A Guide to Graduate Study in Anthropology at the University of Idaho

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Please retain our guide and refer to it during your graduate career.
Introduction

The University of Idaho’s Department of Sociology and Anthropology offers a Master of Arts degree in Anthropology with thesis or non-thesis options. The **non-thesis option** is a terminal M.A. program, and is designed for students who wish to pursue or already have a professional career outside of academia that does not involve scholarly research, scholarly publication, or teaching. The coursework and final project provide students with training and professional experiences focused on the student’s intended career. Those who wish to pursue a career in higher education at either a university or college, a Ph.D. after the master’s program, or a career that involves scholarly research and writing are strongly encouraged to pursue the thesis option. The **thesis option** includes coursework that is grounded in the four subfields of anthropology, thus providing breadth to the student’s background as an anthropologist, as well as coursework, a thesis, and thesis defense that provide the research and writing skills and experiences necessary for a Ph.D. program and/or career involving teaching and scholarly research and publication. Department research specialties include historical archaeology, prehistoric Plateau archaeology, archaeological conservation and stabilization, Plateau Indian ethnography, contemporary American cultures, human evolution, and international development, and indigenous peoples of South America.

The purpose of this document is to present students with an overview of how to negotiate our MA program in anthropology. This includes an explanation of the degree requirements as well as making clear what is expected of the students in this program. It also serves as an information source for several of the ancillary issues relating to life as a graduate student at the University of Idaho.

The Master of Arts Degree in Anthropology

*Requirements*

Obtain and read the most recent requirements posted on the College of Graduate Studies web site at [www.uidaho.edu/cogs/](http://www.uidaho.edu/cogs/). This is a site you should have bookmarked on your computers. All of the forms, instructions, steps, and time elements are located there.

Post-baccalaureate work taken before admission to the Graduate School will not appear on the graduate transcript and does not have to be considered by the department as graduate work. Candidates must fulfill the requirements of the College of Graduate Studies and of the Department of Sociology and Anthropology.

**Thesis option**

Coursework will include either 30 credits plus a foreign language (or language other than the student’s native language) proficiency examination or 36 credits and no foreign language requirement. Students who as undergraduates did not take at least one course in each of the four subfields of anthropology (physical anthropology, archaeology, linguistics, cultural anthropology) and a course in statistics will be required to do so (in consultation with an advisor) at the beginning of their graduate programs. In general, no graduate credit will be awarded for courses taken to satisfy such deficiencies, and lower division courses taken to satisfy deficiencies may be taken pass/fail. Graduate students must demonstrate competence in each of the four subfields of anthropology. The thesis option MA core, along with the expected undergraduate preparation (or courses taken as deficiencies as a graduate student), are designed for this purpose. The core of the MA thesis program consists of Anthropology 420, 510, 511, 521, and 530. Students who have already received credit for 420 or an equivalent will not need to retake it. Students who have received credit for 410, 411, or 430, or who have taken equivalent courses elsewhere, will substitute appropriate courses for 510, 511, or 530 with approval from their advisor. The remaining credits will be distributed among courses in anthropology electives, possible supporting fields (up to 6 credits), and thesis credits (Anth 500). Both the 30 and 36 credit MA thesis program must include at least 6, but no more than 10, thesis credits, though more than 10 credits of thesis may be taken. A minimum of 18 credits must be at the 500 level. Anthropology courses must be at 400 or 500 levels (cross-listed 400-level/500-level courses must be taken at the 500-level), while courses in related fields can include 300 level. No more than 12 credits can be transferred from other institutions and an official copy of the student’s transcripts from each institution must be on file in the Registrar’s Office. Such institutions must have a graduate program and the work taken for graduate credit.
Non-Thesis option
Coursework will include either 30 credits plus a foreign language (or language other than the student's native language) proficiency examination or 36 credits and no foreign language requirement. Students who as undergraduates did not take at least one course in cultural anthropology, archaeology, and physical anthropology and a course in statistics will be required to do so in consultation with an advisor at the beginning of their graduate programs. In general, no graduate credit will be awarded for courses taken to satisfy such deficiencies, and lower division courses taken to satisfy deficiencies may be taken pass/fail. The core of the non-thesis MA program consists of Anthropology 420, 510, 521, a field school or internship, and additional core courses depending on the student’s subfield as follows: Physical anthropology - Anth 511, Anth 512; Archaeology – Anth 530, 1 lab methods course (Anth 453, 532, or 549); Cultural Anthropology – Anth 528, Anth 562. Students who have already received credit for any core course or an equivalent, except for the field school or internship, will not need to retake it, but will substitute appropriate courses with approval from their advisor. The remaining credits will be distributed among courses in anthropology electives, possible supporting fields (up to 6 credits), and up to 5 non-thesis Master’s research credits (Anth 599) involving a project geared toward the students’ intended career. A minimum of 18 credits must be at the 500 level. Anthropology courses must be at 400 or 500 levels (cross-listed 400-level/500-level courses must be taken at the 500-level), while courses in related fields can include 300 level. No more than 12 credits can be transferred from other institutions and an official copy of the student’s transcripts from each institution must be on file in the Registrar’s Office. Such institutions must have a graduate program and the work taken for graduate credit.

