Department of Anthropology
The Maxwell School of Citizenship and Public Affairs
Syracuse University

Anthropology Graduate Handbook

15 April 2024

Graduate Handbook
Department of Anthropology
The Maxwell School of Syracuse University
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Syracuse, NY 13244
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Updated: 15 April 2024

Note: This handbook is updated periodically to consider changes in policies and procedures by the Department, the School and the University. The requirements are superseded by any procedures or contracts issued by the University, the Maxwell School, or the Graduate School. Students follow the requirements given in the Graduate Catalog for the year they were admitted.

<u>Contents</u>

MA Requirements

2023-2024 Graduate Course Catalog Syracuse University, Anthropology, MA

The Master of Arts degree signifies an important step in a student's scholarly development. The requirements for a Master of Arts degree in anthropology at Syracuse University emphasize comprehensive understanding of anthropology and the articulation of its various sub-fields. The department feels this is the core strength of the discipline. Coursework and qualifying examinations reflect the department's intent to expose students to the breadth of anthropology prior to engaging in more narrowly defined scholarly studies and doctoral research topics.

1. Basic requirements:

30 Graduate credits (past B.A.) credits that include at least five core courses, including a two-course sequence within their subdiscipline, (ANT 611-ANT 711 for cultural students; ANT 641-ANT 741 for archaeology students) and at least three core courses in other subdisciplines.

The core courses are:

ANT 611 - History of Anthropological Theory 3 credit(s)
ANT 631 - Method and Theory in Biological Anthropology 3 credit(s)
ANT 641 - Anthropological Archaeology 3 credit(s)
ANT 672 - Language, Culture, and Society 3 credit(s)
ANT 711 - Current Anthropological Theory 3 credit(s)
ANT 741 - Archaeological Theory 3 credit(s)

2. Qualifying examination

Successful completion of the qualifying examinations in History of Anthropological Theory and Ethnography for cultural students and Archaeological Method and Theory for archaeology students.

3. Writing requirement

Students who do not continue beyond the master's level are required to submit a master's paper, which is a significant piece of work on a subject of the student's choosing, and approved by the advisor. Minimally, it should demonstrate original thinking and knowledge of the literature on a given area, topic, or issue. See "Position Papers" for the writing requirements leading to a doctoral degree.

4. Tools and methods requirement

Cultural students must satisfy the tools and methods requirements by successfully passing ANT 681 Ethnographic Techniques.

Archaeology students must satisfy the tools and methods requirements by successfully

passing either ANT 624 Methods in Archaeology or ANT 644 Laboratory Analysis in Archaeology.

> Archaeological Field training or Field Program:

Archaeology students must also fulfill a field training course (ANT 643 - Advanced Field Methods in Archaeology) or complete an accredited archaeological field program.

5. Advisor and master's committee

Students are expected to select an advisor by December 15 of their second year in residence. (The graduate director will serve as an interim advisor until an advisor is selected.)

In consultation with their advisor, students are responsible for forming a committee including two additional anthropology department faculty to guide the writing of their master's paper.

Ph.D. Requirements

2023-2024 Graduate Course Catalog Syracuse University, Anthropology, PhD

It is the objective of the anthropology department to produce doctors of philosophy of the highest quality. The Ph.D. requirements build upon the educational training and background gained through the completion of master's requirements. Ph.D. students are expected to demonstrate outstanding quality in coursework. They must demonstrate that they are qualified to carry out a significant body of anthropological research. Once their proposal has been approved by their committee, they are expected to carry out the project and write a dissertation based on this research.

1. Basic requirements:

72 graduate credits (past B.A.) as follows:
Minimum of 33 credits in anthropology, maximum of 27 credits in cognate fields
Maximum of 12 "dissertation" credits

Students can transfer up to 30 credits from prior graduate work. The request for the transfer of credits should be discussed with a student's advisor. The mechanism for requesting the transfer of credits is the "Petition to Faculty."

Completion of core courses: Complete at least five core courses, including a two-course sequence within their subdiscipline, (ANT611-ANT 711 for cultural students; ANT 641-ANT 741 for archaeology students) and at least three core courses in other subdisciplines.

