

Guide for Graduate Students in Anthropology

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RESOURCES ON CAMPUS

Links to Department Resources

- ✦ [Graduate Program Degree information](#)

Links to University Resources

- ✦ [College Graduate Office](#)
- ✦ [GradGrants Center](#)
- ✦ [University Graduate School Bulletin](#)
- ✦ [One.iu.edu](#)

* An asterisk indicates an action a student must initiate

I. PROGRAM OVERVIEW

A. General Program Requirements

Our Ph.D. program in Anthropology produces professional anthropologists trained in a holistic approach to understanding what it means to be human. Our graduate students receive general disciplinary training, in addition to focusing on one of four subfields: archaeology, bioanthropology, linguistic anthropology, and social-cultural anthropology. Some students add an optional in-depth concentration in archaeology and social context, food studies, medical anthropology, or paleoanthropology. Anthropology graduate students gain research and teaching experience working with internationally recognized faculty as mentors and guides, and our curriculum is flexible so that students can choose a course of study to best complement their research and training needs.

General University requirements for advanced degrees and a trimmed down version of Department requirements can be found in the [University Graduate School Bulletin](#). All students are responsible for knowing what is described in the UGS bulletin and for complying with these regulations, as well as knowing the department guidelines set forth **in this document**.

*A student must meet with the Director of Graduate Studies (DGS) when considering a substitution or waiver of any requirement.

For any **deviation from departmental requirements listed only in the Graduate Guide (this document)**, the student must obtain the approval of his or her advisor and the Graduate Affairs Committee. For any deviation **from departmental requirements listed in University Graduate School Bulletin**, then the student will also need to request approval from the University Graduate School by submitting the appropriate form on <https://one.iu.edu/>. Please consult with the DGS first regarding what your request will require. Ideally, requests for waivers and substitutions should be submitted prior to the proposed deviation, rather than after the fact, as we cannot guarantee that such requests will be approved.

B. Grades, Incompletes and Course Loads

90 graduate credits are required for the doctorate. Sixty (60) hours are coursework credit hours, and up to 30 hours can be research hours. Only courses listed in the [University Graduate School Bulletin](#) and accepted transfer credits will be counted toward the 90 hours. All courses listed in the University Graduate School Bulletin, including those that are numbered below 500 carry **graduate credit**.

Good Standing:

The University Graduate School requires graduate students to maintain a minimum **grade point average** of 3.25, and must not have more than one incomplete at any time. A student must be in 'good standing' on the date Associate Instructor applications are due in order to receive departmental funding for the coming year. If students are not in good standing, then the department may not award future AI funding.

Incompletes

Anthropology students may not have more than one (1) Incompletes at any given time. If more than 1 Incompletes is acquired, the Department and the College Graduate Office will place the student on probation, unless the Incompletes are due to extraordinary circumstances, such as a medical condition. A student with Incompletes due to extraordinary circumstances should keep their Advisor and the Director of Graduate Studies apprised of their circumstances.

If placed on probation, a student will have to develop a plan to complete of the work, in consultation with his or her advisor. If a student has not finished the work or made significant progress in the time indicated on the probation letter, then they are vulnerable to dismissal. It is important for the student with Incompletes to be in close communication with his or her Advisor and the Director of Graduate Studies.

A student with more than one outstanding Incomplete on his or her record, or a student on probation, may not take the qualifying examination for Ph.D. candidacy or the M.A. examination.

Course Load

Graduate students in Anthropology are expected to pursue their studies full-time. The Graduate School defines full-time study as 8 credit hours per semester. The Department recommends that continuing students carry 12 hours per semester to take advantage of the 12 credit hours of fee remission that come with Student Academic Appointments. In some circumstances, first semester students, students with assistantships, and students with certain special circumstances may be advised by their Advisor to take only 9 hours of credit bearing courses. However, students should always add an additional three credits of A800 Research hours to reach the 12 credits included with the fee remission. In addition, students with fee remission typically register for six credit hours of A800 (research hours) over the summer, or use the 6 credit hour summer fee remission to take an independent readings course or take language courses needed to complete course requirements. Following this regimen, students should be able to accrue 30 completed credit hours each year, and should reach 90 credit hours required for candidacy by the end of three years. While a temporary reduction in course load may be allowed in special circumstances, prolonged status as a part-time student will trigger a review by the Department.

C. Majors and Minors

When you are admitted into an Anthropology Graduate Program, your major is Anthropology. This is a four-field program, and all graduate students are expected to take courses in at least three of Anthropology's four subfields as part of their professional preparation.

***Graduate students will select one of the four subfields within Anthropology as a primary emphasis (hereafter referred to as the "major subfield"): Archaeology, Bioanthropology, Linguistic Anthropology, or Social/Cultural Anthropology.**

In addition to the major subfield, our department offers **four concentrations**. Concentrations are optional and combine elements of two or more of the subfields: (1) Paleoanthropology, (2) Food Studies, (3) Medical Anthropology, and (4) Archaeology and Social Context. Students who choose one of these concentrations will fulfill requirements of **both the concentration and their major subfield**. Each of the subfields and concentrations has their own requirements, which are listed later in this document.

***One outside minor must be taken from another department or program.** Commonly selected outside minors include area studies programs such as African Studies, Central Eurasian and Uralic Studies, East Asian Languages and Cultures, Global Studies, Latin American and Caribbean Studies, West European Studies, Russian and East European Studies, Gender Studies, Native American and Indigenous Studies, or disciplines such as anatomy, economics, communication, folklore, geography, geology, history, linguistics, nutrition, political science, psychology, semiotics, and sociology. Each PhD minor has its own requirements; please consult the [University Graduate School Bulletin](#) and program websites for information on minors and specific minor requirements.

***A student must obtain the approval of her or his advisor for the choice of an outside minor.**

D. Advisors, Advisory Committees, and Research Committees

Prior to initial registration, each student will be assigned one or two preliminary faculty Academic Advisors whose specialties lie within the student's field(s) of interest. Eventually, the student may choose one of these advisors as a permanent advisor, or the student may find a better fit with another faculty member altogether.

*The student should **choose a permanent advisor or a team of co-advisors** (Academic Advisor(s)) by the end of the first year or the beginning of the second year.

*After choosing an Academic Advisor, the student will select the members of his or her **Advisory Committee** (see specific instructions under each subfield for how this committee should be constituted). The Advisory Committee is chaired by the Academic Advisor, who guides the student in his or her choice of courses, recommends the transfer of credit from other universities, and administers the Qualifying Examination for admission to candidacy for the Ph.D. degree and/or the M.A examination. Committee members must meet both the Graduate School requirements (see the [University Graduate School Bulletin](#)) and departmental major subfield requirements, outlined below.

*The student shall meet with his or her Advisor prior to each semester's registration to plan the student's courses for the coming semester. The student should arrange a meeting with the **Advisory Committee** each year in order to plan the student's program of studies and evaluate the student's progress. The student should also feel free to consult any member of the Committee throughout the year. **The Advisory Committee must be formed no later than the end of the second year of graduate study.**

***Students in the Ph.D. program must complete an Appointment of Doctoral Advisory Committee Form and submit it to the College of Arts and Sciences Graduate Office on one.iu.edu for approval** (see the "Academic forms" page on the student portal of the departmental website: <https://anthropology.indiana.edu/student-portal/graduate/forms-links/index.html>).

Advisory Committees differ slightly among the subfields (see subfield requirements below). The Student Annual Checklist and the Student Permanent Record serve to guide the meeting with the Advisory Committee and meetings with the Advisor. Each subfield has its own checklist with complete requirements listed. The checklists and forms are found on the navigation bar under "Forms + Useful Links" in the student portal of the Anthropology webpage, under graduate students. There you will see a tab for "Departmental forms + resources", which links you to this page: <https://anthropology.indiana.edu/student-portal/graduate/forms-links/departmental-forms.html>. The annual meeting is meant to: review the student's progress toward the graduate degree; identify the course work and training to be pursued during the upcoming year; and provide a forum for evaluation of the individual's performance. The committee and the student then cosign the annual checklist and fill in the permanent checklist.

*The student must make two copies of these forms and submit one copy for the Advisor's file and the second to Jesika Holmes, the Graduate Secretary. The student should keep the originals for personal reference.

*If for any reason a change of advisor is desirable, either party may choose to make the change. If the Academic Advisor is changed, the Director of Graduate Studies should be notified of the change in writing. If an Advisor or a member of the Committee is changed after the *Appointment of Doctoral Advisory Committee* form has been approved, changes must be submitted to the College Graduate Division by filing a *Change of Advisory Committee Member(s)* form on one.iu.edu.

Research Committee

*At the time the student completes the Qualifying Exams, **the Advisory Committee is dissolved, and the student must create a new Research Committee to supervise the dissertation research, write-up, and defense.** Members from the Advisory Committee may continue to serve on the Research Committee, but the student may also wish to add different committee members who fit the topic more accurately or for some other reason. In other words, before qualifying exams, a doctoral student's committee is the **Advisory Committee**, but after qualifying exams, the student must constitute a new committee, called the **Research Committee**. A research committee must be formally established at least six months prior to the defense, however, the department would like students to submit their nomination of research committee forms within six months of successfully passing the qualifying the exam.