Steps in the M.A. Process

New graduate students must meet with an advisor within the first two weeks of the first semester and at least once each semester thereafter to design a program and to ensure that coursework is appropriate for the program. Incoming students will be assigned an advisor by the Graduate Coordinator and the department Administrative Assistant. By the end of the second semester, students must choose a major professor and other committee members. To do this you need to fill out the “Appointment of Major Professor and/or Committee” form from the Graduate Studies web site. The major professor will then become the student’s advisor (if not already). Note: Your major advisor is expected to be your primary faculty liaison. They are your first point of contact for any administrative issues that arise during your graduate career. If there are concerns about working with your major professor you should contact the department Chair. In addition to the major professor, thesis option students must select either two members from within the department or one from within the department and one from another related field outside the department, and non-thesis option students must select one member from within the department. The committee may include additional persons within or outside of the department, but all must approve the thesis, sign forms, attend the exam, etc. We do not discourage extra committee members serving on a committee but it is important to recognize the possibility of the extra member(s) complicating the completion of the degree.

By the end of the second semester, students must also: 1) Create a study plan and get it approved by the major professor. This is done electronically on your degree audit. The information for completing the study plan is on the Graduate Studies web site (see “Graduate Forms” section). 2) Create a thesis or project proposal and submit it to committee members. The proposal should include at least some background research on the problem being explored, an outline, statement of the problem or description of the project, research or project design, and, for the thesis, selected references. 3) Organize a committee meeting so that committee members can provide feedback and determine whether the proposal is accepted or whether it must be revised.

If research involves human subjects, either on or off campus, students must first secure clearance from the University Office of Research Assurances (www.uidaho.edu/ora). Research involving members of American Indian tribes must be cleared with the appropriate tribal governing bodies and the anthropology faculty in addition to the Office of Research Assurances. Note: this process can possibly take several weeks or even a month, at times, so make sure you allow adequate time to obtain the appropriate permissions.

Students conduct thesis research or work on the project under the direction of their committee chair but will keep other committee members posted of any major changes in the direction or research methods. Allow each
committee member up to four weeks to review the final draft of the thesis or project. Since major changes in either the thesis or project itself may be required, it is highly recommended that the draft be submitted to at least the chair two or more months in advance of the desired oral defense date. This draft must include all figures, tables, etc., just as they will appear in the final version. Please read the Graduate School “Thesis and Dissertation Handbook” for the thesis option and refer to the “Graduate Forms” and “Thesis and Dissertation Resources” links on the College of Graduate Studies home page.

The Thesis/Project Defense and Afterwards

**Thesis option** The final oral defense is scheduled with the “Request to Proceed with the Final Defense” form, found on the COGS site in the College of Graduate Studies Student Forms section through the Graduate forms link, after the student’s committee members have given their approval to schedule the defense. COGS will not allow students to defend during the last three weeks of the semester. You must have a full copy of your thesis on file with the department Administrative Assistant at least one full week prior to the defense. You are responsible for knowing the procedures, dates and deadlines, and appropriate forms, including the regulations described in the College of Graduate Studies Thesis and Dissertation Handbook listed in the Student Resources link, with regard to thesis submission formatting, rules, and timing. These deadlines and other regulations are firm, and no acceptations will be allowed. The oral exam, lasting 1½ - 2 hours, will consist of a defense of the thesis, along with topics related to and arising from the thesis. Defenses are open to the public. Scheduling a defense does not mean that your committee has given final approval to your thesis.

You must provide one version of your thesis in two formats to the Graduate School: one electronic and one on bond paper. See the Thesis and Dissertation Handbook, available on the COGS website, for more details. Final copies must also be provided to committee members and an unbound copy, along with a copy burned onto a CD, to the Laboratory of Anthropology. These need not be on thesis bond paper. A final copy must also be sent to the Dean of the College of Letters, Arts, and Sciences as an email attachment. See the CLASS website for the Dean’s email address. Do not make these final copies until all changes have been approved by COGS, and the thesis committee.