The core courses are:

ANT 611 - History of Anthropological Theory 3 credit(s)
ANT 631 - Method and Theory in Biological Anthropology 3 credit(s)
ANT 641 - Anthropological Archaeology 3 credit(s)
ANT 672 - Language, Culture, and Society 3 credit(s)
ANT 711 - Current Anthropological Theory 3 credit(s)
ANT 741 - Archaeological Theory 3 credit(s)

Successful completion of the qualifying examinations in History of Anthropological Theory and Ethnography for cultural students and Archaeological Method and Theory for archaeology students.

Students must complete core courses and qualifying examinations within the first two years in residence.

A Ph.D. pass on qualifying examinations Exemptions may be granted on the basis of previous work. (Petition to the faculty is required.)

2. Students with a Prior Master's Degree:

Students with a prior master's degree must fulfill all core courses and qualifying requirements. This may be accomplished through satisfactory completion of required coursework, the qualifying examination, and other means approved by the Graduate Committee (petition to the graduate director is required).

3. Tools and methods requirement:

Cultural students must satisfy the tools and methods requirements by successfully passing ANT 681 Ethnographic Techniques (3 credits), and show proficiency in a language of international scholarship, a literary language, or a field language.

Archaeology students must satisfy the tools and methods requirements by successfully passing either ANT 624 Methods in Archaeology (3 credits) or ANT 644 Laboratory Analysis in Archaeology (3 credits) and show proficiency in a relevant language of international scholarship, a literary language, a field language, or managing electronic databases and other computer programs for data processing.

Archaeological Field training or Field Program: Archaeology students must also fulfill a field training course (ANT 643 - Advanced Field Methods in Archaeology) or complete an accredited archaeological field program.

4. Dissertation committee:

The Ph.D. student is responsible for forming a committee that will guide and preside over the doctoral dissertation. The committee is composed of five members, including the student's

principal advisor plus at least two other faculty members from the Syracuse University Department of Anthropology. The other two may be from any department. (Interdisciplinary training is encouraged.) At the discretion of the advisor, one member of the committee may be chosen who has no affiliation with Syracuse University.

To facilitate communication and encourage progress towards completion of their doctoral degree, students should meet with their advisor and doctoral committee at least once a year following the selection of an advisor and committee, with the meeting normally held in the spring term. The meeting will be organized by the student and advisor and may include remote participation if necessary.

5. Position papers:

Doctoral students are required to write three position papers on topics selected in consultation with the student's advisor and committee. These three papers will demonstrate competence in a) the geographical area and focal context of specialization, b) the theoretical framing of a specific research problem in local and cross-cultural perspective), and c) the approaches and methods to be used in specific research problem. The position paper should be a student's original synthesis of the specialized literature in each of the three areas. The ideal paper would be one that could be published in the *Annual Review of Anthropology*. Position papers may be written and submitted (in consultation with the student's core committee) at any time beginning in the student's third term of residence. They must all be completed and approved before a formal research proposal may be defended.

6. Dissertation proposal and proposal defense:

Each student must submit a dissertation proposal to his or her committee and successfully defend it during an oral examination. The dissertation proposal should be a substantive piece of work demonstrating competencies in theory, method, topic, and geographic area sufficient to support the proposed research.

7. Dissertation and dissertation defense:

The dissertation is an original and substantial written report on one's doctoral research. Completed dissertations are subject to a formal dissertation defense.

__Program Administration__

__Director of Graduate Studies__

The Graduate Director is appointed by the Department Chair for a term of three years, unless a shorter term is agreed to by the Chair and the appointee.

The Graduate Director's duties include chairing Graduate Committee meetings; supervising the review of applications, selection, and admission of graduate students; supervising the awarding of funding (including all assistantships, fellowships, and travel support) to graduate

students; directing assistantship assignments; providing academic advising to graduate students who have not yet chosen an advisor; supervising the nomination of graduate students for Syracuse University awards and honors; reviewing graduate student petitions, in consultation with the Graduate Committee; undertaking periodic review of the graduate curriculum, including an annual review of the Graduate Catalog, and making appropriate proposals for revision to the Department; representing the Department at Graduate Directors' meetings; administering all Departmental, Maxwell, and University policies that pertain to graduate students; preparing, in consultation with cultural and archaeology ad hoc committees, all qualifying examinations; and addressing any other graduate matter that may arise.