Change of Research Committee: Research committee members may be changed at any time, up until the defense has been scheduled. Please find the relevant form in the University Graduate School Task Center on one.iu.edu.

Further details are provided below in Section III: Anthropology Ph.D. General Requirements and Section V: Special Requirements of the Subfields.

In addition to advisors and members of the Advisory and Research Committees, students are strongly urged to interact with and seek advice from as many members of the Department as possible, both through formal course work and in informal interactions. Substantial benefits are to be gained from working with professors proficient in differing aspects of Anthropology and holding varied points of view.

E. Students with IUB Bachelor's Degrees

Because every department has a distinct approach to anthropology, and because familiarity with diverse approaches is important for student development, the Department recommends that students who hold the B.A. degree with a major in Anthropology from Indiana University Bloomington study at another institution for the M.A. degree or for a minimum of one year before applying to the doctoral program at IUB. Students who plan to take a Ph.D. elsewhere may study for the M.A. degree at IUB.

F. Double majors

Some students elect to major in two fields for their Ph.D. training. Because Anthropology does not have any formally established dual degrees with other programs, departments, units, or schools, all students who would like to pursue a double major must apply for admission to the department as part of the regular admissions process. **All students pursuing a double major must submit an application by the annual admission deadline of Dec 1 to be formally admitted into the department. Once accepted, students adding a double major are required to fill out the application to change from a single major to a double major.** The form is available on the [College Graduate Office](#) webpage under the forms tab The University Graduate School requires that students choosing a double Ph.D. must complete the course requirements of each program, with the exception that the membership of the advisory and research committees must have at least two members from each department, for a minimum of four members. If an additional outside minor is chosen, that minor will also need to be represented on the advisory committee, increasing the size of the committee to at least five members. Double majors are required to complete qualifying exams (or the equivalent) in each department. In Anthropology, we typically invite outside minor representatives to participate in the qualifying exams of our students and the outside minor normally constitutes one of the four subject areas/topics of the qualifying exam. For double majors, advisory committee members from the student's other department should be invited to participate in oral exam in Anthropology. In addition, the written qualifying exam will cover

anthropological material in at least three subject areas/topics, constituting a full Anthropology qualifying exam minus the outside minor.

II. MASTER OF ARTS IN ANTHROPOLOGY

In most circumstances, it is recommended that students contemplating a professional career in academic Anthropology work toward a doctorate. The M.A. degree is not required prior to the Ph.D., but can be especially useful in tandem with an advanced degree in another field, e.g., the JD, MPH, or the MBA. Students admitted to the M.A. program are not eligible for consideration for departmental financial assistance such as Associate Instructorships.

Students in the M.A. program will recruit three members as advisory faculty, at least two of whom must be faculty members in the Department of Anthropology. Advisory faculty will be responsible for guiding the student in their course of study, advising on course selection, reading the thesis or M.A. Exam (see below), and certifying the degree.

Degree Requirements

The requirements for the M.A. degree in Anthropology include the following:

1. a minimum of 30 semester hours of graduate credit, selected in consultation with the advisory faculty, with a 3.25 cumulative GPA and no more than 6 hours of thesis credit;
2. at least 20 of the 30 hours must be in Anthropology, including three courses (excluding thesis credits) which are numbered 500 or above. Among the 20 hours, the student must take coursework in three of the four subfields of Anthropology;
3. at least one semester or two summer sessions of full-time study in residence on the Bloomington campus;
4. one of the following:
 - a. a thesis, which must be filed with the Graduate School and a PDF filed with the Department (see The University Graduate School website's tab "Theses and Dissertations")
 - b. a four hour written examination made up and conducted by the student's advisory faculty. The examination will be given at a time convenient for both the student and the advisory faculty. Grading will be: pass with distinction; pass (both of these include the award of the M.A. degree); or failure. The examination may not be taken until requirements 1, 2, and 3 have been met, (or)
 - c. the submission of two or more publications of original research that will stand in for a thesis. The publications will need to be approved by the advisory faculty and the Dean of the University Graduate School as being of sufficient quality to stand-in for a thesis; (and)
5. no less than thirty days before the M.A. degree is to be conferred, **students must apply for the M.A. degree by filling out a *Master's Application for Advanced Degree* form through the University Graduate School** (find it in the University Graduate School task center on one.iu.edu). The M.A. is typically awarded within a few months.

All requirements for the Master's Degree must be completed within five consecutive years. No change in Option 4 will be allowed once the selection is made. If a Ph.D. student elects to write a M.A. thesis, it must be read and approved by all members of his/her advisory faculty; no oral defense is required. A Master's thesis may be based on library, laboratory, or field research. The Department recommends, particularly if the student contemplates continuing for the Ph.D., but does not require proficiency in one foreign language in the M.A. degree program.

III. ANTHROPOLOGY PH.D. GENERAL REQUIREMENTS

Timeline

The average time for completion of the Ph.D. degree in this department and nationally is 5-8 years. Some students have completed a dissertation in less time, but that is unusual. When a student achieves the status of Candidacy, she or he should construct a schedule with her or his Research Committee for completing the research and writing the dissertation (see Table 1). Upon becoming a Candidate, the student must remain in close communication with the Chair of the Committee, informing her or him of progress, whether in the field or writing the dissertation. If the Chair is not receiving communications about student progress, at least annually, the Department will send a letter reminding the student of the time limitation for writing a dissertation. If the student fails to make regular progress on the dissertation, she or he will be vulnerable to being placed on probation and, eventually, to dismissal. The Department strongly urges every student to complete the dissertation within three years after Nomination to Candidacy. The Department nevertheless recognizes that variations exist, for example, in lengths of time engaged in field research.

Table 1. Required Steps and Recommended Timeline for the Ph.D. Degree

Year in Program	Expected progress for Ph.D. Students	Markers of achievement
1	Student chooses permanent advisor and plans coursework	<ul style="list-style-type: none"> • File <i>Student Annual Checklist</i> of progress towards degree • Advisor, Director of Graduate Studies and departmental committee review student's status
2	Student forms Advisory Committee Student develops dissertation topic and applies for Skomp summer fellowship money for preliminary dissertation research	<ul style="list-style-type: none"> • File <i>Appointment of Advisory Committee</i> Form with College of Arts and Sciences Graduate Division • File annual checklist of progress towards degree • Advisory Committee, Director of Graduate Studies and departmental committee review student's status
3	Student finishes required coursework and meets language proficiency standards Student sets date for Qualifying Exams Student submits any necessary research proposals to the IU Institutional Review Board Student nominates a Research Committee	<p>OPTION A:</p> <ul style="list-style-type: none"> • Research proposal is submitted to Advisory Committee • File annual checklist of progress towards degree • Student passes Qualifying Exam, and Research Proposal is approved • <i>Ph.D. Nomination to Candidacy</i> form and course checklist is submitted to Graduate School • Approvals are obtained from IRB • <i>Ph.D. Nomination of Research Committee</i> form is submitted to the Graduate School

	Student applies for external funds to support dissertation research	<ul style="list-style-type: none"> Student files for M.A. degree by submitting an <i>Master's Application for Advanced Degree</i> form with the Graduate School <p>OPTION B: See Section III. D. "Option B" below for exceptional circumstances.</p>
4	Student completes dissertation research	
5	Student completes data analysis and begins thesis write-up	
6	<p>Student submits last dissertation chapter to research chair 90 days prior to defense</p> <p>Adviser returns comments 60 days prior to defense</p> <p>Student schedules Dissertation Defense and submits form 40 days prior to defense</p> <p>Student submits complete draft of dissertation to Committee 30 days prior to defense</p> <p>Student defends dissertation, and obtains Research Committee signatures on an acceptance page and an abstract for Research Chair to hold until the committee approves final revisions</p> <p>Student submits final dissertation to Proquest and UGS (must be complete within six months of defense)</p>	<ul style="list-style-type: none"> <i>Ph.D. Defense Announcement</i> form is submitted to the Graduate School 40 days before defense Completed dissertation is submitted to Proquest and Graduate School PDF copy of dissertation is submitted to Anthropology department Student may participate in one of the graduation ceremonies

Thus, the following portions of the Anthropology Program apply to all students (See Section V for major subfield requirements and expectations).

- A. Advisory Committee
- B. Language and Research Skills
- C. Qualifying Exam and Nomination to Ph.D. Candidacy
 1. Completion of at least 60 course credit hours and up to 30 research credit hours, for a total of 90 credits.
 2. Completion of Language Requirement
 3. Qualifying Exam
 4. *Ph.D. Nomination to Candidacy* Form
- D. Research Proposal and Ph.D. Nomination of Research Committee
 5. Research Proposal to Committee
 6. *Ph.D. Nomination of Research Committee* Form

- E. Research Approvals (IRB, etc.)
- F. Dissertation Research, Analysis, and Writing
- G. Announcement of Dissertation Defense and the Defense
- H. Final Revisions and Submission of Dissertation

A. Advisory Committee

*Every student is expected to form an Advisory Committee no later than the end of the second year of graduate study, but preferably at the end of the first year. Further, the student is expected to meet with his or her Advisory Committee at the latest in the second year, and at least once a year thereafter. The student must report this step in his or her progress to degree by filling out an *Appointment of Doctoral Advisory Committee* form online through the CICADA system (<http://www.indiana.edu/~anthro/grad/checklists.shtml>).