Following the defense, the delivery of appropriate forms to the Graduate School is the students’ responsibility. The change of IP grades in thesis credit will be made by the major professor.

At the conclusion of the defense, the student’s committee determines whether the thesis is complete or whether edits/revisions still need to be made. It is only after the members of the committee agree that it is complete that they sign the “Authorization to Submit Thesis or Dissertation” form (a.k.a. the signature page) and the “Final Defense Report” form (received from COGS when “Request to Proceed with the Final Defense” form is provided to COGS). These forms should be taken to the final exam, though depending on the outcome of the defense the forms may or may not be signed at the time of the defense. After the committee signs these forms, students must also obtain the signatures of the Chair of the Department and the dean of the College of Graduate Studies (COGS). The signature of the Dean may take several days to obtain. A thesis is considered to have been completed after all of the people mentioned above have signed off on the thesis.

**Non-thesis option** Students arrange an oral defense with committee members and do not need to fill out the “Request to Proceed with the Final Defense” form, but instead must bring the “Non-thesis Requirement Report” form, found on the COGS site in the Graduate College Faculty Forms section through the Graduate Forms link, to the defense. You must have a copy of your project on file with the department Administrative Assistant at least one full week prior to the defense. The oral exam, lasting about 1 hour, will consist of a defense of the project. Defenses are open to the public. Scheduling a defense does not mean that your committee has given final approval to your project. A copy of the project must also be provided to the Laboratory of Anthropology.

**Both options** The semester before graduating, students must check the “Applying for Graduation” section on the Graduate Studies web site and complete the appropriate electronic forms. Students must file the application to graduate the semester before graduation is expected or else pay an additional fee (deadlines are listed on the College of Graduate Studies web site). The filing of all forms is the student’s responsibility.
Miscellaneous issues concerning your degree

- Attendance at spring or fall graduation is a matter between the student and the graduate school, though the department strongly encourages participation.
- Full time status as a graduate student is 9 credits.
- You must be enrolled at the University during the semester you defend your thesis and when you graduate.
- If you are not enrolled in at least one credit through the University of Idaho, committee members are not obligated to review/edit any thesis work (sorry, this is university policy).
- An absence of two years requires re-admission to the anthropology graduate program before degree work is resumed. Such re-admission is not a formality; it involves careful re-evaluation of all previous work and your continued suitability to be in the graduate program.
- Registration each semester is the student’s responsibility and must happen within the first ten days of the semester.
- Graduate students should keep in mind that no course completed more than eight years before the degree is granted can be counted toward fulfillment of any requirement. An extension of this time limit must be requested by petition, and it is usually granted for one academic year after the request is approved. Requests for further extension have generally not been approved by the Graduate Council.
- Compliance with all of the above procedures is required regardless of physical logistics during thesis completion. Students are responsible for obtaining all signatures and submitting all forms.

Evaluation of Continuing Students

At the end of each academic year all graduate students will be evaluated by the anthropology faculty. Prior to the faculty meeting to discuss student performances, students will be asked to provide a brief summary of what they have accomplished over the year. This summary is to be brief (less than one page) and can be presented in a list form, but the expectation is that you address the following issues:

1) Courses completed toward your graduate degree
2) Whether you have formed a committee (list members) and developed a thesis topic
3) Progress on your thesis over the course of the year
4) Papers or posters presented at conferences, or materials published
5) Grants or contracts submitted and/or awarded
6) Other professional accomplishments or activities over the year

The overall expectation is that you are making continued progress toward completing your degree. If it is the opinion of the majority of the faculty that you are not making effective progress toward your degree or your coursework, you can be dismissed from the program. In all cases, you should expect to receive a letter from your major professor providing some summary commentary on your performance in the program at the end of each year.