The Graduate Director also serves as the advisor for students who have not yet formalized an advisor-advisee relationship, usually those students in their first 3 semesters of the program.

Graduate Committee

Most important decisions affecting graduate students are made by the department's Graduate Committee. The Department Chair appoints the Graduate Committee in consultation with the Graduate Director. The Graduate committee will be composed of four members of the faculty and the Graduate Director, who chairs the Committee.

The Graduate Committee meets regularly throughout the academic year and is in regular e-mail contact between meetings. Graduate committee decisions are made in consultation with and reviewed by the chair. The committee works carefully and strives consider all relevant information for each of its decisions.

In general, the term of service on the committee is two years. The Graduate committee will concern itself with all relevant aspects of the graduate program, including admissions, funding, advising, evaluation, awards, curriculum, degree requirements, and the review of petitions. The Graduate Committee also serves as the search committee for all part-time instructor appointments.

Petitions and Forms

The Registration of Advisor Form needed to form an advisor-advisee relationship is internal to the department, and is available from the department support staff.

Doctoral students who wish to receive an MA during their doctoral studies must file the appropriate request and forms for doing so once they have completed their position papers. The necessary forms are available from the department support staff.

Students can submit petitions to the faculty concerning a wide variety of programmatic related issues.

Forms for:

Full Time Certification Form
Program of Study Form
Request for Examination Form
Petition to Faculty [PDF]

Can be found on the Graduate School Website: https://graduateschool.syr.edu/student-resources/forms/

Advisor and Committee

Advisor

Students must arrange for an advisor **no later than the end of a student's third semester** in the anthropology doctoral program. Once a mutual agreement has been reached by advisor and student, the selection of an advisor (and any subsequent change) must be recorded by submitting the department's internal Registration of Advisor Form, which is available from the department support staff.

Subsequent to the submission of the Registration of Advisor Form, the student's principal advisor becomes the student's main advisor (the graduate director can always be consulted). Advisors play a critical role in the scholarly and professional development of their advisees, and help them understand and navigate department and university policies.

The Advisor—Advisee relationship is voluntary and each has responsibilities:

Among the responsibilities of the advisor are:

Helping the advisee to remain in compliance with department and Graduate School policies.
Communicating to the advisee about their academic performance when they are not meeting academic expectations.
If a student is not making satisfactory progress, or if a student is placed on academic probation the advisor helps determine what needs to be done to return to good standing in the program.
Helping to define an original research topic that can feasibly be addressed within the time limits.
Providing feedback on advisee's work in a reasonable time frame. For example, the department expectation is that completed dissertation drafts be commented upon within six weeks of submission, if possible.
Ensuring that the advisee complies with relevant ethical policies related to their research.
Advising about internal and external funding opportunities.
Advocating for the advisee in professional contexts, such as writing supporting letters.

Among the responsibilities of the advisee are:

Being familiar with and complying with the rules, policies, and procedures of the department, Graduate School, and university.

Complying with deadlines and policies regarding completion of requirements, policies of the department and the Graduate School. These include deadlines and policies regarding registration, leaves of absence, limitations on time and recertification, dissertation submission and graduation.

Meeting regularly with the advisor, and when requested. Reporting to them your progress.

Keeping the advisor (and the director of graduate studies) informed of any significant challenges that affect your progress.

Providing the advisor and the department with current contact information.

Securing funding for dissertation and other research.

Committee

The Ph.D. student is responsible for forming a committee that will guide and preside over the doctoral dissertation. A doctoral committee must be established by the end of the student's second year in the program.

The committee is composed of five members, including the student's principal advisor plus at least two other faculty members from the Syracuse University Department of Anthropology. The other two may be from any department. (Interdisciplinary training is encouraged.) At the discretion of the advisor, one member of the committee may be chosen who has no affiliation with Syracuse University.

To facilitate communication and encourage progress towards completion of their doctoral degree, students should meet with their advisor and doctoral committee regularly, at a minimum once each year, following the selection of an advisor and committee. Meeting in the spring term after the department has reviewed all graduate students' progress is encouraged. The meeting will be organized by the student and advisor and may include remote participation if necessary.