If a student does not submit an *Appointment of Advisory Committee* online by the end of the fourth semester of graduate study, the Director of Graduate Studies (DGS) will send a letter to the student and to the student's advisor indicating that the student is not making expected progress to degree. This letter will encourage the student and the advisor to meet and rectify the situation.

B. Language and Research Skills

*A candidate for the Ph.D. degree must satisfy one of the following options:

Option 1

Reading proficiency in two languages. Students are required to demonstrate proficiency in at least one language with a substantial anthropological literature (Spanish, French, German, Russian, etc.).

Reading proficiency may be demonstrated either by examination or by completion of graduate reading course sequences in the language. Note: completion of the *second* semester of a two-course sequence with a grade of B or better also demonstrates proficiency.

If the candidate will do fieldwork in a country where the academic language is not English, one of the languages chosen must be the academic language of the host country. Students should aim to achieve a level of knowledge of the host country language(s) consistent with the importance of exchanging scholarly ideas in the language(s) of the country —ideally they should be able to lecture on their research in the language(s) of the host country. Proficiency may be demonstrated either by assessment of a faculty member who teaches the language or by completion of the second semester of a two-course sequence with a grade of B or better. In such cases, the student's Academic Advisor must approve the student's language choices and the demonstration of proficiency.

Option 2a.

Proficiency in depth, sometimes referred to as fluency, in a single language other than English, normally French, German, Russian, Spanish, or Portuguese (**exceptions may be made upon approval of the Advisory Committee**). Fluency is demonstrated by performance on a standardized examination or an assessment by a faculty member who teaches the language.

Option 2b.

International students whose country of origin's official language is not English can petition to use English as their foreign language (proficiency in depth). This option requires the student to have a recent TOEFL score. The student must fill out a request to use English as a Foreign Language, which is

available on the College Graduate Office webpage. In selecting this option, students should be aware that it takes some time to approve. We therefore encourage students to submit the form well in advance of their exams.

Option 3

Reading proficiency in one of the languages listed in Option 1, plus proficiency in Computer Science, Global Information Systems (GIS), Remote Sensing (RS), statistics, or some other computational language. Proficiency is demonstrated either by successful completion of a two-course sequence (usually totaling six credit hours) in either statistics or informatic, or a course in GIS and a second in either informatics or statistics. Classes should be chosen in consultation with the advisor. Among the schools and departments which offer two course sequences in statistics are the Schools for Public and Environmental Affairs, Education, School of Informatics and Computer Science, and the School of Public Health. In addition, the Departments of Economics, Geography, Mathematics, Psychology, Sociology, and Statistics in the College also teach relevant courses. Two non-sequential statistics courses (one introductory and the other advanced) may be approved through petition to the department's Graduate Affairs Committee.

Students are strongly encouraged to finish at least one of their language requirements their first year; if a student enters having studied a language as an undergraduate, the reading proficiency examination for that language should be taken during the first year of doctoral work.

Students who have had little or no language training prior to entering the Ph.D. program should plan to undertake their language training at the earliest possible date to avoid slowing progress at a later time. The student should work with his or her Advisor and Advisory Committee to work out a plan in the first semester.

C. Qualifying Exam and Nomination to Ph.D. Candidacy

*In order to be nominated to candidacy for the Ph.D. degree, students must have grades reported for all courses (60 hours) and must pass a Qualifying Examination. Then students must submit their *Nomination to Candidacy* electronically through one.iu.edu. The system will route the form to all members of the Advisory Committee for approval. Students should attach to the nomination to candidacy form a list of courses showing how they met the program requirements, language exam results, and any approvals of course substitutions, waivers, revalidations, or graduate course credit transfers.

Timeline

Students are expected generally to complete the coursework and take the Qualifying Examination within three to four years from the time they enter the Department. **Those who have entered with a Master's degree typically opt take their exams earlier.**

If a student fails to take the Qualifying Examinations by the end of the fourth year of graduate study, the DGS will send a letter to the student and to the student's faculty advisor indicating that the student is not making expected progress to degree. This letter will request that the student respond to the DGS in writing with a plan indicating when they will take the Qualifying Examinations. If a student has not taken the Qualifying Examination by the end of the fifth year of graduate study, the student will be placed on probation.

Students should keep in mind that there is a limit of 7 years allowed between the time coursework is taken and the exam date. In other words, once courses are completed, no more than 7 years can lapse

before taking the exam. Students who seek exception to this requirement should consult the [University Graduate School Bulletin](#) for an outline of **revalidation** procedures (search for “revalidation”).

Qualifying Exam

The aim of the Qualifying Exam is to test a student's mastery of the discipline in relation to his or her dissertation research. The Qualifying Exam has two parts: (1) a written exam and (2) an oral exam. The format of the written exam shall be decided by the Advisory Committee in consultation with the student from among the following options: (1) a take-home exam, or (2) in house exam, usually administered over two days, or (3) an exam combining elements of 1 and 2.

***It is the student's responsibility to arrange his or her Advisory Committee meetings and to schedule both the written and oral parts of the Qualifying Examination at a time agreeable to all members of the Committee.** The oral exam typically takes place about 2 weeks after the written exam.

Barring exceptional circumstances, Qualifying Examinations will not be scheduled during the following times: (1) the break between semesters or the week after, (2) Spring Break or the week after, nor (3) the months of June, July and August.

***Students must notify the Graduate Secretary well in advance of the proposed Qualifying Exam date (4 weeks is recommended). The student and Academic Advisor need to make arrangements for the location of the exam and the computer to be used.**

The Academic Advisor (Chair of the student's Advisory Committee) is responsible for coordinating the composition of the Qualifying Exam and soliciting questions from committee members. The student's Advisor must provide the Graduate Secretary with a copy of the exam at least two days prior to the exam, whether it is a take-home or in house exam.

*** In house exams are usually taken from 8:00 am to noon and 1:00 pm to 5:00 for two consecutive days. The student may make other arrangements, if necessary, provided all members of the Advisory Committee agree in writing to the change in schedule. In such case, a letter explaining the circumstances and written evidence of approval from Advisory Committee members must be submitted to the Director of Graduate Studies for departmental approval. **If the outside minor representative has waived participation, the outside minor advisor must indicate that on the Nomination to Candidacy form when it routes to them for approval.****

The student will receive the exam from the Graduate Secretary or Department Secretary, by email or in hard copy form. Exam answers must be typed by the examinee during the time provided for the exam. There will be no exceptions. Upon completion of the exam, the answers must be emailed to the graduate secretary who will distribute them to the Advisor and Advisory Committee.

Each subfield also has its own specific requirements and expectations relating to Qualifying Exams. See the relevant sections below for details about Qualifying Exams in each of the subfields.

Preparation, conduct, and grading of the examination are the responsibility of the Advisory Committee, but other members of the department are free to participate without voting. A passing grade requires the affirmative vote of a majority of anthropologists on the examining committee. Grading is as follows: a) pass with distinction; b) pass (both a and b include certification to doctoral candidacy and the M.A. degree if desired and not already awarded); c) low pass with terminal M.A. degree; d) failure. The Qualifying Examination may be retaken once.

The Academic Advisor, as Chair of the examining committee, will submit a report of the candidate's performance and the committee's vote at the completion of the examination to the Chair of the department. This report will become part of the candidate's permanent record.

Students in the Ph.D. program who successfully complete the Qualifying Examination may receive the M.A. degree by filling out an *Application for an Advanced Degree form* (available on one.iu.edu). It is highly recommended that all students who are eligible do this, so that they will have the M.A. degree in hand, if for any reason there is an interruption in their doctoral program.

***Once a student has advanced to Candidacy, continuous enrollment is required in both Fall and Spring, until the dissertation has been submitted.**

D. Research Proposal and Ph.D. Nomination of Research Committee

The Research Proposal must include a statement of the research problem, a literature review related to that problem, the methodology to be employed, a tentative timetable of data collection and analysis, and (if a grant application has been or will be submitted) a discussion of funding prospects and the budget. All grant applications must be discussed with the student's Academic Advisor before the student may submit proposals or begin dissertation research.

Option A: For Submission and Defense of the Research Proposal and Nomination of the Research Committee:

Most faculty advisors prefer that students circulate a Research Proposal to their Advisory Committee at least two weeks before the oral part of the qualifying examination. In some cases different timing may be approved by the Advisory Committee, at the suggestion of the student's Academic advisor (see Option B).

The defense of the proposal may occur during the oral exam portion of the Qualifying Exam or in a separate meeting soon after the student passes the Qualifying Exam. The former is preferred when the majority of members of the Advisory Committee will be incorporated as the Ph.D. Research Committee.