Financial Support

Teaching Assistantships:

The department has a limited number of TA positions, which are awarded through a competitive application process each year. TA decisions are made by the anthropology faculty as a whole. TA positions may be awarded to incoming students or to continuing students who are making strong progress in the program. Criteria for selection is based on multiple factors including grade point average, previous work and/or life experience, professional engagement, and responsible behavior. Positions that become available for spring semester will be awarded based on the evaluations made during the original selection process. The positions are one year awards, although students may be TAs for up to two years.
Travel funding:

The most consistent source of travel funding is through the Graduate Student Association. The specifics are available on the Graduate and Professional Student Association web site. The department does not regularly have money available to support student travel to conferences. Occasionally funds are available through the department. When they are, that information will be conveyed to all graduate students (you would be expected to apply). **DO NOT** contact the department chair for ad hoc awarding of travel funds. Two points to note on travel support:

First, priority is given to students presenting papers at conferences. Second, this is an area where you are strongly encouraged to be in regular contact with your faculty advisor. He or she may have insight on funding that is not generally available to students.

Student travel:

All graduate students must have approval to travel prior to any school-related work, including trips to conferences, field work and any other research-related activities. To get approval you need to fill out a Travel Authorization Form. You can get the form from our department administrative assistant and you should try to get travel approval as soon as you know you will be traveling on school business. If you do not have approval prior to a trip and you have funds to support that trip you cannot get reimbursed for those travel expenses.

Research funding:

Many students need some support to conduct their research. In some instances there are funds available from national funding agencies, though those are relatively few and far between. The most common sources of funding for our graduate students have been the John Calhoun Smith Fund, the Crabtree Lithics Scholarship, and the University’s student grant program (http://www.uidaho.edu/research/students/sgp). The John Calhoun Smith Fund is somewhat focused in its mission. It can provide support for research associated with the historic era of the inland northwest. The Crabtree scholarship is for lithics studies and is open to all University of Idaho students as well as students at Washington State University. The student grant program covers all forms of research. Students are responsible for applying for opportunities for which they seek consideration.

Other Logistics

Office space:

As is the case at any university space is always at a premium, and we have a limited amount of office space available for graduate students. Graduate students who are Teaching Assistants will be given office space since they are expected to keep regular office hours as part of their TA duties. Students who are actively working on a research project in collaboration with a faculty member may be able to gain access to office space depending on availability. Decisions concerning the allocation of any additional office space will be made in collaboration with the graduate coordinator, the department Administrative Assistant, and the department chair. Requests for desk space should be made in writing to the graduate coordinator within the first two weeks of each semester. You should include some justification for your need for space as part of your request.

Use of office space:

It is important that you always remember that any office space assigned to you while at the University of Idaho is ultimately not your private space but is part of a state facility. Given this fact it is important that you keep in mind the following points:

- You are not to keep any materials in your office that violate in any form the student code of conduct. This means no alcohol, drugs, pornography etc. To have such materials in your office space may subject you to discipline-dismissal by the department or university.
• You can reasonably expect your office space to be left alone. However the department chair, graduate coordinator, or department Administrative Assistant have the right to enter your office and go through materials in your desk should they have reason to believe that you are engaging in actions that potentially violate the university’s code of conduct.

• You must turn in your office key and clean out your desk of any belongings at the end of the school year, or at the end of your time as a teaching assistant. Note: it is possible for materials to be stored in the department over the summer but this must be arranged in advance. All materials left without approval of the graduate coordinator or the department administrative assistant will be disposed of.

• A desk/office is not the place to store food; remember there is a kitchen space on the second floor.

Useful links:

University of Idaho, College of Graduate Studies: www.uidaho.edu/cogs/
University of Idaho, Office of Research Assurances (IRB form): www.uidaho.edu/ora
American Anthropological Association: www.aaanet.org/
Society for American Archaeology: www.saa.org/
Society for Historical Archaeology: www.sha.org/
Society for Applied Anthropology: www.sfia.net/
American Association of Physical Anthropologists: physanth.org/
Northwest Anthropological Association nwaconference.org
**Deadlines**

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<tr>
<th>Last day to submit your thesis or dissertation for first format review in ETD (Electronic Thesis and Dissertations <a href="http://www.uidaho.edu/etd">www.uidaho.edu/etd</a>)</th>
<th>Fall 2015 graduate</th>
<th>Spring graduate, no Spring registration</th>
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<td>November 30</td>
<td>December 11</td>
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<td>Last day to submit the content ready, format ready, final version of your document into ETD, this is document that will be published on line</td>
<td>December 7</td>
<td>January 5</td>
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<td>Last day to submit the fully signed document on bond paper to COGS</td>
<td>December 14</td>
<td>January 12</td>
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<tr>
<td>Non Thesis students-last day for your major professor to submit the Non Thesis Report Form</td>
<td>December 18</td>
<td>January 12</td>
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*Important note-COGS requires all ORIGINAL SIGNATURES on the thesis or dissertation, all on one page. Please plan accordingly.*