Funding

Academic Year Funding

The academic year funding students will receive is detailed in a letter sent to admitted students by the Graduate Director. The department specifies in that letter the number of years of support a student will receive and it details of that support. Multiple year funding is conditional on a student making satisfactory progress toward their degree and remaining in good standing (the conditions for this are described in a following section). The department mainly relies on Teaching Assistantships as the mechanism for funding students during the academic year.

The annual award letters sent by the Graduate School contains specific information for

each academic year about the academic year stipend amount, health coverage eligibility, and tuition credits, if any are awarded. Teaching Assistantships usually carry tuition awards for the Fall, Spring, and Summer sessions. The number of credits awarded is intended to allow the student to achieve the total number of credits needed for the Ph.D. degree. For that reason, <u>all credits must be used, including the summer credits (for coursework or independent studies)</u>, in order not to fall short of the credit hours required for the degree.

When in consultation with their advisor a student determines that it makes sense for their program of study to use their summer credits for coursework during the academic year for which they have been awarded, the student and advisor can submit a Petition to Faculty asking to reconfigure when the credits are used.

The Graduate School promulgates a handbook of *Graduate Research and Teaching Assistants: Benefits and Responsibilities.*

Other Funding

Funding RFP "Superfunding"

Each Spring semester, the department issues a request for proposal from those seeking funding. The department refers to this process as "Superfunding." The categories of funding considered at this time are:

<u>First year student awards</u>. These enable students completing their first year in the program to conduct preliminary research in preparation for their dissertation and to devote time to studying for their Qualifying Exam.

<u>Pre-ABD Summer Support</u>: Students who have completed their second or third year in the doctoral program but have not yet attained doctoral candidacy (colloquially 'All But Dissertation,' ABD) can apply for summer support to allow them to devote time to completing their position papers and proposals.

<u>Pre-ABD Summer Research Support</u>: Students who have completed their second or third year in the doctoral program but have not yet attained doctoral candidacy can apply for summer support for summer research projects contributing to the development of their dissertation.

<u>Post-ADB Fieldwork Support:</u> Students who have achieved doctoral candidacy can apply for funding to aid in their dissertation research. These awards are rarely sufficient to completely cover research costs. Cultural Anthropology applicants are considered for an award from the Claudia De Lys endowment fund.

<u>Post-Fieldwork Support</u>: Graduate students who have completed their fieldwork and have a clear plan for dissertation writing can apply for a Teaching Assistantship, which will support them during their dissertation writing.

General Support Requests: Students who are not scheduled to receive a teaching assistantship can apply for additional support through the Superfunding RFP.

The solicitation specifies the kinds of materials that need to be submitted to apply for funding. All require support from a student's advisor.

Research Support — Internal Sources

The Maxwell School has several programs and that offer research support for doctoral students. These funds are generally disbursed in competitions, RFPs for which are distributed by these units.

Students are encouraged to affiliate with those programs, centers, and institutes with which they share research interests.

Some relevant programs, centers, and institutes are:

Moynihan Institute of Global Affairs, which houses regional studies programs. https://www.maxwell.syr.edu/research/moynihan-institute-of-global-affairs

Campbell Public Affairs Institute. https://www.maxwell.syr.edu/research/campbell-public-affairs-institute

Autonomous Systems Policy Institute. https://www.maxwell.syr.edu/research/autonomous-systems-policy-institute

Center for Qualitative and Multi-Method Inquiry. https://www.maxwell.syr.edu/research/center-for-qualitative-and-multi-method-inquiry

Center for Environmental Policy and Administration https://www.maxwell.syr.edu/research/center-for-environmental-policy-administration

Center for Policy Design and Governance https://www.maxwell.syr.edu/research/center-for-policy-design-and-governance

Center for Policy Research https://www.maxwell.syr.edu/research/center-for-policy-research

Program for the Advancement of Research on Conflict and Collaboration https://www.maxwell.syr.edu/research/program-for-the-advancement-research-on-conflict-collaboration

A full listing of Syracuse University Centers and Institutes is available at https://www.syracuse.edu/academics/centers-institutes/

Research Support — External Sources

  The department has limited funds to support students' dissertation field research. Students should expect, therefore, to find appropriate sources to support their research. Demonstrating the ability to receive competitive grants and awards outside of the university are an important aspect in developing a strong resume.

