

# **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. This program includes class work, seminars, directed studies, independent research, a thesis, and a combined final oral exam and thesis defense. The curriculum provides sound training in general anthropology, archaeology, physical anthropology, and ethnology. Department research specialties include historical archaeology, prehistoric Plateau archaeology, archaeological conservation and stabilization, Plateau Indian ethnography, contemporary American cultures, human evolution, and indigenous peoples of South America.

The purpose of this document is to present you 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 <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.

Only the thesis option for the MA degree in anthropology is available. 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/Anthropology. 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 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. Graduate students must demonstrate competence in each of the four subfields of anthropology. The 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 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, up to 6 credits in supporting fields, and thesis credits (Anth 500). Both the 30 and 36 credit MA 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 supporting courses 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 two 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). In addition to the major professor, one member is chosen from the department (not necessarily anthropology but in the department of Sociology and Anthropology or Washington State University's department of Anthropology) and a

third is chosen from a related field outside 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 thesis committee but it is important to recognize the possibility of the extra member(s) complicating the completion of the degree.

Students must arrange a committee meeting early in the thesis preparation to: 1) Approve a study plan. This is done electronically on your degree audit. The information for completing the study plan is on the Graduate Studies web site (see “forms” section). 2) Approve the thesis proposal. The proposal should include at least some background research on the problem being explored, a thesis outline (table of contents), statement of the problem, research design, and selected references.

If research involves human subjects, either on or off campus, students must first secure clearance from the University Office of Research Assurances (<http://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, so make sure you allow adequate time to obtain the appropriate permissions

Students conduct thesis research 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. Since major changes in either the research or thesis 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 “Handbook for Writing Theses and Dissertations” and refer to the “Forms” and “Steps to Degree” links on the Graduate Studies home page.

### *The Defense and Afterwards*

The final oral exam is scheduled with the “Request to Proceed with the Final Defense” form after the student’s committee members have given their approval to schedule the defense. Scheduling a defense does not mean that your committee has given final approval to your thesis. The catalogue states that the major professor schedules the date, time, and place. In reality, you arrange the date and time with final approval by the committee members. 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. 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.

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 students’ responsibility.

At the conclusion of the exam, 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 the thesis is complete that they sign the “Authorization To Submit Thesis or Dissertation” form (a.k.a. the signature page). This form should be taken to the final exam, though depending on the outcome of the defense the form may or may not be signed at the time of the defense. After the committee signs this page students must also obtain the signatures of the Chair of the Department, the Dean of the College of Letters, Arts, and Social Sciences (CLASS), and the dean of the College of Graduate Studies (COGS). The signature of the Deans 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.

An unbound copy must be provided to the College of Letters, Arts, and Social Sciences after the defense so that they can check for errors. This may take a few weeks, so do not make final copies until they have completed their review. Two final copies of the thesis must be provided to the Graduate School. These two copies must be unbound, on thesis bond, printed on one side of the paper only, double spaced (with exceptions), and all illustrations of high quality. Final copies must also be provided to committee members and the department. These

need not be on thesis bond paper. For the final department copy, which will be added to the archives of the Laboratory of Anthropology, students must purchase an archival storage box from the department and should also provide a copy of the thesis burned onto a CD. Because changes in the thesis might be required after the final oral exam, final copies for the Graduate School and Laboratory of Anthropology should not be made beforehand.

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

### *Miscellaneous issues concerning your degree*

- Attendance at spring 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 of Idaho 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. Do not expect the major professor to obtain signatures and turn in correct 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.

## Other Logistical issues

### *Teaching Assistantships:*

The department has a limited number of TA positions, which are awarded through a competitive application process each year. Positions occasionally become available for spring semester, in which case the graduate students will be notified of the opportunity to apply. 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. As a rule support is not provided for students to simply attend a conference. 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.

### *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:	<a href="http://www.uidaho.edu/cogs/">http://www.uidaho.edu/cogs/</a>
University of Idaho, Office of Research Assurances:	<a href="http://www.uidaho.edu/ora">http://www.uidaho.edu/ora</a>
American Anthropological Association:	<a href="http://www.aaanet.org/">http://www.aaanet.org/</a>
Society for American Archaeology:	<a href="http://www.saa.org/">http://www.saa.org/</a>
Society for Historical Archaeology:	<a href="http://www.sha.org/">http://www.sha.org/</a>
Society for Applied Anthropology:	<a href="http://www.sfaa.net/">http://www.sfaa.net/</a>
American Association of Physical Anthropologists:	<a href="http://physanth.org/">http://physanth.org/</a>

# Anthropology M.A. course requirements Check Sheet

## I. Course Deficiencies (generally do not count toward the M.A. credits)

A. For students without an undergraduate degree in anthropology:

Introduction to general or cultural anthropology \_\_\_\_\_

Archaeology \_\_\_\_\_

Physical anthropology \_\_\_\_\_

Linguistics \_\_\_\_\_

Other (as determined by the faculty advisor) \_\_\_\_\_

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) and up to 6 credits in supporting fields (300 level and above; 500 level if offered)

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## IV. Thesis credits (6-10 credits) \_\_\_\_\_

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V. 36 total credits \_\_\_\_\_ or 30 total credits and a foreign language \_\_\_\_ (Language \_\_\_\_\_)

at least 18 credits in 500-level courses \_\_\_\_\_