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<th>Last day to submit your thesis or dissertation for first format review in ETD (Electronic Thesis and Dissertations <a href="http://www.uidaho.edu/etd">www.uidaho.edu/etd</a>)</th>
<th>Spring 2016 graduate</th>
<th>Spring graduate, no Spring registration</th>
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<td>April 22</td>
<td>TBA</td>
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<td>April 29</td>
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<td>Last day to submit the fully signed document on bond paper to COGS</td>
<td>May 6</td>
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<td>Non Thesis students-last day for your major professor to submit the Non Thesis Report Form</td>
<td>May 13</td>
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**Anthropology Thesis M.A. course requirements Check Sheet**

See Four-Year Anthropology Course Schedule on last page to help you plan your course scheduling

I. Course Deficiencies (generally do not count toward the M.A. credits) For students without an undergraduate degree in anthropology:

A. ______ Introduction to general or cultural anthropology
   ______ Archaeology
   ______ Physical anthropology
   ______ Linguistics

B. ______ Statistics

II. Core Courses

   ______ Anth 420 Anthropological History and Theory
   ______ Anth 510 Research Methods in Anthropology
   ______ Anth 511 Human Evolution
   ______ Anth 521 Contemporary Issues in Anthropological Theory
   ______ Anth 530 Introduction to Archaeological Method and Theory

III. Anthropology Electives (500-level; 400-level if not offered at the 500-level)

   ______________________________________________________
   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

IV. Supporting Fields (up to 6 credits, 300-level and above)

   ______________________________________________________
   ______________________________________________________
   ______________________________________________________

V. Thesis credits (6-10 credits)

VI. Thesis defense

   VII. 36 total credits _______ or 30 total credits and a second language _____ (Language ______________________)

   at least 18 credits in 500-level courses _______
Anthropology Non-Thesis M.A. course requirements Check Sheet

See Four-Year Anthropology Course Schedule on last page to help you plan your course scheduling

I. Course Deficiencies (generally do not count toward the M.A. credits) For students without an undergraduate degree in anthropology:

A. _____ Introduction to general or cultural anthropology
   _____ Archaeology
   _____ Physical anthropology

B. _____ Statistics

II. Core Courses

   _____ Anth 420 Anthropological History and Theory
   _____ Anth 510 Research Methods in Anthropology
   _____ Anth 521 Contemporary Issues in Anthropological Theory
   _____ 3-6 credits field school or internship related to student’s area of emphasis

III. Additional Core courses in student’s selected sub-field (choose either A, B, or C)

A. Physical Anthropology
   _____ Anth 511 Human Evolution
   _____ Anth 512 Human Races

B. Archaeology
   _____ Anth 530 Introduction to Archaeological Method and Theory
   _____ At least one course in lab methods (Anth 453, 532, or 549)

C. Cultural Anthropology
   _____ Anth 528 Social and Political Organization
   _____ Anth 562 Human Issues in International Development

IV. Anthropology Electives (500-level; 400-level if not offered at the 500-level)

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

V. Supporting Fields (up to 6 credits, 300-level and above)

   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

VI. Anth 599 (up to 5 credits) A project in place of a traditional thesis will be required for the non-thesis option. Students must work with their advisor to determine an appropriate project.

VII. 36 total credits _______ or 30 total credits and a foreign language _____ (Language ______________________)

at least 18 credits in 500-level courses _______
## Four-year Anthropology Course Schedule

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<td>427 Racial &amp; Ethnic Rltns</td>
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<td>4/531 Historical Arch</td>
<td>4/532 Artifact Analysis</td>
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<td>4/536 N AmerPrehist</td>
<td>4/562 Internatl Develpmnt</td>
<td>453 Arch Lab Techniques</td>
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WS = Cooperative course taught at Washington State University

**Note:** Anth 428 is required for undergraduates but is offered every other year. Undergraduates should make sure to take it either the junior or senior year depending on when it is offered. Anth 521 is required for graduate students but is offered every other year. Graduate students should make sure to take it either their first or second year depending on when it is offered.

**This schedule is tentative and subject to change.** A few courses not listed in this schedule may be offered on a more irregular basis, such as WS 535 (Cultural Resource Management), 4/525 (Soc & Pop Culture), WS 573 (Zooarchaeology), and 409 (Anth Field Methods) -offered normally only in the summer). So please check the UI time schedule and, for WS courses, the WSU time schedule each semester before you prepare your course schedule.