  Many of our students have received competitive grants for their research. Indeed, our students have a very admirable record of grant success.

  Some of the sources of fieldwork funding that our students have received include:

  American Institute of Indian Studies
  Fulbright Awards
  National Geographic
  The Ford Foundation
  The National Institutes of Health
  The National Science Foundation
  The Smithsonian Institution
  Wenner-Gren Foundation

  Plan on familiarizing yourself with possible funding sources. Your advisor will work with you on identifying sources of possible funding. The Maxwell School Research Office (https://www.maxwell.syr.edu/research) will also help you identify possible sources of funding.

  Grant writing is a critical professional skill that improves with practice. The department offers a class on grant writing, and students should plan on taking it.

  Your dissertation advisor will also be a source of advice on grant preparation.

  The Syracuse University Office of Research (https://research.syr.edu/) is another excellent source of advice and guidance.

Program Milestones

Qualifying Exam

  A student must be in good standing to take the Qualifying Exam, which is given in August just prior the start of a student's second year in the program.

  A student must receive a Ph.D. pass on the Qualifying Examination appropriate for their concentration by the end of their second year in the program.

  At the discretion of the faculty, a student may have the opportunity to retake the

Qualifying Examination if they did not receive Ph.D. pass on their first attempt. A Ph.D. pass on the Qualifying Examination must be achieved for a student to remain in the Ph.D. program.

The Qualifying Exams consist of two parts, In-house and Take-home sections. The in-house exam is given on a Friday and has a morning and afternoon session. During each session students answer one question selected from the options offered. For cultural students those questions are focused on ethnography and theory. For archaeology student those questions focus on theory and research design.

The next morning, Saturday, students receive the Take-home portion of the Qualifying Exam. Their completed exam is due to be returned by noon the following Monday.

Qualifying Exam Preparation and Advice

1. Answer the question.

2. Organize your answer so that it is purged of unnecessary redundancy and builds an argument leading to a conclusion that responds to the question.

3. Abstract terms must be concretized with appropriate examples or illustrations.

4. While more weight is given to the development of your argument than to the presentation of evidence, clearly the Qualifying Exams are intended to afford you an opportunity to demonstrate factual knowledge that bears upon the question.

   (a) Typically, you will be expected to demonstrate familiarity with substantive facts -- ethnography, prehistory, physical anthropology, etc. This would include geographic location and temporal period (where appropriate). It would include proper names (to identify a specific people, or site, or fossil find, etc.)

   (b) You will also be expected to show reasonable familiarity with relevant concepts, models, theories, processes. Often a substantive subject may be interpreted differently according to different models, theories, approaches ... You should be alert to that fact, and be able to demonstrate the different interpretations that follow from using different intellectual traditions.

   (c) You should have some familiarity with the relevant history. Who wrote what and approximately when. You may be able to group together different approaches as forming one "school" of thought in anthropology (or social science).

5. Some helpful strategies:

   (a) Before you develop an answer, analyze the question. Identify its crucial components. Surely the three parts of Item 4 will apply. However, questions often presume a definition or two that you might usefully explicate or operationalize. To be sure, not every single term needs to be defined. But if an

argument hinges on defining a term a certain way (and often it does!), be sure you make explicit the definition you are using. Also, consider why your definition is preferable to some other likely definition. Put another way, definitions entail a standard or set of criteria. Make them explicit, and if you can, offer a rationale for adopting them.

(b) Having analyzed the key components of the question, laundry-list under each component key facts, concepts, names etc. that you will want to incorporate into your answer. (But don't stop there, see (c) below!).

(c) Then begin to order your laundry-list into an argument. Try to develop the argument two or three different ways. That will broaden you understanding of the issues, and perhaps flush out some additional pertinent information. Under no circumstances should you present more than one argument. You need to look over the two or three ~different versions you have developed to see which is your most powerful (i.e., which allows you to display best the information called for in Item 4 AND which is also the most persuasive argument for the conclusion you are proffering).

Tools, Methods, and Language Requirements

Methods

Cultural students must satisfy the tools and methods requirements by successfully passing ANT 681 Ethnographic Techniques.

