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INTRODUCTION TO THE HANDBOOK

This handbook is designed to answer frequently asked questions and to provide a guide for students pursuing the MA degree in Anthropology. It does not eliminate the need for sustained and frequent contact between the student and faculty advisors, especially as the student nears candidacy and the culminating experience. Remember that the MA Program Coordinator is your advocate and will be the first in the department to be informed when Graduate School rules and policies change.

The handbook is arranged chronologically. That is, the order of topics follows the order in which you proceed through the program. Therefore, it provides a sort of roadmap through the program.
FULL TIME TEACHING FACULTY

**Douglass Bailey, Ph.D.,** Professor, Cambridge University (1991)
Dr. Bailey is an archaeologist with interests in prehistory (particularly of Europe), the archaeology of art and visual culture, and archaeological theory. He teaches method and theory classes and the graduate seminar in archaeology. Dr. Bailey has published widely on the prehistory of eastern Europe and on prehistoric art, and has run field projects in Romania and Bulgaria; new work focuses on the Jomon of Japan and the archaeology of the contemporary past.

**Peter Biella, Ph.D.,** Professor, Temple University (1984)
Dr. Biella is a Visual Anthropologist with academic foci on media and education, theories of ideology and medical anthropology. He teaches courses in narrative theory in film and video, ethnographic fieldwork methods, digital film production, and the use of video in applied anthropology. Dr. Biella conducts research in Tanzania among Maasai people. He is currently completing a six-year research and film production project with graduate students in the design and screening of culture-specific (Maasai language) videos for AIDS education.

**Mark Griffin, Ph.D.,** Associate Professor, Purdue University (1993)
Dr. Griffin is a biological anthropologist with academic interests in skeletal biology, human evolution, and human variation. Dr. Griffin teaches a broad range of courses from the introductory biological anthropology course to specialized courses in human variation, human evolution, human osteology, and the graduate seminar in biological anthropology. Dr. Griffin’s research interests are in the bioarchaeology of the Southeast US and prehistoric California, dental morphology, dental pathology, and forensic anthropology.

**Martha Lincoln, Ph.D.,** Assistant Professor, City University of New York (2013)
Dr. Lincoln is a cultural and medical anthropologist with research interests in the interpretive/critical medical anthropology, public health and applied anthropology. Dr. Lincoln’s research has focused on the public health effects of political and economic change and the cultural landscapes of post-socialism in Vietnam. Publications include articles on the politics of Viet Nam’s informal sector, cholera epidemics in Ha Noi, racial and national stratification in Viet Nam’s health services, and biopower under socialism.

**Meredith Reifschneider, Ph.D.,** Assistant Professor, Stanford University (2017)
Meredith Reifschneider is an historical archaeologist who studies how different cultural groups and diverse communities navigate sustained periods of interaction with one another and the material practices that result from these interactions. Her research focuses on the social politics of medicine by asking, how is medical practice politicized in situations of social inequality? How are health and healthcare interpreted by actors in various positions of power? In addition to
medical archaeology, Meredith’s research also intersects with critical geography, postcolonial theory, and gender studies.

**James Quesada, Ph.D.**, Professor, University of California, San Francisco/University of California, Berkeley (1994)

Dr. Quesada is a cultural and medical anthropologist who has concentrated his work on the socio-cultural effects of violence in contemporary societies, mainly North and Central America. His work examines the direct and ripple of effects of political and structural violence that manifest in various forms of social suffering, transnational migration, and altered subjectivities. Dr. Quesada teaches a wide variety of undergraduate and graduate courses for majors and GE, as well as topical courses in such subjects as Globalization, Endangered Cultures, Medical Anthropology, and Central America.

**Cynthia Wilczak, Ph.D.**, Associate Professor, Cornell University (1998)

Dr. Wilczak is a biological anthropologist with interests in skeletal biology, primate behavior, and research design. She teaches courses in introductory biological anthropology, human variation, paleopathology, primate behavior and statistics. Dr. Wilczak's research interests are in bone adaptation to mechanical stress, bioarchaeology, paleopathology, and forensic anthropology.
## Full Time Faculty Contact Information

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</tbody>
</table>
MA PROGRAM ADMISSION AND CONDITIONAL CLASSIFICATION

- **University Policy** stipulates that all graduate students are admitted in *conditionally classified status*. All graduate students must meet the following conditions in order to become fully classified:
  1. Completion of prerequisite coursework (if any) with a grade of B or better.
  2. Completion of Anthropology 710 with a grade of B or better.
  3. Completion of at least 18 units toward the degree.
  4. Submission and acceptance of the *Advancement to Candidacy (ATC)*.