*** After passing the Qualifying Exam, the student will decide on her/his Research Committee and submit the *Ph.D. Nomination of Research Committee for the Ph.D. Degree form*, which will route for approvals of the faculty who have agreed to serve on the Research Committee.**

Option B: For Submission and Defense of the Research Proposal and Nomination of the Research Committee:

Occasionally there are situations when a student's faculty advisor may recommend or prefer Option B. These situations most often arise when (1) the advisor prefers that his or her student presents the research proposal after the qualifying exams, (2) a student's research interests have changed and the faculty advisor and/or committee members will likely change following the qualifying exam, or (3) other circumstances arise so that the research proposal is either not presented or not approved by the Advisory Committee during the oral portion of the qualifying exam.

For Option B cases in which the advisor or committee members need to change after the qualifying exam, students have up to six months to find a new Chair and/or members of her/his Research Committee. Students have an additional six months to receive approval of a dissertation research proposal from their newly constituted committee. In other words, the student needs to initiate his or her online *Ph.D.*

Nomination of Research Committee form within a maximum of one year of his or her date of candidacy (which is the qualifying exam date written on the approved *Nomination to Candidacy* form). Failure to meet this deadline will result in a six month probation period. Failure to meet this requirement during the probation period will result in dismissal from the program.

* The student is responsible for scheduling the research proposal defense if it is to occur at a later time than the oral portion of the qualifying exam.

* The student is responsible for submitting the *Ph.D. Nomination of Research Committee* form (on One.iu.edu), listing all members of the qualifying exam committee, within a maximum of one year of the written qualifying exams.

The Research Committee will be composed minimally of four IU faculty members: a chair, who is a full faculty member of the Department of Anthropology, two faculty members from the department (may be adjunct faculty), and a representative of an outside field, usually the outside minor. The members of the student's Research Committee must conform to the Graduate Faculty requirements listed in the [University Graduate School Bulletin](#).

ADJUNCT FACULTY: in those cases in which an adjunct faculty member is to chair a Research Committee, the adjunct faculty must have a Co-Chair who is a full faculty member of the Department of Anthropology.

E. Research Approvals and Submission of Forms

* Students should submit a *Ph.D. Nomination of Research Committee* form on one.iu.edu within six months of passing the Ph.D. qualifying exam. Students must attach a one to two page Summary of Proposed Research and their IRB (or other) Approvals to the form. Student can only submit the *Ph.D. Nomination of Research Committee* form after their *Nomination to Candidacy for the Ph.D. Degree* form has been approved by the Dean of the University Graduate School.

Students must keep their Research Committees apprised of the progress of research and must fill out annual review as part of the Post-Qualifying Exam Review (see Section 4C). Major changes in research focus require prior approval of the Research Committee.

All anthropological research (M.A., Ph.D., feasibility studies, pilot projects) that includes the use of living human subjects, or archives of human subjects must receive advance clearance from the Human Subjects Committee known as the IRB (Institutional Review Board), regardless of whether or not external funding is sought. If research involves animals, biohazards, or radiation you also need to attach approval from the appropriate committee. This clearance is required for use of consultants/informants, interviews and questionnaires as well as participant-observation and more invasive research such as measuring and testing, and research involving animals. The research approval must be attached to the *Ph.D. Nomination of Research Committee* form when the form is submitted.

A student's Ph.D. research committee must be approved by the Graduate School at least six months prior to the Ph.D. dissertation defense. If the Nomination of Research Committee form is not approved in time, please direct your waiver request to the Director of Graduate Studies for submission to the Dean.

F. Dissertation Research, Analysis, and Writing

*A doctoral dissertation is required for the Ph.D. degree. In most anthropological sub-disciplines, field research is expected to form a part of the student's doctoral training in anthropology, but dissertations may

be based also upon library research, laboratory data, museum collections, archives, or other documentary sources. The candidate's Research Committee must approve the dissertation topic and general outline of the proposed scholarly work.

*As the student writes the dissertation, they should inform the Research Committee Chair or Co-Chairs of the anticipated dates of completion of chapters or whole drafts in order to plan the time necessary for reading and discussing the work, revising, and scheduling the defense (see [Ideal Dissertation Timeline](#) below).

G. Announcement of Dissertation Defense and the Defense

A student must submit the dissertation during the term of the student's Ph.D. candidacy, which is seven years from the date of the last oral qualifying exam. If the dissertation is not completed within the prescribed seven-year time limit, doctoral candidacy will expire. Extensions are rarely granted. Reinstatement of candidacy is possible only through procedures published in the [University Graduate School Bulletin](#) (search "Reinstatement").

Ideal Dissertation Timeline

The Anthropology Department highly recommends that students work with their advisors to establish a clear plan for dissertation writing, chapter submission, and defense. A plan is usually best established by working back in time from the desired date of dissertation submission to the University Graduate School, as described in Table 2 below. Using this method, we strongly suggest that students plan to submit a **full dissertation draft** to their dissertation research chair at least **9 (nine) months** in advance of either the **expiration date of candidacy** or the **last filing deadline of the term during which the student plans to file the dissertation** (see the list of filing deadlines on the University Graduate School website: <https://graduate.indiana.edu/thesis-dissertation/deadlines.html>.)

The table below outlines the steps that students and advisors will need to consider as they develop a plan for the student's dissertation writing, defense and final dissertation submission.

Table 2. Proposed Dissertation Defense Timeline

Events	Actions required
Date that Candidacy Expires (or) Desired Date of Dissertation Submission	UGS typically requires submission on the 15 th of the month, except for May completion for which deadline may be in April. Students must enroll in at least one credit hour in the term corresponding to the date during which they plan to submit the final dissertation, including summer.
Dissertation Defense	Six months is the maximum time allowed by UGS between defense and submission. Often students can reduce this time by getting feedback from committee members prior to the defense. In this way, the draft that will be defended will have already been vetted. A more polished draft typically reduces the time needed to complete revisions after the dissertation defense. At a minimum, a student should count on at least one month between defense and final submission.
40 days before Dissertation Defense	Schedule defense and submit <i>Announcement of PhD Dissertation Defense</i> on one.iu.edu. Students must coordinate time and reserve a room before submitting the form. The form must be approved

	by the University Graduate School at least 30 days prior to the defense.
30 days before Dissertation Defense	Circulate complete draft of dissertation to all committee members. Draft should include all front matter, text, figures, citations, references, and appendices. If a complete draft is not submitted at least 30 days in advance, then the department reserves the right to <i>reschedule the defense for a later date</i> .
2 months before Dissertation Defense	Dissertation Research Chair or Co-Chairs return(s) feedback on drafts of all dissertation chapters to student.
3 months before Dissertation Defense	Student finishes submitting all chapters of the dissertation to their Dissertation Research Chair(s) for feedback. Dissertation Chair(s) will determine if the dissertation is ready for defense.

The oral defense of the dissertation — which cannot be waived — will be administered by the candidate's Research Committee. The defense will be conducted in accordance with the regulations published in the [University Graduate School Bulletin](#). **Barring exceptional circumstances, dissertation defenses will not be scheduled during the following times: (1) semester break or the week after, (2) Spring Break or the week after, nor (3) the months of June, July and August.**

*Students must submit *Announcement of Ph.D. Dissertation Defense* form on one.iu.edu to the Graduate School at least 40 days prior to the defense. On this form, students must include an abstract of their dissertation and must state the date and location of the defense.

H. Final Revisions and Submission of Dissertation

The University Graduate School has detailed formatting and submission instructions on their website under the tab “Theses and Dissertations”. Students are required to abide by UGS formatting regulations and therefore should read these instructions and follow them when writing the dissertation. All dissertations are now submitted electronically through ProQuest.

*Students must submit an electronic copy of the final UGS-approved dissertation in PDF format before the department will change the student’s research grades (“R” grades) to letter grades. Students should send the dissertation to the Graduate Secretary either by attaching it to email or by sending a link to the file through Box, Dropbox, Google Drive or some other FTP site.

IV. REVIEW

A. First- And Second- Year Review

All first- and second-year graduate students will be reviewed at the beginning of their second and third academic years. The purpose of the review is to evaluate each student's progress and to identify any problems and provide notice in writing to the study of any faculty concerns. The review will take place *in house* by the Graduate Affairs Committee without the students present; The Committee solicits information from faculty who have taught the classes the student has taken in the previous year. The objective review criteria will include the number of credits completed, the GPA, and the number of "I" and "R" grades. Students' writing skills, reasoning ability and verbal skills will be assessed, as well as prospects for support through AI, FLAS or other means.

The results of the review for the majority of students will be a form letter indicating good status, sent to the student's advisor and to the student. For some students, the committee will prepare a summary of

concerns that will be sent to the Director of Graduate Studies, the student's advisor and the student and will be **included in the student's file**. If a student is notified of concerns, the advisor and/or the Director of Graduate Studies will follow-up with the student to go over the results of the Review Committee's evaluation.