Archaeology students must satisfy the tools and methods requirements by successfully passing either ANT 624 Methods in Archaeology or ANT 644 Laboratory Analysis in Archaeology. Archaeologists are also urged to gain additional methodological and field experience by taking a summer field school.

Archaeological Field training or Field Program: Archaeology students must also fulfill a field training course (ANT 643 - Advanced Field Methods in Archaeology) or complete an accredited archaeological field program in which case a Petition to Faculty must be submitted.

Tools and Language

Cultural anthropology students must show proficiency in a language of international scholarship, a literary language, or a field language as appropriate to their study. The choice of how to fulfill this requirement should be made in consultation with the student's advisor. The mechanism for demonstrating the fulfillment of this requirement is by submitting a Petition to Faculty describing how competence was assessed, signed by the appropriate reviewer and by the student's advisor.

Archaeology students must show proficiency in a relevant language of international

scholarship, a literary language, a field language, or managing electronic databases and other computer programs for data processing. The mechanism for demonstrating the fulfillment of this requirement is by submitting a Petition to Faculty describing how competence was assessed, signed by the appropriate reviewer and by the student's advisor.

Position Papers

Doctoral students are required to write three position papers on topics selected in consultation with the student's advisor and committee.

These three papers will demonstrate competence in a) the geographical area and focal context of specialization, b) the topic of specialization (local and cross-cultural perspectives on a specific research topic), and c) a specific research problem.

The position paper should be a student's original synthesis of the specialized literature in each of the three areas. The ideal paper would be one that could be published in the *Annual Review of Anthropology*. Position papers may be written and submitted (in consultation with the student's core committee) at any time beginning in the student's third term of residence.

They must all be completed and approved by the student's committee before a formal research proposal may be defended.

Research Proposal

Once the student's Position Papers have been approved by their committee, students must develop an approved research proposal prior to advancing to doctoral candidacy. Once their committee deems it ready, there will be a public defense of the proposal.

The nature and structure of the research proposal will vary depending upon the study being undertaken. Ordinarily, such proposals have the following nine elements.

1. A statement of the problem being examined
2. A description of the context or ethnographic setting
3. The specific research questions being asked
4. The specific methods that will be used
5. What is expected to be learned; what the data will look like
6. A time-frame and work plan for the research
7. A budget and budget justification
8. A description of the importance of the research for anthropology
9. Its general theoretical importance

Scheduling the proposal defense is done through the department staff.

This proposal forms the basis for applications for research support that can then be tailored to meet the different and specific requirements of various funders. An example of these

from the National Science Foundation can be found at: https://new.nsf.gov/policies/pappg/23-1/ch-2-exhibit-1

Dissertation

The doctoral dissertation is the final milestone in the doctoral program. The dissertation reports the results of a student's research. Advisors vary in how they prefer to proceed with the review of the developing dissertation, and this should be worked out between the advisor and advisee.

To ensure that the dissertation meets the standard of the discipline, the student's committee must concur that the dissertation is ready for defense.

In preparing for the defense the student should ensure that they have adhered to the Graduate School's instructions for preparing the dissertation. These can be found at: https://graduateschool.syr.edu/preparing-your-thesis-dissertation/

A dissertation defense can be scheduled with the approval of the student's advisor and committee. This is done following the requirements set out by the Graduate School, which can be found at: https://graduateschool.syr.edu/current-students/graduation/defense-checklist/

Professional Development

Annual CV Update Review

Each year the department asks students to complete a "CV Update." This update provides information about a student's progress in the program, their professional activities, and their plans for research an completing their degrees. The form is usually distributed in mid- to late-January or early February.

The department asks students to describe their coursework, publications, conference papers, grant applications and awards, any external funding received, their teaching during the previous calendar year, their service, and their employment.

The CV Update forms are reviewed by the entire faculty and advisors convey any commendations or concerns that the department may have as a result of that review.

Human Research

If you plan to do any research for your dissertation, or another project, that involves research with living people and meets the Federal Common Rule definition of research as "systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge," you will need to comply with the University's rules for research with human subjects.

To that end you should sooner rather than later become familiar with the policies and requirements on the Syracuse University Office of Research Integrity and Protections, found at: https://researchintegrity.syr.edu/.