- Students who are admitted to the program should contact their advisor before the beginning of their first semester in order to discuss the courses in which they should enroll. Students are assigned an advisor upon admission. Your advisor's name and contact information are included in the admission letter sent to you from the department.

- At your first advisory meeting, you should fill out the **MA Program Worksheet**. The worksheet must be filed with the Graduate Coordinator no later than the second Friday of the first semester that you enroll in the program. In filling out your worksheet, please pay attention to the required course ratios described in the Advancement to Candidacy section.

- **Paths to Graduation** provide students with recommended courses and course timelines for completion of the MA Program in two and a half to three years. Recommended Paths to Graduation can be found at the end of this document.

- All students are admitted to a particular emphasis in the program (i.e., archaeological, biological, cultural, or visual). Students may not change emphasis except in extraordinary circumstances. In order to change emphasis a student must obtain the written consent of their new advisor and a second committee member (for their culminating experience).

- If a student is required to take 100, 110 and/or 300 these classes must be taken for a letter grade. This course work is considered preliminary and is designed to create a sound foundation for the graduate program. It cannot be used as part of the Advancement to Candidacy for the Master of Arts.
If a student is required to complete prerequisite coursework it should be completed as soon as possible. There is a one-year limit for completion of this coursework. Students who must complete prerequisite coursework are notified on their admission to conditional classified status of those courses. They should discuss with the Graduate Coordinator their plans for completion of the coursework and a general schedule for doing so.

By the end of the first two semesters of graduate study, students must have completed a minimum of nine (9) units including ANTH 710, Seminar in Anthropological Theory and Methodology (3 units) and six (6) units in Upper Division courses (numbered 300-699) or Graduate courses (numbered 700 and above). Students who do not meet this requirement may be subject to disenrollment from the program.

University Policy requires students to maintain a minimum GPA of 3.0 at all times. Students who fall below this GPA will be placed on probation for one semester. If the GPA is not raised by the next semester the student will be disenrolled from the university.

University Policy requires that graduate students make continuous satisfactory progress toward their degree by completing a minimum of 6 units each academic year (courses taken in summer or winter sessions may not count toward the 6 unit minimum). Graduate students who are enrolled, but not taking courses leading to the degree may be disenrolled by the department graduate coordinator or Dean of Graduate Studies.
MA PROGRAM ADVISING

- Students in the M.A. Program are expected to work closely with their culminating experience committee at all times and should meet with them frequently to discuss their course work, research interests and progress.

- Culminating Experience committees are assigned at the time of admission and students are informed of their committee assignments on their department admission letters.

- Students may change the composition of their Culminating Experience Committee prior to filing the Culminating Experience form by obtaining the written consent of the replacement committee member(s). This written consent must be provided to the Graduate Coordinator in the form of an official communication on department letterhead with the signatures of both the replacement committee member(s) and the student. All changes in composition of the Culminating Experience Committee are subject to approval by the Department Graduate Committee.

- Upon admission to the MA Program and prior to your first semester of attendance you must meet with your assigned advisor. This initial advisory meeting may be conducted via email because priority registration for graduate students is in July.

- At your first advisory meeting, you should fill out the MA Program Worksheet. The MA Program Worksheet must be filed with the Graduate Coordinator no later than the second Friday of the first semester that you enroll in the program. In filling out your worksheet, please pay attention to the required course ratios described in the Advancement to Candidacy section below.

- Students must have at least one structured and documented meeting with their thesis committee each semester. Ideally, this meeting should occur during the final three weeks of the semester. Notes from this meeting must be provided to the Graduate Coordinator and the student. A copy will be included in the student’s permanent file. At a minimum, the notes from this meeting must include:
  - A brief statement of the student’s overall progress in the program (units completed, grades in courses, completion of specified requirements).
  - A brief statement concerning the student’s progress on their Culminating Experience project (e.g., topic focus, research question(s), research completed, estimated time to completion).
  - Advice to the student regarding courses and specified program requirements to be completed in the upcoming semester.
The Department of Anthropology requires that at the end of each academic year, each continuing graduate student will prepare a one to two page summary of their progress in the M.A. program and a statement of their plans for the next academic year. The Annual Graduate Student Review is due no later than the first Friday in April. The Department Graduate Committee will review each report and provide a written evaluation by the first Friday in May. The Annual Graduate Student Review must conform to the guidelines below.