B. Assistant Instructor Review

All Assistant Instructors will be reviewed. If working with a faculty member, she or he will review the AI, but if teaching a course independently, the AI will be evaluated by a member of the AI Committee. All Assistant Instructors should remember that the position requires 20 hours a week.

C. Post-Qualifying Exam Review

All students who have completed and passed qualifying exams will be reviewed on an **annual** basis by their faculty advisors in consultation with the Director of Graduate Studies and members the Graduate Affairs Committee. The purpose of the review is to evaluate each student's timely progress and to provide notice in writing to the student of any faculty concerns. The review will take place *in house* by the Review Committee without the students present. The Committee solicits information from each student during the month of September regarding dissertation research, writing, and related activities during the previous academic year and summer, which will then be routed to their faculty advisor for approval. Students are responsible for sending the form and forwarding their advisor's emailed approval to the DGS by the due date each year. The objective review criteria include the number of years since passing qualifying exams and evidence of progress in dissertation research and writing. Evidence of progress could include submitting grant proposals, undertaking field research, preparing and submitting chapters of the dissertation, attending conferences and contributing papers based on dissertation research, and maintaining regular communication about thesis progress with a student's faculty advisor and research committee.

For some students, the committee will prepare a summary of concerns that will be sent to the Director of Graduate Studies, the student's advisor and the student and will be **included in the student's file**. Letters will be written and mailed only if there are concerns about adequate progress. If significant concerns are noted, the committee may recommend that a student be placed on probation. In these cases, the Director of Graduate Studies will work with the College Graduate Office to determine the term and conditions of the probation. Probation means that the student will have a specific period of time to meet the requirements of the probation. If the requirements of the probation are not met by the conclusion of the probationary term, then the student may be dismissed from the program.

V. SPECIAL REQUIREMENTS OF THE SUBFIELDS

A. Archaeology

Students whose major subfield is Archaeology will be expected to acquire a broad knowledge of the discipline, including historical development, theoretical issues, and field and lab methods. The student must also have an in depth understanding of the archaeology, environment, and ethnography of a significant geographic area. Field and laboratory experience is viewed as essential, and every effort will be made to provide opportunities to participate in such activities on a regular basis. Other areas of Anthropology have also made, and will continue to make, significant contributions to archaeology.

Therefore, three courses in at least two other subfields of Anthropology are also considered essential to the training in Archaeology. The following courses are required for students in archaeology:

1. Pro-seminar in Archaeology (P500)
2. Archaeological Research Design (usually P502)
3. A course in the archaeology of the geographic area of specialization
4. An archaeological methods course
5. A course in ethics (usually P509) Archaeological Ethics (P509)
6. A course in the history of Anthropology (usually H500)
7. A course in the ethnography of the geographic area of specialization

All of the above courses must be completed with a grade of B or better.

In cases where the required courses above are not offered during a student's tenure or a course does not fit well with a student's individualized research plan, students can request to take an equivalent course or can request a waiver (exemption) from these requirements. These permissions are granted at the discretion of the student's advisor.

Outside Minor

Students must select an outside minor in another discipline (such as Biology, Classical Studies, Folklore and Ethnomusicology, Geology, History, or a specific Area Studies program), as discussed in the general departmental requirements. Usually the outside minor consists of three to five classes.

Advisory Committee

An Academic Advisor in Archaeology will be appointed when the student begins graduate work. In addition to the Academic Advisor, an Advisory Committee composed of another representative of the major field, a subfield outside archaeology, and the outside minor advisor should be appointed no later than the student's third semester and should meet with the student no later than the fourth semester to discuss the student's proposed course of study and research interests.

Language and Research Skills

The student must choose one of the three options for language and research skills as described in the general departmental requirements, in consultation with the major advisor.

Qualifying Examination

The Ph.D. Qualifying Examination in Archaeology will consist of the following:

1. A written examination in Archaeology. The Academic Advisor in consultation with the other departmental archaeologists will prepare it. The examination will address the competency areas noted above, with some emphasis given to the geographic area of specialization. It will be approximately eight hours in duration.
2. A written examination composed by the faculty member representing the subfield outside archaeology, approximately four hours in duration.
3. An outside minor examination to be given by and at the discretion of the outside minor advisor.

The Advisory Committee will evaluate the Qualifying Examination, and admission to Ph.D. candidacy will be recommended upon passing the examination.

B. Bioanthropology

Students whose major subfield is Bioanthropology are expected to follow a course of study that will provide them with a general background in the discipline of Anthropology, a broad knowledge of the field of Bioanthropology, and technical skills required for utilizing methodologies employed in bioanthropological research. Each student is encouraged to develop individual interests and specialties in Bioanthropology. The premise applied throughout this set of guidelines is that professional standing in the subfield can be best achieved if the student develops active research interests and continually seeks research experience. Research interests should be identified and defined as early as possible so that appropriate coursework may be taken and so that there will be adequate time for preparing the dissertation research proposal.

Advisory Committee

The student whose major subfield is Bioanthropology will form an Advisory Committee composed of 4-5 members, at least two of whom must be bioanthropologists representing the student's specialties, plus the inside and outside minor advisors. The Advisory Committee should be chosen within the first year of graduate study so it can provide advice to the student and evaluate his/her Graduate Study Plan (GSP).

Course Requirements in General Anthropology

A minimum of three graduate credit courses from at least two subfields other than Bioanthropology (i.e., from Social/Cultural Anthropology [including H500], Linguistic Anthropology, and/or Archaeology), either related to the student's geographical area or to a special topic. Some advisers may recommend taking four courses outside of Bioanthropology, so that the student completes a three course "inside minor" in another subfield within Anthropology.

Course Requirements in Bioanthropology

Students are required to have training in the theories, methods, and empirical evidence central to Bioanthropology. These goals are achieved by meeting the following five requirements, typically during the initial two years of graduate study:

1. B500: Pro-seminar in Bioanthropology (3 credits). All incoming Bioanthropology graduate students are expected to take this course during the first semester of graduate study.
2. B525: Genetic Methods in Anthropology (3 credits). All Bioanthropology graduate students are expected to take this course.
3. One course in human evolutionary history (3 credits)(e.g., Human Osteology (B526), Dental Anthropology (B528), or courses covering the evolution of the human brain, language, and/or cognition).
4. One course that examines contemporary human biology from the following set (3 credits): Hormones & Human Behavior (B540), Nutritional Anthropology (B545), Human Evolutionary Biology Laboratory (B527), Demography & Life History Theory (B548), or Reproductive Ecology (B544).

Inside and Outside Minors

Students are encouraged to define an inside minor in terms of one of the other subfields of Anthropology, that is, Archaeology, Linguistic Anthropology, or Social/Cultural Anthropology. It is advisable for the student to select an outside minor complementary to his or her research focus in Bioanthropology. The selection is usually made from the following units: Biological Sciences, Medical Sciences, School of Public Health, area studies programs, Cognitive Science, Psychology, or Linguistics.

Geographical Area

Any geographical area may be appropriate to a set of research plans. The important consideration is that an early commitment be made by the student to a definite world region when selecting his/her Specialties. Thus, a bibliography of the region can be developed, and a familiarity with the region's cultural, ecological, historical, and other information can be established. Courses in the geographical area may be part of the Inside or Outside Minor. For students studying some aspect of the evolution of cognition, it may not make sense to have specific geographic area of focus. Such students are nevertheless encouraged to gain familiarity with a particular region for their general education.

Language and Research Skill

Bioanthropologists are expected to have reading proficiency in one scholarly language and proficiency in computer science and/or statistics (Section III B, Option 3, page 11).

Qualifying Examination

The Qualifying Examination in Bioanthropology will consist of three parts:

1. An examination in the major subfield written by the Advisory Committee. The examination will cover Bioanthropology write large, potentially a geographical area and the Research Proposal, and will be of eight hours duration.
2. A minor examination composed by the inside minor advisor. This examination may be the same for all candidates taking the examination with the same inside minor and will be four hours in length but may be longer at the discretion of the Advisory Committee.
3. An outside minor examination given by and at the discretion of the outside minor Advisor.

As soon as is practical following the written examination, an oral examination of approximately two hours duration will be scheduled. The examiners will consist of the Advisory Committee.

C. Linguistic Anthropology

Students in Linguistic Anthropology (Anthropological Linguistics) are expected to develop in common a firm grounding in linguistic methods and concepts as well as a broad general knowledge of Social/Cultural Anthropology and the role of language study within it. Those general requirements combine the necessary technical background and analytic skills with social and cultural contextualization to prepare students for significant field study and professional work.

Anthropological Linguistics course requirements are as follows:

1. L500 Seminar in Language and Culture.
2. H500 Seminar in the History of Anthropology.
3. A minimum of one graduate course in two of the other subfields of Anthropology, i.e., Archaeology, Bioanthropology, or Social/Cultural Anthropology.
4. Four graduate courses chosen from the five basic areas of linguistics: phonetics, phonology, morphology, syntax, and historical and comparative linguistics, plus knowledge of the structure of a particular language.
5. A course in linguistic field methods.

