

UNIVERSITY OF CINCINNATI
Department of Anthropology

Master of Arts Program
Graduate Student Handbook

Academic Year 2009-2010

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THE M.A. DEGREE IN ANTHROPOLOGY

Program Description

The Master of Arts (M.A.) degree in Anthropology focuses on delivering advanced training and research opportunities in archaeology, biological anthropology, and cultural anthropology.

The M.A. program is normally completed in two years. During the first year, the Director of Graduate Studies serves as a student's advisor until the student has requested and been accepted by another full-time faculty member. In consultation with the advisor, each student designs a program to meet his/her educational and professional needs. Students are expected to meet the requirements for the M.A, which includes satisfactorily completing coursework and submitting a thesis that is acceptable to their committee, by the end of their second year in the program.

Course Requirements

A minimum of 45 quarter hours of graduate study are required for the M.A., of which 32 hours must be derived from formal course work (i.e., any course taken for graduate credit for which the student receives a letter grade – A, B, C, etc.). Course requirements may be adjusted to take into account undergraduate studies and the acquisition of specialized skills or methods that are relevant to the student's program of study.

Core Course Requirements (16 credit hours total):

- All incoming students must take ANTH 700, Fundamentals of Anthropology.
- Students must take at least one course in each subdiscipline (see A, B, and C below).

Subdisciplinary Course Requirements (8 credit hours total):

- Students focusing on archaeology must take 696 and either 722, 723, 771, 772, or 773.
- Students focusing on cultural anthropology must take 648 and 504.
- Students focusing on biocultural anthropology must take 510 and a methods course approved by their advisor.

Graduate Courses (* = offered) 2009-2010.

A	Cultural Anthropology
504*	Ethnographic Methods
620	Cultural Anthropology Field Practicum
647*	History and Theory of Anthropology
648	Contemporary Anthropological Theory
670	Seminar in Anthropological Film
706*	Global Trends in International Migration
713	Seminar in Economic Anthropology
718*	Advanced Applied Anthropology
720*	Balkan Ethnography
733	Caribbean Ethnography
735*	Native North American Ethnography
746*	Country and City Seminar
750*	Anthropology of Religion

755	Ethnography of the Lowland Tropics
775*	Seminar in Anthropological Film
779*	Advanced Medical Anthropology Seminar I
879	Advanced Medical Anthropology II

B	Archaeology
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515	Water Management
555	Spatial Archaeology
696*	Archaeological Theory
701*	Cultural Resource Management
705*	Maya Archaeology
708*	New World Archaeology
709*	Ohio Valley Archaeology
722	Advanced Topics in Archaeological Interpretation
723*	Assemblage Analysis
725*	Archaeology of Identity
740*	Ancient New World Nobility
760*	Agricultural Analysis
762	Analysis of Civilization
770*	Advanced Historical Archaeology
771*	Advanced Field Course in Archaeology: Southwest
772	Advanced Field Course in Archaeology: Mesoamerica
773	Advanced Field Course in Archaeology: Midwest
776*	World Archaeology
778	Old World Archaeology

C	Biological Anthropology
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510	Biocultural Anthropology
590*	Human Osteology
591	Human Skeletal and Dental Analysis
593	Skeletal Biology and Archaeology
594	Human Origins
595	Evolution of <i>Homo sapiens</i>
690	Seminar in Ecological Anthropology
702*	Analysis of Primate Locomotion
704*	Human Evolutionary Anatomy
751*	Advanced Introduction to Biological Anthropology
752*	Advanced Introduction to Biological Anthropology
753*	Advanced Introduction to Biological Anthropology
780	Seminar in Anthropological Forensics
789	Approaches to Human Adaptation

D	Additional Electives
512	Public Archaeology Internship
643	Special Topics in Anthropology
700*	Fundamentals of Anthropology
710, 711, 712	Individual Work in Anthropology (1-15 credits)
715, 716, 717	Master's Thesis Research (1-15 credits)
729*	Advanced Topics in Linguistic Anthropology
831, 832, 833	Advanced Individual Work in Anthropology (1-15 credits)
837, 838, 839	Anthropological Research (1-15 credits)

NOTE: It is strongly recommended that students take a course in quantitative methods or GIS.

Waiver of Course Requirements

Students with strong undergraduate preparation in Anthropology may request that specific requirements be altered or waived. A written petition for a waiver or change should be submitted to the Director of Graduate Studies. The decision to accept or reject the petition will be made by the Director of Graduate Studies, the student's advisor, and the faculty member responsible for the course(s) in question. Such waivers or alterations do not alter the student's obligation to take 45 quarter hours of graduate study, of which 32 hours must be derived from formal course work.

