

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. 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 2008-2009 edition of the *Redbook* provides guidelines 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*. However, 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*

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 “Medical Anthropology” or “Globalization and International Development” The details of these programs are outlined toward the end of this document (starting on page 18, and in Appendix 1 and 2). 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 progr

elior’s degree or Master’s degree in Anthropology can apply for
Offi

through e-mail: smugrad@mail.smu.edu. In addition, applications can be made online at

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, made 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 following those meetings (generally 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, consult the SMU Office of Financial Aid, at http://smu.edu/financial_aid/Graduates/Grad_index.asp

Types of Financial Support:

Department/University-based Assistantships

Teaching Assistantships (TAs) typically pay a stipend 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.

Department Assistantships (DAs) typically pay a stipend 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://smu.edu/Financial_Aid/StEmploy.asp.

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 the National Science Foundation Graduate Fellowship Program, the Ford Foundation, and other appropriate agencies. Successful applicants may receive as much as \$30,000/year plus

The Robert Van Kemper Endowment Fund for Research in Social and Cultural Anthropology (funded through a bequest from the estate of Professor Kemper's mentor, 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 a description of the project and its relationship to the student's anticipated dissertation project, a brief discussion of methods and data analysis, a time frame for the research activities, and an estimated budget. Projects budgets should not exceed \$3,000. 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-April, for proposals for summer field research projects.

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 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 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, 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

Teaching Opportunities for Students with MA Degrees

SMU holds an annual Teaching Assistant Seminar in 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, **all** students are required to take a non-credit one-hour “Teacher Training” seminar offered in the Department. This normally occurs no later than the second semester of your first year.

The responsibilities of TAs include the following:

- 1) To work 15-20 hours per week on course-related activities as provided by the supervising faculty member. You can anticipate working more than 20 hours during weeks when you are grading papers and exams; this should average out against weeks when the workload is somewhat lighter.
- 2) To attend course lectures for the course to which you have been assigned.
- 3) To maintain posted office hours of at least 2 hrs/week, and to be available for appointments with students as necessary.
- 4) To present formal lectures or other structured presentations to the class, sufficient to constitute a legitimate “teaching experience,” the nature and extent to be determined by class format and the supervising instructor’s judgment.
- 5) To comply with all University policy

be kept in your file. 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 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

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.

STANDARDS AND EVALUATION

Standards of Performance in All Programs

1. As per Dedman College rules, graduate students must maintain at a minimum a cumulative GPA of 3.0. If in any term the student falls below this GPA, the student will be placed on probation for one term. If at the end of the term of probation the cumulative GPA is not up to a 3.0, the student will be removed from the program. Grades consistently at the minimum level will keep you off probation, but may not be satisfactory for sustaining financial support through the Department.
2. Any grade below a “B-” (2.7) in a **required** course must be raised to an acceptable level. This may be accomplished by retaking the course (without formal registration) or adjusted subject to conditions imposed by the instructor. Any grade of “C+” (2.3) or below in a required course is considered a failure, and the course must be re-taken (without formal registration) the next time it is offered.
3. If the course in which the “C+” or lower is earned is an **elective**, the course need not be repeated. A grade of “C+” or lower in an elective may be changed to a passing grade during the following semester at the instructor’s discretion, and subject to conditions imposed by the instructor.
4. Two grades of “C+” or below are cause for serious concern, and will be reviewed by the faculty for further action. A total of three grades of “C+” or below, whether replaced or balanced, will result in dismissal from the program.
5. A grade of “I” (Incomplete) can be given only if you have completed a majority of the course requirements with passing grades, but for some justifiable reason, acceptable to the instructor, are not able to complete the full requirement of the course). If this maximum is reached, a student will be allowed to take only three credit hours per semester until the incomplete total is reduced. If the maximum is surpassed, one or more incompletes must be removed *before* additional course registration is permitted. Changes of grades of I should be processed within a calendar year of the original grade assignment. No grade will be changed after 12 months. If the incomplete is not cleared, the “I” is changed to the grade provided by the instructor at the time the incomplete was assigned, or to an “F” if no alternate grade was provided.