Faculty members are contracted to the university on a nine-month appointment. They therefore may not be available for consultation, thesis reading or similar activities during the summer or winter breaks. Students should schedule consultations accordingly.

Students and faculty should familiarize themselves with two important university resources for graduate guidelines: the SFSU GradGuide and the graduate section of the University Bulletin. Both of these resources provide important information regarding university policies and expectations.
**ANNUAL GRADUATE STUDENT REVIEW**

The Department of Anthropology requires that at the end of each academic year, each continuing graduate student will prepare a one to two page summary of their progress in the M.A. program and a statement of their plans for the next academic year. *All* students should provide a thesis/creative work project update. **The report is due no later than the first Friday in April.** Each student's report should specifically address the following:

- List the names of your Culminating Experience committee, indicating who is the chair of your committee.
- List all courses (number and title) you have enrolled in this academic year (including ones that you withdrew from) and indicate your final grade for each course.
- List the courses (number and title) that you will enroll in next academic year; indicate why you are taking each course.
- Provide a brief statement concerning your progress on your thesis/creative work project (i.e., do you have a topic, have you done research, how is the research/writing coming, what is your estimated time to completion?)
- Provide a brief statement concerning your plans for your thesis/creative work project for next year (i.e., what stage do you plan to work on: research, writing, etc.)
- List any professional meetings that you have attended over the last academic year.
- List any papers/presentations that you have presented over the last academic year (e.g., professional meetings, university, educational, etc.)
- Provide a brief statement concerning your plans after completion of the M.A.
- Your report should be typed and double-spaced. The Annual Review should be emailed to the Graduate Coordinator and your Culminating Experience Chair as a Word document no later than the first Friday in April.
INDEPENDENT STUDY (ANTH 899)

Anth 899 Independent Study is a 1-, 2-, or 3-unit class in which students work closely with a faculty member on an area in which the faculty has particular expertise. Most often, students take Anth 899s in topics that are closely related to the subject of their Culminating Experiences.

You must have a GPA of 3.25 to be eligible to take an 899 and you cannot take more than two 899s in your MA career.

Students who want to petition to take an 899 must follow the following steps:

- At least two weeks before the end of the preceding term, contact the relevant faculty member about the possibility of doing an 899

- Discuss with the faculty member and agree on the topic for the 899 and how you will complete the petition form: specific title, SLOs, meeting schedule, work to be completed with dates and their percentage contribution to the final grade

- Complete a draft Petition with all required information (including your current GPA), and submit it to the faculty member for comment and approval. Note that the title of your 899 as listed on the Petition will be printed on your transcript; be specific (“Independent Study” is not appropriate or detailed enough). Note that the text in Box III must clearly define the assessed work (i.e., a 7500-word essay)

- After completing the final version of your petition, attach a copy of your unofficial transcript and get approval signatures from your Committee Chair and the Department Chair

- The petition will be sent to the Dean’s Office for approval, and the Dean will send the Petition (if approved) to the Registrar’s Office

- At the beginning of the term in which you plan to enroll in the 899, ask your Committee Chair for an “add” number for the 899
FUNDING, GRANTS AND SCHOLARSHIPS

The University’s centralized system to help you find funding is called Academic Works. The system provides a searchable database of campus and external scholarships, and allows current and prospective students to apply for campus scholarships online. The system also automatically matches students to campus scholarships they may be eligible and presents students with recommended scholarships they should consider. In addition, Academic Works allows students to review scholarship requirements and accept scholarship awards online.

The Department of Anthropology awards the following two annual prizes:

- The Jay Young Award for Excellence
- The Kiana Dressendorfer Award.

Both the Jay Young and the Dressendorfer awards are made in the spring term and can support graduate research expenses or field school opportunities. Applications are due on February 15th through Academic works.

The Anthropology Department is part of the College of Liberal and Creative Arts (LCA) and the college has its own awards, grants and prizes; students should consult the LCA website for possible opportunities. The College also awards funds to defray expenses for students presenting at professional conferences. Consult the AOC and Graduate Coordinator for more information on these travel funds.

The Graduate Division provides more information about how students can find support to fund their MA.
ADVANCEMENT TO CANDIDACY

- The plan of study that must be completed prior to award of the degree is documented on the Advancement to Candidacy (ATC) form. In general, the ATC should be submitted in the Fall of your second year.

- Filing the Advancement to Candidacy is an indication that you have satisfied all of the requirements to become a fully classified student (see above).