M. A. Thesis

A thesis represents original research conducted by an individual student (no joint projects are allowed) that has a clear and appropriate problem focus.

Bibliographic style should conform to major anthropology journals, such as *American Anthropologist*, *American Antiquity*, *Language*, or the *American Journal of Physical Anthropology*, as appropriate to the subfield and subject matter.

The Graduate School provides detailed information about thesis format and the mechanics of preparing the final draft and abstract (<http://www.etsd.uc.edu/Masters.aspx>).

Students must provide each committee member with a final copy of the thesis in either electronic or paper format. A final copy of the thesis, in electronic and hard copy format, must also be delivered to the Director of Graduate Studies.

M.A. Thesis Committee

The M.A. Thesis Committee consists of the student's advisor and at least one additional member of the full-time department faculty. Additional department members or, in appropriate cases, faculty from other departments, may be added at the request of the candidate, the Committee, or the Director of Graduate Studies.

Full-Time Faculty

- Sarah E. Jackson (PhD Harvard University 2005; Assistant Professor) Archaeology, ethnohistory, colonial encounter, epigraphic record, political hierarchy, identity in the past, Mesoamerica, Maya.

- C. Jeffrey Jacobson (PhD Case Western Reserve University 2001; Assistant Professor) Medical and psychological anthropology, Caribbean, Mesoamerica.
- Jeremy M. Koster (PhD Pennsylvania State University 2007; Assistant Professor) Human behavioral ecology, optimal foraging theory, subsistence hunting, dogs, conservation and sustainability, resource and labor exchanges, lowland Central and South America.
- Anthony J. Perzigian (PhD Indiana University 1971; Professor; Senior Vice President and Provost) Human evolution, evolutionary theory, forensic anthropology, osteology, physical anthropology.
- Leila Rodriguez (PhD Pennsylvania State University 2009; Assistant Professor) Cultural anthropology, international migration, demography, economic anthropology, global processes
- Vernon L. Scarborough (PhD Southern Methodist University 1980; Professor) Archaeology, settlement patterns, water management, architecture, Maya, US Southwest, Pakistan.
- Alan P. Sullivan III (PhD University of Arizona 1980; Professor) Archaeology, theory and method, fire ecology, remote sensing, US Southwest.
- Kenneth B Tankersley (PhD Indiana University 1989; Assistant Professor) Geoarchaeology, human adaptation to climate change, Native North America, Ohio Valley.
- Katherine Whitcome (PhD University of Texas 2007; Assistant Professor) Biological anthropology, functional and evolutionary anatomy, locomotor analyses, hominin evolution.

Financial Aid: Eligibility and Policies

1. All full-time students in good standing are considered for Graduate Assistant (GA) or University Graduate Scholarship (UGS) awards; continuing students do not need to apply to be considered. An offer of a GA or UGS is made by the Department without regard to whether a student has received an award the previous year.
2. Full-time graduate students receiving either a GA or UGS must register for at least 12 graduate credits during each funded quarter.
3. Graduate Assistants are assigned to one or more members of the regular faculty and are expected to assist faculty with their teaching and research.
4. In no case will a Graduate Assistant be assigned work exceeding the maximum stipulated by the Graduate School and in no case will a Graduate Assistant receive a stipend less than the minimum stipulated for the year of the award by the Graduate School.
5. A graduate award may be terminated for the following reasons:
 - A. A Graduate Assistant fails to perform satisfactorily the duties assigned.
 - B. A funded student (GA or UGS) fails to maintain satisfactory academic performance. Graduate Assistants are expected to maintain an "A" average (3.5 or higher) in graduate courses.
 - C. A Graduate Assistant fails to demonstrate steady progress towards completion of the

M.A. degree, as determined by the Director of Graduate Studies and the student's advisor.

6. The Department may offer a graduate award equivalent to a full or partial GA or a full or partial UGS from sources other than General funds. In such instances, some of the above policies may not be applicable (e.g., amount of stipend, nature of duties, credit hours of enrollment, etc.). A student whose letter of offer of an award does not indicate any special conditions or exemptions may assume that the award offered derives from General funds and is being so treated with respect to these policies and regulations.