Beyond the common foundation that those requirements develop, a student will select an area of specialization, such as language description (or field linguistics), language history, language and culture, discourse pragmatics, semiotics, or language conflict and shift. Generally a student will be expected to be familiar with the major issues in this area of specialization.

In consultation with an Advisory Committee, the student will design a program that meets the general objectives of Anthropological Linguistics and a particular specialty.

All students are required to demonstrate mastery of the following concentrations, knowledge of which will provide the basis for the Qualifying Examination for doctoral candidacy:

1. General Anthropological Linguistics (or Linguistic Anthropology), in which concern for the relationship between language and culture is primary. Students will be familiar with the major scholarly concerns of researchers in Anthropological Linguistics, with the history of the field, and with the role of language study within the context of Social/Cultural Anthropology.
2. An ethnographic area, in which students demonstrate knowledge of all relevant published and unpublished sources.
3. One subfield specialty within Anthropological Linguistics (e.g., language description, language history, language and culture, discourse pragmatics, semiotics, etc.).

Outside Minor

Students will select an outside minor in another discipline or department. Depending on their concentration in Linguistic Anthropology, that minor may be Folklore, Linguistics, Philosophy, Psychology, Semiotics, Sociology, Speech, an area study, or a particular language.

Advisory Committee

Anthropological Linguistics major subfield will have a four-member Advisory Committee composed of the Academic Advisor, one member representing the student's subspecialty, one member representing the ethnographic area, and one member representing the outside minor. The Advisory Committee should be chosen as early as possible in the student's career, no later than the end of the first year in residence.

Qualifying Examination

The Ph.D. qualifying examination will comprise four written parts that cover the following:

1. History and theory of the field of Anthropological Linguistics, and, in particular, theory in relation to the student's specialty
2. The ethnographic area in which the student specializes
3. The subfield specialty chosen by the student
4. A discussion and evaluation of data that demonstrates the student's ability to relate general issues to the patterns evident in specific materials

Following the written examination, there will be an oral examination that focuses on the student's Research Proposal. That proposal must be submitted to the Advisory Committee following the Qualifying Examination. The oral examination may, in part, be devoted to clarifying problems raised in the written examination.

Upon admission to candidacy the student, in consultation with the Academic Advisor, will select members of a Research Committee. It is the student's responsibility to keep all members of the committee apprised of research progress. Any major changes in research focus must be approved by the committee.

D. Social/Cultural Anthropology

Students in Social/Cultural Anthropology are expected to have general knowledge of the subfield, as well as two areas of specializations (Topics/Themes of Specialization); students should also have a broad knowledge of the discipline of Anthropology. In consultation with their Advisory Committees, students plan individualized programs, including reading and research courses where applicable. Every effort will

be made to provide students with opportunities for research experience; however, funding for dissertation research is not ordinarily provided by the department, college or university.

All students in Social/Cultural Anthropology are required to take the following courses, ordinarily in their first or second year of study:

1. H500, Seminar on the History of Anthropology;
2. E500, Pro-seminar in Cultural and Social Anthropology Seminar on Contemporary Theory in Social/Cultural Anthropology;
3. E606, Seminar on Research Methods in Social/Cultural Anthropology.

Social/Cultural students are required to take a minimum of one graduate credit course in two of the other three subfields of the department, i.e., Archaeology, Bioanthropology or Linguistic Anthropology. Two areas of specialization, or "Topics/Themes of Specialization," are required. Classes fulfilling these requirements are to be determined in consultation with the Advisor and the Advisory Committee, and are normally four classes per topic. Typically these are within Social/Cultural Anthropology, but one may be in Archaeology, Bioanthropology or Linguistic Anthropology or, in some cases, in another department. Whereas two Topics/Themes are suggested, there is no set list of themes/topics or specialties. Ordinarily, students select theoretical and/or topical areas as specialties and develop individualized programs of study in consultation with the advisory committee members representing their particular areas of interest. Students should complete two or more classes that focus on an ethnographic area or world region, the anthropological literature concerning it, and the implications of that literature for the subfield and discipline.

Classes completing the outside minor requirement (the number varies and is determined by the outside minor department) are to be chosen in consultation with the Advisor and Advisory Committee.

The corpus of knowledge covered in the Qualifying Examination encompasses: required courses, non-S/C subfield classes, the two topics/themes of specialization, the ethnographic area and the outside minor.

Other classes are typically in Social/Cultural Anthropology, emphasizing history and contemporary theory of the subfield.

Language

Students in Social/Cultural Anthropology may fulfill their language requirement with Options 1, 2, or 3, realizing that their Advisory Committees may recommend additional language training if the anticipated circumstances of research make this appropriate or necessary.

Advisory Committee

The Advisory Committee will consist of the student's Academic Advisor (committee chair), two or more faculty members from the department and its adjuncts as representatives of inside minors or specialties, and a representative of the outside minor. The Advisory Committee should meet no later than the beginning of the third semester, and at least once a year after that to review the student's progress.

Qualifying Examination

The Qualifying Examination in Social/Cultural is tailored to each individual student. The examination will be either take-home or proctored in house, as indicated in the general requirements. If in house, each section of the Social/Cultural exam will be four hours in duration. If a take-home, a firm deadline will be set in advance. The oral defense, required as one component of the Qualifying Exam, will also be

scheduled well in advance of the examination. Another component is the Research Proposal (please see below).

Research Proposal

Following the oral Qualifying Examination, the student's Research proposal will be the subject of a hearing with the student's Research Committee. If the Research Committee includes faculty who did not serve on the Advisory Committee, the student should make certain that the new member(s) are informed of the time and place of the proposal hearing. Once the Research Proposal has been approved nomination to candidacy and formal appointment of the Research Committee can proceed. (See instructions under General Requirements, Research Proposal and Nomination to Candidacy.)

V. PH.D. CONCENTRATIONS

Anthropology is constantly changing and adapting through productive interactions across intra- and inter-disciplinary boundaries. To meet new challenges and take advantage of new opportunities, the Anthropology Department has founded three innovative programs that give students opportunities to combine studies in two or more subfields. **The requirements for each of these concentrations are IN ADDITION to those of the traditional subfields.**

A. Archaeology and Social Context

The Ph.D. concentration in Archaeology and Social Context bridges the subfields of Social/Cultural Anthropology and Archaeology to address archaeological issues as they apply to contemporary peoples. Students pursuing this track are expected to follow a course of study that will provide them with a general background in the discipline of anthropology, a broad knowledge of the fields of Social/Cultural Anthropology and Archaeology, including theoretical issues and field/laboratory methods. Students will be expected to develop individualized interest areas that may include, but are not limited to, cultural property, public archaeology, archaeological ethics, heritage management and repatriation.

Subfield and Inside Minor

Depending on the specific interests of the student, his/her major subfield will be either Archaeology or Social/Cultural Anthropology, with other subfield constituting the inside minor.

Advisory Committee

The Advisory Committee will consist of four members, at least one of whom will be a member of the Archaeology and Social Context faculty. The members will include representatives from the major subfield, inside minor, and outside minor.

Requirements (in addition to subfield)

1. Archaeological Ethics (P509)
2. Issues in Archaeology and Social Context (P604)
3. A minimum of 4 courses in the major subfield, one of which must be a methods course and one must be a pro-seminar (P500 or E500).
4. A minimum of 3 courses in the inside minor subfield, one of which must be a methods course.
5. A minimum of 3 courses in a culture area, of which at least one should be concerned with the past of that area, and at least one with current issues.
6. At least one graduate level course in linguistic anthropology or bioanthropology.

7. Outside minor – Please see your outside minor advisor for their department's course requirements.

These courses may be double-counted, i.e., they may fulfill more than one requirement.

In cases where the required courses above are not offered during a student's tenure or a course does not fit well with a student's individualized research plan, students can request to take an equivalent course or can request a waiver (exemption) from these requirements. These permissions are granted at the discretion of the student's advisor.

Recommended Course

Museum practicum or internship (A576)

Qualifying Examination

The Ph.D. qualifying examination will consist of the following:

1. A written examination in archaeology and social context, prepared by the Advisory Committee. It will be approximately 4 hours in duration.
2. A written examination composed by the advisor(s) in the major subfield, approximately 4 hours in duration.
3. A written examination composed by the advisor(s) in the inside minor, approximately 4 hours in duration.
4. An outside minor examination to be given by and at the discretion of the outside minor advisor.

B. Food Studies

The Department of Anthropology at IUB has unique strengths and capabilities in the study of food. The Ph.D. Concentration in the anthropology of food draws on those strengths to offer students unparalleled training in the roles of food in (1) prehistoric, historic and modern societies, (2) human evolution and adaptation, (3) human health, (4) political economic relationships, (5) human-environment interactions, including sustainability, (6) the representation, construction and maintenance of ethnicity, social class, and cultural identity.

Food Studies is organized as a Concentration within anthropology and each student will normally choose one of the four subfields within the department within which to pursue food studies. We expect students to draw on as much of the diversity of knowledge across anthropological subfields as possible even while pursuing their degree in one of the existing four subfields.