- An ATC will be valid as long as the student maintains continuous enrollment status with the university as defined in the University Bulletin. Any time a student is required to reapply for admission to the university, they must also be reconsidered for admission by the major department. If readmitted, a new ATC must be completed that meets current curricular requirements.

- Prerequisite course work may not be used to meet degree requirements.

- Any prerequisite course work and Anth 710 must be completed prior to submitting the Advancement to Candidacy. Students must make a B or higher in Anth 710.

- No lower division (100-299) course work is allowed on the ATC.

- University Policy requires that a minimum of seventy percent of the total number of units must be at the 700-899 level. Fifty percent of the total units on the ATC must be exclusively graduate level (i.e., not paired courses). Twenty percent can either be paired courses or exclusively graduate level.

- The final thirty percent of the courses may be upper division (300-699) courses. Upper Division courses may not include 300, 301, or 302.

- A maximum of four student teaching units (Anth 785) can be included on the ATC.

- A 3.0 GPA is required for course work listed on the ATC and must be maintained in all post-baccalaureate work taken at SFSU. The ATC must include only courses with grades of C or better (grades of C- and lower may not be included).

- The ATC may not include more than six units of credit in special study courses (Anth 899).

- All requirements listed on the ATC must be completed within a seven year period from the beginning of the term of the earliest course listed on the ATC.
Requests for substitutions of required courses must be approved prior to submission of the ATC. The Petition for Substitution or Exception form is available in the Graduate Division Office.

If a student wishes to change their approved ATC by adding or removing a course, they must file an adviser and college approved Petition for ATC Substitution or Exception form with the Graduate Division. Reasons for waivers or substitutions to the program must be included on the form.
RESEARCH AND CREATIVE WORKS PRESENTATIONS

The MA Expo

The MA Expo is an Anthropology event that takes place in the last week of each semester. Partly social, partly academic, the Expo is an opportunity for Anthropology graduate students to present their in-progress Thesis or Creative Project work to their peers and to faculty and lecturers. At the Expo two or three students present short (10-minute) Power Point presentations and then lead a 20-minute Q & A about their research.

The Anthropology Graduate Student Committee organizes the Expo, and invites volunteers to present their work. All students should take advantage of this chance to talk about their work, the successes that they have had, and the challenges that they may be facing. All students are required to attend the Expos and present at least one in their academic career. Faculty and visitors are welcome to attend.

Research and Creative Works Showcase

Each spring the University sponsors a public fair (Graduate Research and Creative Works Showcase) where graduate students present their thesis or creative projects. All Anthropology MA students are required to participate in the Showcase in their second or third year.

Participation in the Showcase requires a formal (though not complicated) application which the Graduate Division distributes early in the spring semester and which the Graduate Coordinator will forward to all Anthropology MA students.

The Showcase is part academic and part social. All students are invited to the banquet at the end of the event. Anthropology students should invite the Chairs of their Committees to the Showcase and to the banquet.

Professional Conferences

Although not required, students are strongly encouraged to present their research or creative work at a professional conference. Consult with your advisor regarding your readiness, preparation and the appropriate venues for the field. Abstracts are generally submitted in a peer-reviewed application process. If selected, you may be eligible for College Funding to defray the costs of the conference. Consult with the AOC and Graduate Coordinator about applying for these funds.
CULMINATING EXPERIENCE

Title 5 of the California Code of Regulations requires that each MA program in the California State University system have a Culminating Experience for the degree. The MA Program in Anthropology requires either the completion of a Thesis or the completion of a Creative Work Project (Film) as the Culminating Experience. The choice between these Culminating Experience options is made by your Culminating Experience Committee.

Culminating Experience Committee

- University Policy requires that a culminating experience committee be composed of at least 2 members who are regular, full time tenured or tenure track members of the Anthropology faculty. Emeritus faculty, faculty in the Early Retirement Program (FERP), and regular faculty in a department/program other than Anthropology may serve as third members, but not as chairs or second members.

- Culminating Experience committees are assigned at the time of admission and students are informed of their committee assignments on their department admission letters.

- Students may change the composition of their Culminating Experience committee prior to filing the Culminating Experience form by obtaining the written consent of the replacement committee member(s). This written consent must be provided to the Graduate Coordinator in the form of an official communication on department letterhead with the signatures of both the replacement committee member(s) and the student. All changes in composition of the Culminating Experience Committee are subject to approval by the Department Graduate Committee.