Among other things, you will need to complete the Collaborative Institutional Training Initiative (CITI) certifications appropriate for your research. This certification lasts several years. You can access it at: https://researchintegrity.syr.edu/responsible-conduct-of-research-rcr/citi-rcr-training/.Completing it sooner than later in your graduate career is useful.

All human subject research needs to have an approved Institutional Review Board (IRB) protocol before research begins. You should thus familiarize yourself with the requirements for IRB. (For example, see: https://researchintegrity.syr.edu/human-research/forms/) . Be aware that getting an IRB Protocol approved can take some time. A couple of months is not unreasonable to budget.

Future Professoriate

The department participates in the Graduate School's Future Professoriate Program (FPP), which is "a structured professional development experience for aspiring faculty. The FPP provides students with the experience, confidence and documented performance they need to excel as teachers and scholars in higher education. We produce candidates who not only get jobs, but quickly become indispensable to the departments, colleges, and universities they join and to the students they teach."

The Graduate School provides a small stipend for two years of participation in the FPP.

The Department's Future Professoriate Program is governed by the rules published by the Graduate School, as applied by the Faculty Liaison. The Graduate Director is the *de facto* coordinator of Department Future Professoriate Program activities. Another coordinator may be appointed in consultation with the Chair.

Additional information about the FPP is at: https://graduateschool.syr.edu/current-students/future-professoriate-program/

The *Future Professoriate Program Participant Handbook* has important information for those participating in the program: https://graduateschool.syr.edu/wp-content/uploads/FPP-participant-handbook.pdf

Certificate of University Teaching

As part of the Future Professoriate Program, the Graduate School offers student the opportunity to earn a Certificate in University Teaching (CUT), which allows students to demonstrate "demonstrates readiness to assume faculty responsibilities in higher education." Information about the CUT program can be found at: https://graduateschool.syr.edu/current-

students/future-professoriate-program/certificate-in-university-teaching/

The anthropology department participates in the CUT Program. All matriculated graduate students may participate in this program. The department's requirements for the CUT are listed at: https://graduateschool.syr.edu/current-students/future-professoriate-program/fpp-eligibility-and-cut-requirements/

The department's FPP coordinator also coordinates the CUT.

Personal Challenges

Students facing personal challenges, such as physical or mental health conditions, that affect their progress in the doctoral program should seek assistance from the appropriate university office.

These include:

The Barnes Center: where you can find resources related to health and wellness
https://experience.syracuse.edu/bewell/primary-health-care/

Student Out Reach and Support: where you can be support for a wide variety of circumstances, including medical and non-medical leaves of absence, readmission from a leave, emergency aid, sexual relationship violence support, support navigating university resources, and more.
https://experience.syracuse.edu/student-outreach/

Center for Disability Resources: can help reduce barriers to learning, including providing evaluation of possible accommodations. https://disabilityresources.syr.edu/

Center for International Services: provides a wide range of services for international students and their families. https://experience.syracuse.edu/international/forms/

These offices will communicate with the department which can then respond as appropriate.

Satisfactory Progress / Good Standing

Ph.D. Program Satisfactory Progress and Good Standing Requirements

Ph.D. students are expected to demonstrate outstanding quality in coursework. They must demonstrate that they are qualified to carry out a significant body of anthropological research. Once their proposal has been approved by their committee, they are expected to secure research funding, carry out the project, and write a dissertation based on this research.

A doctoral student is making satisfactory progress toward their degree and remains in good

standing in the anthropology doctoral program when they are meeting the requirements set out below.

Students are expected to comply with all University policies, procedures, and integrity policies.

Coursework

1. Maintain a minimum overall GPA of 3.0 each semester. If a student's GPA falls below this level in any semester, this must be remedied not later than the following semester.

2. Complete all required core courses and tool requirements appropriate to your concentration no later than the end of their second year matriculated in the program.

3. Achieve a minimum GPA of 3.5 in the required core courses and tool requirement courses.

4. Incompletes must be removed not later than the following semester.

Qualifying Exam

5. A student must be in good standing to take the Qualifying Exam, which is given at the start of a student's second year in the program.

6. Receive a Ph.D. pass on the Qualifying Examination appropriate for their concentration by the end of their second year in the program. At the discretion of the faculty, a student may have the opportunity to retake the Qualifying Examination if they did not receive Ph.D. pass on their first attempt. A Ph.D. pass on the Qualifying Examination must be achieved for a student to remain in the Ph.D. program.