Subfield and Concentration

Depending on the specific interests of the student, his/her major subfield will be Archaeology, Social/Cultural, Linguistics or Bioanthropology, with the Anthropology of Food constituting a concentration within the selected subfield.

Advisory Committee

As required by their subfield, no later than the second year the student is responsible for establishing an Advisory Committee and meeting with its members. The Advisory Committee will include at least one member of the Anthropology of Food faculty. As required by the graduate college, an outside minor will be selected, in consultation with the advisory committee, preferably during the first year.

Course Requirements (Equivalent to an External Minor in Food Studies Anthropology, With the Addition of One Course in Nutrition)

1. Core Courses
 - a. ANTH E621 Food and Culture
 - b. ANTH B545 Nutritional Anthropology (permission from B454 instructor required for substitution)
2. A minimum of 3 courses in the Anthropology of Food, one of which must be a methods course.
3. The outside minor should be chosen in consultation with the student's Advisory Committee, to complement the Food Studies Inside Minor

Qualifying Examination

The Ph.D. qualifying examination will follow the format of the subfield in which the student is enrolled. It is expected that in addition to the examination sections required for the anthropology degree, the examination also will include a section covering the Anthropology of Food. The format of the exam will be approved in advance by the committee.

Research Committee

Students in this inside minor must include one faculty member drawn from the Anthropology of Food faculty on their Research Committee.

C. Paleoanthropology

Students seeking the Ph.D. in Archaeology with a concentration in Paleoanthropology are expected to follow a course of study which will provide them with a general background in the discipline of Anthropology, a broad knowledge of the field of Archaeology and world prehistory, including theoretical issues and field/laboratory methods and techniques, and a focused concentration on archaeological approaches to human evolutionary studies. Through this course of study they should acquire an in-depth understanding of the prehistoric record of a chosen area as well as a solid background in related disciplines, which will enhance their understanding of aspects of human evolution.

This concentration emphasizes an interdisciplinary perspective and program of training, which encourages students to examine long-term dynamics of culture change within the context of evolutionary biology and ecological changes in prehistory. It is designed to help students develop a solid background in this field of study, enabling them to carry out research in the archaeology of human origins.

Inside Minor

Within the concentration in Paleoanthropology, each student will define his or her inside minor as Bioanthropology, and should take B526 (Human Osteology) as well as an appropriate set of other courses to be agreed upon with his/her major and minor advisors.

Outside Minor

It is advisable for the student to select an outside minor in a physical or biological science, which will be complementary to his or her research focus within the archaeology of human origins. The selection would normally be from departments such as Biology, Geology, Chemistry, or Geography. Aside from the topical field chosen for the outside minor, students are strongly encouraged to seek further training in an appropriate area studies program, such as African studies, and in other disciplines as necessary or beneficial to the development of their background and research interests.

General Course Requirements

All students will be expected to take a minimum of 2 courses in Social/Cultural Anthropology. These should be chosen to expand their theoretical background and deepen their understanding of a particular culture area or ethnographic specialization, as relevant to their developing research interests in human evolution.

Advisory Committee

An Academic Advisor for the student majoring in Archaeology with specialization in Paleoanthropology will be appointed at the beginning of graduate work. The student will form an Advisory Committee composed of 4-5 faculty members, at least 2 of whom must be archaeologists representing the student's special areas of interest; normally the advisors for the inside and outside minors are included on this committee. The Advisory Committee should be chosen by the end of the first year of graduate study so it can provide advice to the student and evaluate her/his Graduate Study Plan (GSP).

Graduate Study Plan and Outlines of Specific Research Goals

By the end of the first year of graduate study students in Archaeology with a paleoanthropological specialization are required to submit to their Academic Advisor and Advisory Committee a concise statement of goals and plans for study and research while in graduate school. This statement, the Graduate Study Plan (GSP), should present:

1. Succinct statements regarding major areas of development of his or her graduate training. These are:
 - a. the projected topic and geographic area of focus for graduate work, at least in general terms but as specifically as is possible at this point in the student's career.
 - b. the plan for pursuing the inside minor in Bioanthropology.
 - c. the choice for an outside minor.
 - d. a plan for fulfilling their Language and Research Skill requirements.
2. An initial outline of **Specific Research Goals**, which synthesizes and expands upon the above items. This should:
 - a. discuss in general how research interests are developing and how completed and projected coursework, special projects and any outside field or laboratory work or training fit into larger goals.
 - b. give a specific plan for future coursework in Archaeology and general Anthropology.
 - c. outline plans for pursuing a course of study for the inside minor.
 - d. outline plans for coursework and study in the outside minor.
 - e. discuss a preliminary or pilot project which could lead into the doctoral project.
 - f. give a preliminary annotated bibliography for the developing research focus in Archaeology.

This Graduate Study Plan should be discussed with the student's Academic Advisor before final registration is made for courses in the fall semester of the student's second academic year.

After their first year, students should submit a **yearly** report of their current **Specific Research Goals** (as described above) giving an up-to-date assessment of the progress of their coursework and research, describing how they are proceeding toward their stated goals, and refining or revising their research interests and objectives. This yearly report on Specific Research Goals should be submitted to the student's Advisory Committee and discussed fully with his or her advisor before the start of coursework in each academic year.

Qualifying Examination

The Ph.D. Qualifying Examination will consist of the following:

1. A written examination in Archaeology. It will be prepared by the Academic Advisor in consultation with other departmental archaeologists. The examination will address the general preparation of the student within Anthropology and Archaeology as well as the specific topic and geographic area of competency developed by that student in preparation for dissertation research. It will be of approximately 8 hours duration.
2. A written examination composed by the inside minor advisor and of approximately 4 hours duration.
3. An outside minor examination to be given by and at the discretion of the outside minor advisor.

D. Medical Anthropology

The Ph.D. concentration in medical anthropology offers students training in (1) biocultural approaches to health and disease; (2) cultural analyses of illness and suffering; (3) paleopathology and disease in human prehistory; (4) evolutionary perspectives on health; (5) gender and health; (5) topical specializations in infectious disease, nutrition, reproductive health, disability, among others.

Subfield and Concentration

The concentration is most suitable for those in Bioanthropology and Social/cultural anthropology, but students in other subfields can select Medical Anthropology as concentration if it is consistent with their research goals.

Course Requirements

The PhD Concentration in Medical Anthropology with the following requirements.

1. Two required core courses
 - a. E645: Advanced Seminar in Medical Anthropology
 - b. B645: Biocultural Medical Anthropology
2. Two methods courses
 - a. E606: Research Methods in Cultural Anthropology
 - b. A graduate-level statistics course
3. Two additional courses from the list below courses (must be from two different subfields in anthropology)

Depending on the student's research interests, it is expected, but not required, that they will develop a knowledge base in a particular culture area, either through an outside minor in an area studies program, or through culture area courses in anthropology.

Eligible Courses

Only those courses with known regular offerings were included; courses from outside of anthropology will be considered for inclusion on a case-by-case basis.

- A465/665 Topics in Medical Anthropology (can be taught from any subfield)
- B512 Evolutionary Medicine
- B544 The Biology and Anthropology of Women's Bodies
- B545 Nutritional Anthropology

B600	Seminar in Bioanthropology (*approved topics only. Currently approved topics include Behavioral Genetics)
B602	Paleopathology
E600	Seminar in Cultural and Social Anthropology (*topic must be approved by Medical Anthropology Advisor. Currently approved topics include: Ethnobotany; Reproduction, Culture and Identity).
E621	Food and Culture
E648	Power, Subjectivity, and the State
E656	The Anthropology of Race
E664	Body, Power, and Performance
E674	The Anthropology of Human Rights
E690	Development and Anthropology

Advisory Committee

No later than the second year, the student is responsible for establishing an Advisory Committee and meeting with its members. The Advisory Committee will include at least one member of the Medical Anthropology faculty. As required by the University Graduate School, an outside minor will be selected in consultation with the advisory committee, preferably during the first year.

Qualifying Examination

The Ph.D. qualifying examination will follow the format of the subfield in which the student is enrolled. In addition to the examination sections required for the anthropology degree, the examination will also include a section covering Medical Anthropology. The format of the exam will be approved in advance by the committee.

Research Committee

Students completing this concentration must include one faculty member drawn from the Medical Anthropology faculty on their Research Committee.

VI. OUTSIDE MINOR IN ANTHROPOLOGY

Students in other departments may minor in anthropology by completing at least 12 credit hours of coursework in anthropology with a grade of B or better. Comparable course credit from other universities is transferable to the anthropology minor here; however, no more than 6 credit hours will be accepted by transfer of graduate credit from another university. Each minor student chooses a faculty advisor to help in the selection of a set of courses that best contributes to the research goals of the student. At least 9 of the 12 hours (representing at least three courses) must be selected from regularly scheduled classes; the remaining hours may be taken in readings or research, at the discretion of the student's minor advisor. Potential anthropology minors are encouraged to contact an anthropology faculty member whose research complements their interests or meet with the departmental Director of Graduate Studies for referral to a potential minor advisor.