- Students in the M.A. Program should work closely with their culminating experience committee at all times and should meet with them frequently to discuss their course work, research interests and progress.
Human and Animal Subjects Research

- Any Culminating Experience project that involves human or animal subjects research must be approved by the Institutional Review Board or Institutional Animal Care and Use Committee before students can begin their research and before the Culminating Experience Proposal can be approved.

- ORSP - Human and Animal Protections at San Francisco State University supports the work of the Institutional Review Board (IRB) and the Institutional Animal Care and Use Committee (IACUC).

- The IRB and the IACUC are charged with protecting the safety and welfare of humans and animals used in research at or in conjunction with this university.

- In the process of planning their research students should read the section of the ORSP – Human and Animal Protections website which defines research that requires review.

- IRB review and approval is required for any research involving research volunteers that:
  - is conducted by University faculty, staff, students; is performed on the premises of the University (even if conducted by persons not affiliated with SFSU)
  - is performed with or involves the use of facilities or equipment belonging to the University (even if conducted by persons not affiliated with SFSU)
  - or involves University, students, staff, or faculty (even if conducted off-campus)

- Example Cultural Anthropology protocol (approved by IRB).
Fieldwork and Liability Forms

The Department of Anthropology requires that all MA students planning to carry out fieldwork complete the following tasks (and gain approvals) before beginning any proposed work. For international travel, the University has a firm 45-day pre-fieldwork deadline and some forms require considerable time to complete:

- Meet with the Chair of your Thesis Committee/Advisor to discuss proposed work, to review the value of the work, and the discuss potential safety concerns and steps you will take to minimize risk;
- Meet with the Graduate Coordinator in Anthropology to discuss plans for work and steps taken to minimize risk; and
- In consultation with the Graduate Coordinator, complete the following forms:

  For Domestic Travel (including local field sites)
  1. Field Trip Registration and Waiver of Liability Form

  For International Travel (see Risk Management).
  1. Request for Authorization to Travel
  2. Waiver of Liability Form
  3. Foreign Travel Insurance Packet (FTIP)
  4. Request to Travel to High Hazardous County, if necessary

- Do not start fieldwork until permissions have been granted and the insurance, if required, is arranged.
Thesis Proposal

☐ All students in the Anthropology MA Program must file a formal accepted thesis proposal with their Thesis Chair before enrolling in ANTH 898 (Master’s Thesis). Final accepted proposals are due the eighth week of the semester prior to enrollment in A894 or A898. A final accepted proposal is one that has already undergone extensive review and revision by your entire committee. Do not hand in a first draft of your proposal at the above deadlines.

☐ Students must submit three copies of the final accepted proposal their Thesis Chair (one copy for the Thesis Chair, one for the second reader, and one for the student’s permanent file). Two completed forms must accompany the proposal:

  - The [MA Thesis Proposal Approval Page](#)
  - Proposal for Culminating Experience Form

☐ The signatures of your committee members indicate that they have already provided extensive editorial review of your proposal and that it is in its final accepted form. It is your responsibility to make sure that this is the case. Do not under any circumstances submit a proposal that has not undergone extensive review and revision under the supervision of your committee.
Required Elements of the Thesis Proposal

The Thesis Proposal must conform to the guidelines below. Proposals should be double-spaced and printed in 12 point font. The entirety of the proposal must contain appropriate citation. The citation style should conform to the style stipulated by your thesis committee. The following are the required components of your thesis proposal. Follow this outline exactly. Use the exact headings indicated here.

- **Abstract.** This section is a brief 250 word statement summarizing your research proposal. It must include: (1) a clearly defined research question; (2) a declaration of why this research is relevant; (3) a statement on how you will examine this research question; and (4) a summary of your expected findings.

- **Introduction.** This section introduces your proposed research.
  - What are your major research goals and why are they important?
  - What specific aspects of the general problem will you address?
  - What is the relevance of this inquiry to the broader discipline of anthropology? Stating that an area of inquiry has not been pursued before is not a valid argument of significance.
  - Specifically state your hypothesis(-ses)/research question(s) and how you will test it (them).

- **Background.** This section outlines the theoretical framework in which you undertake your research.
  - What information or data will you bring to bear on your research problem?
  - Briefly review (not just a list) the literature in terms of your line of inquiry.
  - Discuss this previous research and its impact on your research.