Evaluating Student Performance

Your grades are an important, but not uniquely decisive, factor in our evaluation of your performance. In addition, there are a number of more general evaluative criteria that guide the Faculty of the Department of Anthropology at Southern Methodist University. These cr05 Tc -0.003 fo

2. Timely completion of all assignments and course requirements.
3. Intellectual curiosity.
4. Analytical rigor in approaching ideas/problem-solving, willingness to examine alternative viewpoints.
5. Intellectual industry (works hard; is not satisfied to do minimal or even “adequate” work).
6. High ethical standards (in dealing with the scholarly ideas of others, etc.)

Performance in Teaching/Departmental Responsibilities (TA/DA/GRA)

1. Timely and responsible completion of all assigned duties.
2. Ability to organize materials and ideas in an effective way.
3. Evidence of working effectively with others (students, colleagues) in cooperative settings.
4. Willingness to invest extra time and effort (beyond minimal or “adequate” levels) and see that undergraduate students learn and understand course materials.
5. High ethical standards in relationshi

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 MA in Medical Anthropology program. For further information, please consult the program-specific language requirements described later in this handbook, as well as Appendix 3 (Language Examination). 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 PhD Qualifying Examination. **The language requirement must be satisfied before you take your PhD 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.

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 , work,l design

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

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

Scheduling of Exams, Proposal and Defense

These events must be scheduled during the academic year (between the first and last day of class in the fall semester or the first and last day of class in the spring semester). These 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 under no obligation to sit for exams and defenses on University holidays or during the summer months.** If, because of forces beyond anyone’s control, you need to schedule an exam beyond the academic year as specified above, you must formally petition each of the members of your committee. Unless all members of a committee are able and willing to meet, the petition will be denied

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 an MA (or M.S.) 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
- pass the PhD qualifying examination.

Upon completion of these requirements, the department will recommend to the Dean that you be admitted to candidacy. Supporting documents will include a copy of your degree plan and the qualifying examination report (ORGS Form 1).

Your Dissertation

As a candidate for the doctoral degree, you are required to present the proposal 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 technical competence in the field and have done research of an independent character. It must add to and modify what was previously known, or present a significant interpretation of the subject based on original investigation.

The guidelines for preparing your dissertation are outlined in the *Thesis/Dissertation Guide*, copies of which are available in the Office of Research and Graduate Studies. You also can consult this information at <http://smu.edu/graduate/thesis.asp>

Your dissertation must be completed to the satisfaction of your dissertation Advisor and Dissertation Committee, and must meet the guidelines established by the Office of Research and Graduate Studies. Deadlines for the submission of dissertations are outlined at the beginning of each semester. Upon successful completion of the dissertation defense, an original half-title page must be signed by the Dissertation Committee. All dissertations must be prepared for electronic submission. You are responsible to follow these guidelines and to do so in a timely manner.

In submitting a dissertation, you grant permission to the Director of Libraries at SMU to make copies at the Director's discretion, upon the request of individuals or institutions.

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.

Notes: 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 **DD-2 of External Reviewer** and **DD-15 Curriculum Vitae** and **DD-16 External Reviewer Response** to the Dean of Graduate Studies. The external reviewer must be a scholar not associated with the university.

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 *Dedman College Graduate Programs Catalog* for further information on time limits.

DEGREE PROGRAMS IN THE DEPARTMENT OF ANTHROPOLOGY

THE MA DEGREE IN MEDICAL ANTHROPOLOGY

Introduction/Overview

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 an 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.

Residency and Course Work

The MA degree in Medical Anthropology is based on 36 hours of coursework at the university, 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; field/clinical research)

Elective Courses (21 hours, of which 2 must be on health/medical topics))

Twenty-one elective hours of graduate coursework must be completed. At least two of these courses must be on health/medical topics; one course should be taken outside of the department (for example, PSYC 5359 “Death and Dying” or PHIL 3344 “Medical Ethics”); the remainder must be, either in medical anthropology or globalization,. You should meet with your Advisor each semester to ensure an appropriate selection of courses is made.