Assessing Progress toward Completion of the M.A. degree

1. Advisor - By the time the student has *accumulated 24 graduate credit hours or has been enrolled for two quarters of full-time graduate work*, the student will select an Advisor who assumes primary responsibility for directing the student's thesis research. Students who fail to select an Advisor by this deadline can not be considered for financial aid for the following academic year.
2. Proposal and Committee - By the time the student has *accumulated 36 credit hours or has been enrolled for three quarters of full-time graduate work*, the student will submit a thesis proposal and establish an M.A. Committee. The student's Advisor and Committee must approve the proposal. Changes in Advisor or in the composition of the Committee may be made by the student in consultation with the Director of Graduate Studies. Students who fail to complete an approved proposal and to form a Committee by the deadline normally become ineligible to receive financial aid for the following academic year.
3. Annual Registration - To maintain status as a graduate student and be eligible for the M.A. degree, **a student must register for at least one (1) graduate credit hour during the academic year.**
4. Minimum Grade Point Average - A graduate student must maintain a minimum overall average of **"B"** defined as a Grade Point Average of 3.0 for all courses (whether for graduate or undergraduate credit) taken since admission to the graduate program. Course work taken outside the Department of Anthropology must be approved by a student's advisor if such course work is to count toward the M.A. degree and be included in calculation of GPA for continuation requirements.
5. Annual Review - The Graduate School requires that, at least once a year, the Director of Graduate Studies or the student's Advisor inform the student in writing of his/her status in the M.A. Program. In Anthropology, this letter is prepared after a conference between the student and the advisor (or DGS if the student has not yet chosen and/or been accepted by an advisor). This conference takes place before the end of Spring Quarter and entails a review of the student's program, including coverage of required courses and plans for thesis-related research. A written statement is prepared, signed by both advisor and student, to ensure that both parties are informed about the student's current progress and to encourage effective planning for completion of the degree. The original of this statement should be filed with the Director of Graduate Studies, with a copy retained by the student and the advisor.

6. Time Limitations:

A. The minimum requirement for the M.A. degree is the equivalent of one academic year of full-time graduate study, consisting of at least 45 graduate credits completed to the satisfaction of the student's committee.

B. Five-Year Rule: A student must complete all requirements no later than **five (5) years** after the date of first registration. Under extenuating circumstances, students may petition the Graduate Council, through the Department of Anthropology and the College of Arts and Sciences, for extension of the 5-year time limit or for reinstatement if candidacy has lapsed. The petition shall be submitted, on the specified form, to the Advisor/Committee Chair and the Director of Graduate Studies. If both approve, it will be forwarded to the Dean and Graduate Council; if one or both disapprove, it will be brought before the Department of Anthropology (full-time faculty) for approval or disapproval by majority vote (the Director of Graduate Studies having two votes in case of a tie). If this departmental vote overturns the disapproval of the student's Advisor, this outcome may mean that the student will have to seek a new Advisor if the petition is ultimately approved by the Dean and Graduate Council.

Policies

1. Program Changes - Full-time students who continue their academic programs without interruption (not including Summer Quarter) are held responsible for meeting major changes in graduate program requirements, provided the students have an adequate opportunity to meet the revised requirements without the burden of increased time or money. Minor changes may be adopted periodically and will be applicable to all students.

Students who interrupt their graduate studies by withdrawing from the University, either officially or by failing to register for at least one graduate credit for an entire academic year, will be held responsible for meeting the graduate program requirements at the time they re-enter that program

2. Probation and Termination:

- A. Students who fail to maintain a "B" (3.0) average on all course work or who fail to make satisfactory progress toward their degree will be placed on academic probation for the ensuing quarter.
- B. The student remains on probation for the period that the cumulative GPA is below 3.0, but will be allowed to continue in the program as long as grades in all graduate-level courses are at or above 3.0 for each individual quarter.
- C. The student will be dismissed if grades for any quarter while on probation are below 3.0.
- D. Receiving an "F" in any two courses, either concurrently or in different quarters, will result in immediate dismissal with no probationary period.
- E. Receiving a GPA below 2.0 (excluding "incompletes") for any specific grading period will result in immediate dismissal with no probationary period.

- F. A student dismissed from the graduate program may file a written petition with the Director of Graduate Studies for readmission. In making a decision regarding readmission, the faculty may consider extenuating circumstances surrounding the unsatisfactory grades and the probability that the student can successfully complete the program with at least the 3.0 GPA required to graduate.
- G. If a dismissed student wishes to be considered for readmission in the subsequent quarter, a petition must be filed within three working days of receipt of the written dismissal notice.
- H. If a previously dismissed student is readmitted, all previously earned grades will remain on the permanent record and will be computed in the overall grade point average.
- I. Students will be fully informed of all decisions affecting their status in the program and may appeal a decision by following Graduate School grievance procedures.

Graduation

Once certified by their thesis committee and the Director of Graduate Studies that they have satisfied the requirements for the M.A. degree in anthropology, students must consult the Graduate School website to ensure that they have satisfied all university requirements in order to graduate.

For Additional Information Regarding University and Graduate School Policies:

GRADUATE SCHOOL: <http://www.grad.uc.edu/>

STUDENT CODE OF CONDUCT: http://www.uc.edu/conduct/Code_of_Conduct.html

8/14/09