements and/or hours, and petitions for transfer credit.
- Selection of advisor and graduate committee
- Removal of all grades of Incomplete.
- Passing the MA general examination (see each program description for more details)
- Completion of the required 54 hours of coursework.
- Selection of PhD Qualifying Exam Committee (including an outside member).
- Passing the language exams (see Appendix 1 for details)
- PhD

MA Degree En Route

The Master of Arts Degree in Anthropology may be conferred en route to the PhD, after successful completion of 36 hours of coursework and a passing grade on the MA general examination. Except in extraordinary circumstances, students who previously completed a MA (or MS) degree in Anthropology at another university will complete a minimum of 12-18 hours of coursework at SMU before attempting the MA general examination.

- If you fail the general examination, you will not be awarded the MA degree.
- If you receive a low pass on the general examination, and are not admitted to doctoral candidacy, you will be awarded the MA degree as a terminal degree.
- If you pass the MA general examination, you will be awarded the MA degree and advance to doctoral candidacy (ABD – "all but dissertation"). You will then prepare and defend your Dissertation Proposal as described below.

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

Graduation Ceremonies and Doctoral Hooding

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, G L V D E L O L W \ R U Y H W H U D Q V W D W X V 6 0 8 ¶ V F R P P L W P H Q W W 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

DEGREE PROGRAMS IN THE DEPARTMENT OF ANTHROPOLOGY

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

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

For courses outside of the anthropology department, you must obtain the approval of your Advisor before enrolling. You should also discuss your enrollment in these courses with the Instructor of Record in the appropriate department or school. You may have the option of taking these courses, particularly those in Health/DZ 6FKRRO RQ D ³3DVV)DLO´ EDVLV discussed with the Instructor and your Advisor before enrolling. You should be aware that the calendars of the professional schools may differ from that of Dedman College.

Field/Clinical Experience

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

A one-

MA

PROJECTED SEQUENCE AND TIMETABLE: MEDICAL M.A. PROGRAM

A possible schedule for your two year program follows. Do not expect the courses to be offered in the exact order as shown, and feel free to mix required and electives as they are available (you do not need to fulfill all your requirements before your electives). Also, the schedule of each student may vary depending on available opportunities. You will be expected to complete your internship by the third semester of your coursework. The page write-up of your field/clinical experience must be completed during your fourth semester of coursework, and six weeks prior to the M$ H[DP Š 5HTXLUHG FRXUVH ³(OHFWLYHV´ PD\ EH LQG VWXGHQW¶V Total 36 Required hours

YEAR 1

Semester 1		Semester 2
5336 Health in Cross Cultural Perspective ®		6343 Biomedicine, Culture and Power ®
5344 Research Methods in Ethnology ®		

ANTH 6351, 6352 - Independent Studies
ANTH 6384 - Global Issues and Development: An Overview
ANTH 6390/6391 - Current Issues in Anthropology
ANTH 7341 - Anthropological Writing88 Tm [(of)3( )] TJ ET TJ ET BT 1 0 m5

- South Asia (includes Pakistan, India, Nepal, Bangladesh, and Sri Lanka)
- Southeast Asia (mainland and islands: Myanmar (Burma), Thailand, Laos, Cambodia, Vietnam, Malaysia, Indonesia, the Philippines, and aboriginal Taiwan)
- Australia and Oceania

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

MA General Examination en route to PhD

To continue in the PhD program, students must demonstrate a high level of proficiency in the MA general examination taken at the end of your second year of coursework. On the departmental website (http://smu.edu/Anthro), you will find a bibliography of key works in cultural anthropology, a list of MA General Examination questions for you to consider in prep

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 be approved by a majority of the anthropology faculty. No written exam will be given during the summer.

Language Examination: Students are strongly encouraged to take their Language Exam before the beginning of their third year of course work. However, the language exam must be successfully passed before students may start their PhD Qualifying exams. (Please see Appendix 1 for details on the Language Exam).

Summer following MA exams and the fourth semester: Preliminary Dissertation Research:

Many students will have opportunities to apply for and conduct preliminary dissertation research during the summer following their MA exams (see Redbook pages 64 ³5HVHDUFK DQG 7UDYHO $ZDUGV´). Students will travel to their proposed research site and get to know the community, its members, their culture, and its particular relevance to their research issue. This will prepare them to write and submit their research proposals for their doctoral research (ANTH 7351: usually taken during the fifth semester).