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 6384: Global Issues and Development: An Overview
ANTH 6390/6391: Current Issues in Anthropology

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

For courses outside of the anthropology department, you must obtain the approval of your Advisor before enrolling. You should also discuss your enrollment in these courses with the Instructor of record in the appropriate department or school. You may have the option of taking these courses, particularly those in the Law School, on a “Pass/Fail” basis. This option should be 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

MA Examination in Medical Anthropology

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

MA Examination Committee

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

The MA Degree

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

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

DEGREE PROGRAMS IN THE DEPARTMENT OF ANTHROPOLOGY

THE PHD DEGREE IN CULTURAL ANTHROPOLOGY

Introduction/Overview

In the PhD 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.

As noted above, upon arriving you should select a faculty Advisor. The Cultural Anthropology 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.

Please see Appendix 1 for a typical sequencing and timetable in the cultural anthropology program.

Residency and Course Work

Required Courses (27 hours)

ANTH 5334 - History of Anthropology

ANTH 6312 - Contemporary Theory

Statistics 2331 (6351) or other

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 eneeet 5371

MA General Examination en route to PhD

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).

Qualifying Exam Committee

Upon successful completion of the MA general examination, you should meet with your Advisor for the purpose of naming the chair and other members of your PhD 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 Department, and will be placed in your file and forwarded 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 PhD qualifying committee. Nor are you obligated to have any specific faculty member on your committee.

The Written PhD Qualifying Examination

The PhD Qualifying Examination consists of two parts: a take-home written exam and a ORGS the Deanhf

member's written comments will be provided to you and also will be placed in your departmental file.

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.

PhD Candidacy (ABD and Field Work)

PhD 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 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 file with the Department the composition of the dissertation committee, and must include a *curriculum vitae* of the required outside committee member, if that person's c.v. is not already on file.

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" address. Also, be sure to request enrollment in ANTH 8049 in order to maintain your full-time graduate student status (note: this may be important for retaining eligibility for student insurance coverage and for keeping at bay student loans).

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.

Dissertation Defense and Graduation

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

DEGREE PROGRAMS IN THE DEPARTMENT OF ANTHROPOLOGY

THE PhD 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 various localities in the Americas.

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 of advancing to candidacy, thus meeting all Dedman College 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
ANTH 7313 – Archaeological Theory
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 7318 – Late Pleistocene Prehistory of North America

ANTH 7321 – Ceramic Analysis for Archaeologists

Note: With the advice and consent of your Advisor, you may choose other courses offered within the Department or University as electives.

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

Note: You may not take the PhD Qualifying Examination before (a) completing 54 hours of coursework, (b) removing any Incomplete grades, and (c) passing the Language Exam – see Appendix 3 in this document).

The Written Exam

You will take the written PhD qualifying 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

~~End of first week~~ *End of first week* (5(-2(t day for yq)5(e toegi)]TJ
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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.

PhD Candidacy (ABD, "All But Dissertation")

PhD 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 PhD Dissertation

Committee -- After successfully defending and submitting your research proposal, you should constitute your dissertation committee, if you have not already done so, following the guidelines above.

During Fieldwork – You should enroll each semester for ANTH 8049 in order to maintain full-time graduate status. You are responsible for contacting the departmental staff to verify your enrollment each semester.

Remain in regular contact with your Advisor and committee. You have five years from the time you attain ABD status in which to complete the PhD dissertation. During those five years you will be required to provide, before the end of the year student evaluation meeting (which takes place the week after exam week), a **written** statement discussing your progress on your dissertation. This letter will become part of your permanent file.

Dissertation Production: All guidelines for dissertation production 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.

A complete first draft of the finished dissertation should be handed to your Advisor well in advance (a month or more) of the defense date. With your Advisor's approval, you will send the second draft to the committee members, again well in advance (weeks) before the scheduled defense.

The Defense – Procedures for a dissertation defense are outlined above. You will meet with your committee immediately following the public proceedings, and receive any additional recommendations to be incorporated into the third and final version of the dissertation, before it is submitted to the Office of Research and Graduate Studies.