The Department of Anthropology requires that the student's outside minor advisor be invited to participate in the written and oral PhD Qualifying Examinations. Although the advisor may choose to waive the written portion of the examination, he or she *must* participate in the candidate's oral qualifying examination.

VII. OUTSIDE MINOR IN FOOD STUDIES

Students must take four courses (3 credits each) one of which must be the core course, E621 Food and Culture. The additional graduate courses in anthropology must be chosen from at least two of the subfields of the discipline (archaeology, cultural anthropology, bioanthropology, linguistic anthropology). Courses include: Food and Famine, Ethnobotany, Land Use and Food Production, Prehistoric Diet and Nutrition, Faunal Osteology, American Indian Subsistence, Labor and Markets, and Paleonutrition, Food in the Ancient World, and Nutritional Anthropology. Minor students will also be expected to participate in activities of the IU Food Institute.

VIII. FINANCIAL ASSISTANCE

*Please note: The Department is required to prepare reports of graduate student funding. These reports impact our national ranking and determine in part funds available for graduate student support. As part of our record keeping and to maintain compliance with academic appointment regulations of the Vice Provost for Academic Affairs, **all students must report to the Graduate Secretary all funding offers, awards, grants, fellowships, appointments, and teaching positions they receive.** These data are critical for our department.*

All announcements of awards and notifications of awards are sent to **students' official IU email account**. Students are responsible for monitoring their official IU email account regularly.

The Department makes every attempt to help Ph.D. students finance their graduate education, by offering qualified students teaching or research positions or fellowships as they become available and by keeping students apprised of internal and external funding opportunities they can apply for.

Current information on funding opportunities within the department, at IU, and external sources is available online at <https://anthropology.indiana.edu/graduate/financial-support.html> and in regular emails and notices to students.

IX. GRAD MENTORING GUIDELINES

Advisor-Graduate Student Roles and Responsibilities in the Department of Anthropology, Indiana University

Approved by AGSA and Faculty vote, April 30, 2020

The success of every graduate student in the Department of Anthropology depends in part upon the role of the student's faculty advisor(s). Whether they work together in a lab or a research team, meet in a seminar, or consult periodically in office hours or online, the faculty advisor and the student together establish a plan for the graduate student's research, work to identify and remove obstacles to success, and ensure that the student has opportunities to develop professional experience. Most of these interactions take place outside the classroom, often in informal interactions. These guidelines are designed to ensure that these interactions are as productive and professional as possible.

This document was created through a collaborative process between faculty and the Anthropology Graduate Student Association. While these guidelines do not constitute a contract or describe sanctions for not upholding the terms of the relationship, they are intended to define the roles and responsibilities of the department, faculty advisor(s), and the student, which are the foundation of an effective training program. They also constitute a list of ground rules that can be referenced if a conflict arises. The advisor-student relationship should be based on transparency, trust, respect, clear communications, and shared expectations. These guidelines supplement the [IU Student Code](#), which primarily addresses formal academic matters.

The sections below outline the roles of the department, faculty, and the graduate student in academic and professional training.

The Department will:

- provide students with up-to-date information about policies, practices, resources, degree requirements, and expectations for progress;
- provide guidance on expectations for effective mentoring and encourage mentoring training for faculty;
- proactively monitor graduate student progress toward their degrees and professional development, including scheduling meetings should concerns arise and monitoring benchmarks toward the degree. Check-ins with students should provide an opportunity to examine the effectiveness of the student-advisor relationship and address any issues that have arisen;
- provide students and faculty with contacts, resources, and a clear process for potential conflict resolution (e.g., Department Chair, Director of Graduate Studies, DEI committee, ombudsperson, etc.);
- provide appropriate infrastructure to allow students to complete their education and research in a timely and productive manner;
- establish and communicate policies for emergencies and unplanned situations that may disrupt the work of students and/or faculty;
- ensure that faculty and graduate students are aware of the resources available on campus to address student mental health concerns;
- assist in the selection of each students' preliminary advisors;
- ensure that all students have a faculty member with responsibility for advising them;
- assist students who wish to change advisors in identifying new advisors or advising the student on options should no placement be found;
- set and circulate policies and expectations for work, either as associate instructors or research assistants, including work hours, vacation time, religious holidays, and health contingencies;
- provide professionalization opportunities that will be relevant to students seeking careers both inside and outside academia and/or their research discipline;
- promote the use of and compliance with these guidelines.

All Faculty and Graduate Students should:

- promote an environment that is intellectually stimulating and free of harassment;
- be supportive, equitable, encouraging, and respectful of all department faculty, staff, and students;
- behave professionally in all academic settings;
- help to build the intellectual community in the department through participation in departmental colloquia and events;
- know the policies governing graduate studies in the department and the graduate school (as set forth in the [Graduate Guide for Students in Anthropology](#) and the [Graduate Bulletin](#)) and take responsibility for being aware of and communicating departmental and graduate school deadlines;

- promptly respond to and/or acknowledge receipt of email queries, especially those that are time-sensitive, within three business days of receipt of the email. If delays are to be expected due to travel or other circumstances, acknowledge receipt with an out-of-office reply and follow up as soon as possible.

Faculty Advisors should:

- be sensitive to the power imbalance in the student–advisor relationship;
- be a role model by acting in an ethical, professional, and courteous manner toward advisees, other students, staff, and faculty;
- set clear expectations and goals for students regarding their academic performance, research activities, and progress to degree;
- meet regularly and often with students to provide clear feedback on research activities, performance, and progress;
- provide timely feedback on dissertation chapter drafts and other writing, for dissertation chapters this should be within one month of receipt of the draft;
- provide and discuss clear criteria for authorship at the beginning of all collaborative projects;
- encourage participation in professional meetings and advise students on how best to secure funding for such activities;
- provide students with training (or facilitate access to such training) in all relevant aspects of research, including the design of research projects, the development of necessary skills, applications for funding, and the use of rigorous research techniques or procedures;
- ensure that students receive training (or facilitate access to such training) in skills that they will need for a successful career in their discipline, including oral and written communication and grant writing, statistics, coding, etc.;
- help students understand the expectations for professional behavior in their field (that is, how to behave in the classroom, at conferences, and so on);
- give students credit for contributions to papers, presentations, or other products;
- support students in achieving their chosen career goals, recognizing that some students will pursue careers outside of academia and/or outside their research discipline;
- promote and manage productive and collaborative relationships among students working in laboratories, research groups, and other collaborations;
- ensure that they are aware of the resources available on campus to address student mental health concerns;
- promote a healthy work/life balance and encourage safety in the field;
- provide access to additional resources as necessary, especially if advising graduate students from underrepresented populations.

Faculty Advisors should never:

- expect uncompensated student assistance in non-academic realms (for example, running personal errands);
- belittle or demean a student in person or other media;
- use a student’s work without attribution;
- ask an AI/GA to work more than 20 hours/week;
- ask a student to write papers or presentations for them;
- ask a student to write their own recommendation letter.

Graduate Students should:

- recognize that they bear the primary responsibility for the successful completion of their degree, including meeting Department, College, and University deadlines;

- be proactive in communicating with the advisor and research committee, ideally multiple times per semester;
- work with their advisor to schedule arrival times for drafts of presentations, articles, etc. to enable advisors to provide timely feedback;
- meet deadlines agreed to with their advisors;
- complete all tasks assigned by the department, including teaching, grading, and other assistantship responsibilities, as outlined in department documents and those that accompany the work contract;
- recognize that, in addition to their role as a student, they have rights and responsibilities as employees of the university, and expect that these are clearly conveyed to them;
- clearly communicate with their advisor(s) regarding their career preferences;
- be proactive about improving their research skills, including written and oral presentation skills;
- request feedback on written work or letters of recommendation from faculty advisor(s) in a timely manner. [Note: it may take up to one month to receive comments on written work and may require two-week notice for recommendation letters. Faculty will do their best to provide letters with less notice, but cannot guarantee that they will be able to do so.];
- seek mentoring and support resources beyond their faculty advisor(s), including other department faculty members, department administrators, peers, and other resources on campus such as the [University Graduate School Grad Mentoring Center](#) and the [Graduate Professional Student Government](#) and the [Walter Career Center](#);
- get in touch with their advisor immediately if they run into serious intellectual or professional issues, or personal issues that affect their research or other academic duties;
- inform faculty advisors of potential and/or existing challenges and work toward their resolution, following departmental guidelines;
- seek help from other committee members, DGS, or Department Chair, if conflicts arise with their advisor;
- understand that concerns or challenges should be communicated through the appropriate channels. Individuals available to help in resolving conflicts (in sequence), include: other faculty advisors/mentors, the Director of Graduate Studies, Department Chair, University Ombudsperson. If resolution at one level is not satisfactory or not possible, then it is important to go up the chain of command. If the conflict is related to racial bias or sexual misconduct, then there are also other departmental and university level reporting mechanisms. Please note that all faculty and administrators are mandatory reporters for complaints regarding sexual misconduct;
- be aware that students have the option to change advisors or research direction; if changes are sought, students consult with their advisor, other faculty mentors, and/or the Director of Graduate Studies.