Doctoral Advisor and Committee

7. A doctoral advisor must be secured no later than the end of the student's third semester in the program.

8. A doctoral committee must be established by the end of the student's second year in the program. The committee is composed of five members, including the student's principal advisor plus at least two other faculty members from the Syracuse University Department of Anthropology. The other two may be from any department. At the discretion of the advisor, one member of the committee may be chosen who has no affiliation with Syracuse University.

Language Requirement

9. A student must show proficiency in a language of international scholarship, a literary language, or a field language by the end of the student's second year in the program.

Position Papers and Research Proposal

10. Complete Position Papers and Research Proposal approved by the student's committee no later than the end of their third year in the program.

   The table below summarizes a typical timeline for meeting the program requirements.

Anthropology Program Milestones
(note: each student's path is unique)

Year	Fall	Spring	Summer	Expected milestones
1	Core coursework	Core coursework	Prepare for qualifying exam and take exam in August	Complete core coursework and pass qualifying exam.
2	Students continue taking coursework, with an eye to designing their dissertation project, formulating their committee, and identifying the topics of their position papers. Students select an advisor no later than December 15.	Students complete all coursework and finalize committee. Students demonstrate proficiency in language.	Exploratory fieldwork, if appropriate	Complete coursework, select advisor, formulate committee, and demonstrate language proficiency.
3	Students apply for external funding to support dissertation fieldwork, work on their position papers, and write their dissertation proposal.	Students complete position papers and defend dissertation proposal.	Begin fieldwork	Complete position papers and defend research proposal to achieve candidacy (ABD)
4	Fieldwork	Fieldwork	Fieldwork	
5–6	Fieldwork or return and write-up			Defend dissertation.

Paperwork and Administrative Actions

11. Students in good standing are expected to file all required paperwork on time, including the annual reviews, advisor form, and dissertation committee form.

12. A student must be in good standing to be eligible for funding from the department, including

graduate assistantships, teaching assistantships, other teaching opportunities, summer funding, conference or research travel, and departmental awards.

13. A student not meeting the above criteria may be placed on academic probation. A student placed on department academic probation must provide the Graduate Committee with a plan of action to improve their performance agreed to with the student's main advisor. A student on probation who does not meet the goals in the plan of action would risk losing their teaching assistantship and place in the program.

14. Any student who is granted a leave of absence, will be exempt from the progress towards degree requirement during their absence.

Administrative Withdrawal from the Program

15. Students who do not meet the criteria for satisfactory progress toward the degree are thus not in good standing. They may be administratively withdrawn from the program by the department Chair in consultation with the graduate committee.

16. Following achieving policy candidacy students must meet all graduate school requirements concerning completion of the degree. https://graduateschool.syr.edu/current-students/policies/

Funding and Review

17. To receive continued funding as student must be making satisfactory progress, be in good standing, and have received satisfactory evaluations of their teaching assistantship work if they have had such an assignment.

18. Progress will be reviewed annually by the faculty. The results of the review will be communicated to each student.

Students who are outside of these guidelines and are at placed on academic probation or are at risk of being withdrawn from the program will meet with the Director of Graduate Studies, and their advisor, if one has been engaged. They will discuss with the student what they may do to bring themselves back in line with these requirements.

Forms

Forms related to graduate study can be found on the Graduate School Website: https://graduateschool.syr.edu/student-resources/forms/

Students facing non-health related challenges that affect their ability to work safely or successfully in the university environment may take **leave of absence**. The form for requesting a leave of absence is on the Registrar's Website: https://registrar.syr.edu/wp-content/uploads/form-university-withdrawal-and-leave-of-absence.pdf Plans for a leave of absence including return should be discussed with the student's advisor and with the director of graduate studies.

Student facing significant health challenges that affect their ability to work safely or successfully in the university environment may take a **medical leave of absence**. The process is overseen by the Office of Student Outreach and Support. The process is detailed on their Website: https://experience.syracuse.edu/student-outreach/student-support/medical-leave-of-absence/ Plans for returning from the medical leave of absence should be discussed with the student's advisor and the director of graduate studies.

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