PhD Qualifying Exams

After passing the MA Exam, students should spend the fall semester of their third (fifth semester) developing the theoretical and regional bibliographies for their PhD Qualifying Exams in consultation with their committee chair. Each bibliography should have a **minimum** of 75 citations (combinations of key monographs and edited volumes as well as key journal articles). Each bibliography should include some of the classical works in the region or theoretical area as well as more contemporary materials. This will allow students to track changes in the questions that have been addressed over time. It is helpful to divide these bibliographies into major sections reflecting the breadth of inquiry in a region, or critical issues within a broader theoretical area as well as the areas of specialization within that broad dissertation project.

By the end of their fifth semester, students should circulate the bibliographies to other members of their Qualifying Exam Committee for suggestions and approval. The chair of the committee will confer with the outside member of the PhD qualifying exam committee to secure that LQGLYLGXDO¶V DSSURYDO RI WKH EOLEOLRJUDSKLHV 2QF bibliographies should be signed and filed together with the two bibliographies. Following the approval of the bibliography by committee members, students may propose to add new items to the list but committee members may not. The student should be provided with a copy of the filed form.

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

The Written PhD Qualifying Examination

Note:

documented petition for approval by a majority of the anthropology faculty. No examinations will be offered in the summer.

Policy on Changes to Region/Theoretical Focus After the Qualifying Exams Have Been Passed:

Once the Written Qualifying Exams have been passed, students are very strongly discouraged from making changes to their Region or Theoretical Focus, and this will be allowed only once and in rare and compelling circumstances. Such a change would only be considered if the

Preparing for the PhD 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 PhD qualifying exam committee). Students must list with the Department the composition of the dissertation committee, and must include a curriculum vitae of the U H T X L U H G R X W V L G H F R P P L W W H H W R U H D G Y D Q F H G U H V H D U F K L W K D W S H U

Conducting Your Dissertation Field Research

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

DEGREE PROGRAMS IN THE DEPARTMENT OF ANTHROPOLOGY

THE PhD PROGRAM IN ARCHAEOLOGY

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

Upon arriving you should select a faculty Advisor (see page 2 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 of advancing to candidacy, thus meeting all Dedman C(in mdl)-3(e)4(t)10(e)4( )esquir ents

Group C: Field Courses: up to 6 hours maximum

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

All graduate students must complete an archaeology field school or 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. Register for these courses under a Research in Anthropology number.

PROGRESSION THROUGH THE PROGRAM: Projected Sequence and Timetable:

PhD in Anthropology ± Archaeology (see TIMETABLE on page 39)

Faculty Advisor: Students will be assigned a faculty advisor when they enter the program or they may choose if they already know which faculty member they would like to have as their major mentor. This decision must be finalized by the end of the second semester. 7 K H ³) D F X O W \ $ G Y L V R U ´ I R U P V H H 3 D P H O D filed with the department in addition, R X W D Q students should formalize a general course of study with their advisor. (Important Note: a student may change his/her faculty advisor at any time if research interests change.)

Preparation for the Language Exam: Starting the first semester, students should begin language study or review in order to be prepared to pass the Language Exam their sixth semester, prior to the PhD Qualifying Exams. We have found that students who do not prepare early are often not ready to pass the Exam and this may delay their progress.

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

Students should meet with their committee at the end of their third semester to identify and plan their general dissertation research topic, and to discuss the areas to be covered by their PhD T X D O L I \ L Q J H [D P V 7 K H ³) D F X O W \ & R P P L W W H H 5 H V H D U F K 7 P the student and all members of the committee, and filed with the department. (Important Note: a student may change the membership of the committee and research plans at any time if circumstances change.)

Really Important Note: Students who are not fulfilling these requirements and thus not making adequate progress by the end of Year 2 will be asked to meet with the Department Chair,

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 coursework.

You will defend the proposal orally before your committee and introduce the topic in a 10-15 minute presentation. Visuals are encouraged, but not required. Questions from the committee

place the week after exam week), written

FULL-TIME FACULTY

For further information and access to individual faculty web pages, please go to:
http://smu.edu/Anthro

Caroline B. Brettell (PhD Brown 1978; University Distinguished Prof.) Cultural anthropology, gender, anthropology and history, religion, kinship, migration, ethnicity. Europe and U.S.

B. Sunday Eiselt (PhD U Michigan 2006; Assoc. Prof., Director, SMU Archaeology Field School) Archaeology, indigenous archaeology, material culture studies (especially ceramics). North America and SW.

Kacy Hollenback (PhD U Arizona 2012; Asst. Prof.) Anthropology of

Anthropologists in other Departments, Schools, etc.

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

Eric G. Bing

least 200 pages. Once settled on, exam material can be selected from this source. All translations must be in acceptable, fluent