FULL-TIME FACULTY

(for further information and access to individual faculty web pages, please go to:http://smu.edu/anthro/SMU_Anthro/FacultyAndStaff.htm)

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 (PhD U. Michigan 2003, Assistant Prof.) Archaeology, early empires in comparative perspective, regional analysis, South America, Peru.

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

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., Director, Quest Archaeological Research Program) Archaeology, Paleoindian, paleoenvironments, method and theory, history of archaeology; North America.

Nia Parson (PhD Rutgers U 2005, Assistant Prof.) Cultural anthropology, medical anthropology, mental health, gender, violence, inequality, globalization, human rights. Latin America (especially Chile), US.

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

Kensuke Sumii (PhD U. California 2007, Visiting Assistant Prof.) Cultural anthropology, medical anthropology, East Asia, Japan.

Ben J. Wallace (PhD U Wisconsin 1967; Prof., and Director, Study Abroad Programs) Ecology, social and economic change, applied anthropology; Southeast Asia.

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.

Anthropologists in other Departments, Schools, etc.

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

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, (MA 1978 Southern Illinois University, Carbondale, Adjunct Lecturer) Curator of Mammals at the Dallas Zoo. Primate ethology.

John F. Phinney (MA 1967 University of Nebraska, SMU Libraries, Adjunct Faculty) Ethnology, bibliographic methods, history of anthropology; Native Americans.

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

Lewis R. Binford (PhD 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 (PhD 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, physiology of exercise, physiological adaptation, applied nutrition.

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

Fred Wendorf (PhD Harvard 1953; Emeritus Prof.) Paleolithic archaeology, origins of agriculture; North Africa.

APPENDIX 1: PROJECTED SEQUENCE AND TIMETABLE: CULTURAL 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 take the MA general examination within five semesters of entering the program.

YEAR	SEM	COURSE	OTHER REQUIREMENTS/DATES
1	1	5334 (History)	Students receive general bibliography, MA general examination questions, and a set of guiding critical issues in the field
		Core concentration or elective	Take ANTH 6034 at the earliest opportunity
		Core concentration or elective	
	2	6312 (Contemporary Theory)	
		7342 (Social Organization)	
		Core concentration or elective	
	SUM		
2	3	5344 (Methods)	
		6320 (Regional Ethnography)	
		Statistics	
	4	7333 (Data Analysis)	MA general examination 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	
	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.			

APPENDIX 2: PROJECTED SEQUENCE AND 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 take the MA general examination within five semesters of entering the program. (R) = Required

Year 1	
<i>Semester 1</i>	<i>Semester 2</i>
5334 History of Anthropology (R) 6301 Principles of Archaeology (R)	6312 Current Theory in Anthropology (R) 6338 Old World Paleolithic Archaeology or 6339 Old World Neolithic Archaeology (R)

APPENDIX 3

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 the basis for the exam submitted to the Foreign Language Department. In case of failure, the Foreign Language Department will not reexamine before 30 days have elapsed.

OPTION 4. If you complete a language evaluation for a Fulbright or SSRC fellowship application, you may submit the results of this evaluation to fulfill the departmental language exam requirement. Examiners must be either language professionals affiliated with the University or native speakers holding professional and/or business positions in the community. You must provide a brief profile of the non-language professionals to either the DGS or Chair to have this examiner approved (in writing) prior to undertaking the actual exam. You must surpass a minimally acceptable score on the Fulbright or SSRC exams in order to fulfill the requirement.

OPTION 5. General Examination by Native Speaker in the Community. If you need to fulfill your language requirement in a non-Western language (e.g., Navajo, Laotian) not spoken by members of our departmental or University community, you are encouraged to identify a native speaker who holds a professional or business position in the broader community to administer the exam. You must provide a brief profile of the examiner to either the DGS or the Chair to have this examiner approved (in writing) prior to undertaking the actual exam. This exam should follow the format provided in a Fulbright language examination, and you must achieve minimally acceptable scores in order for this exam to fulfill the requirement. You can obtain a copy of the Fulbright Foreign Language Report form from the Administrative Assistant to the Department Chair.

Minimally Acceptable Scores (exceptions permitted with consent of the Department Chair and members of the doctoral committee).

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 minor editing by MC / P 9A/CID