- **Methods.** This section describes your methodology for data collection and analysis.
  - In terms of your goals and the previous research undertaken, define your specific research questions or hypotheses. How are these questions relevant to your research problem?
  - What sort of data or observations will you use to answer these questions (you must be very specific)?
  - Outline your general research methodology for data collection.
  - If your research involves NAGPRA collections (human remains or NAGPRA associated cultural material) you must provide specific documentation that you have obtained the
permission of the institution or museum that houses the material and that all NAGPRA procedures have been followed including appropriate contact with Native American representatives. Simply stating that you have made these contacts is not sufficient. You must include copies of the permission letters from the appropriate institution(s) and/or Native American representatives.

- **Expected Findings.** This brief section outlines your specific steps of research.
  - What do you expect to find as a result of your research?
  - What are some other possible findings that you do not expect?
  - Present any preliminary results or pilot studies that you have conducted.

- **Schedule.** This section tells what you have accomplished so far and gives a tentative schedule of the things you have yet to do. The University Graduate Division requires that you specify a two-semester schedule for thesis completion.
  - Discuss your schedule for field work/data collection. When will this happen?
  - Discuss your schedule for data analysis. When will this happen?
  - When will you write your thesis?
  - Include a detailed budget (travel costs, duplication, etc.).

- **Committee.** Include the names of your major advisor and second reader. One other committee member may be from outside the department if this is appropriate to your research.
Thesis Guidelines

A candidate for the Master of Arts degree in the Department of Anthropology can satisfy the culminating experience requirement of the university by the submission of a thesis. A master's thesis should be based on original investigation and must demonstrate scholarship and critical judgment, as well as familiarity with methods of research and relevant literature in the candidate's field. The thesis should be at a high level of originality and examine a problem in depth. The Graduate Division requires that your thesis meet the highest standards for scholarly publishing and must meet the peer review standards in the discipline of Anthropology.

The Department of Anthropology regards the MA Thesis as an important stage in a student's intellectual development. The purpose of the thesis is to give evidence of a student's abilities in collecting and evaluating information, critically analyzing theories in the chosen area of inquiry, and constructing, testing and defending a coherent argument. The thesis should also demonstrate a student's ability to present research results concisely and in a scholarly form. The University requires that the master's thesis demonstrate that the candidate is capable of original and independent work. In particular, elements of the thesis that are considered to constitute original scholarship and an advancement of knowledge must be clearly indicated.

The MA Thesis is evaluated using the criteria below. It is important for students to realize that the preparation of a thesis is an iterative process. That is, a thesis will undergo multiple drafts and revisions in close consultation with the student's thesis committee. While it is acceptable for the first draft of a thesis to be deficient in one or more of the categories, the final accepted draft of the thesis must satisfy all of the criteria. The department does not use a grading scale for the criteria. Students are required to make revisions until all of the criteria are satisfied. Final determination of acceptability of an MA Thesis is made by the Culminating Experience Chair in close consultation with the other Culminating Experience Committee member(s).

- **Focus.** A thesis must have relevance to the research problem and argument. It is crucial that the thesis retain a focus on the stated research problem and the proposed argument. It should develop a clear sense of core arguments, establish their relationship to the question or research problem being posed, and sustain a focused development of the argument throughout the thesis. Every paragraph of the thesis should have a clear connection to your stated research problem(s).

- **Literature.** A thesis must make a thorough and critical use of all of the literature pertinent to the stated research problem(s). The discussion and synthesis of the literature pertinent to the thesis should be both historical and synthetic. That is, you should give the reader a sense of the historical progression of an area of thought and you must also synthesize the overall findings in the previous literature clearly tying that body of thought to your research problem(s). The literature review cannot emphasize only a few publications, even those on which their thesis arguments ultimately depend. The entire breadth and depth of the published literature must be considered.
Works used in the literature review must be primary literature. Thesis writers are not permitted to merely acknowledge the existence of primary works by referring to them as works cited by a secondary author. Rather, thesis writers must themselves read the primary literature.

- **Argument.** It is essential that a thesis take up an independent position in relation to the relevant literature on the topic. The thesis must clearly demonstrate a depth and breadth beyond merely a literature review to establish a clear relation between the literature and the research, drawing conclusions and making connections not immediately evident in the existing literature itself. The research problem(s) clearly stated in the introduction to the thesis must be the common thread that runs through the entire thesis. Each chapter must have a clearly stated relation to the research problem(s) and each chapter must be overtly tied to the other chapters in the thesis.

- **Research.** A thesis must have an adequate research design and execution with a demonstrated consistency of interpretation. Committees should scrutinize the research design, its appropriateness for the thesis, and the adequacy of its execution. They should look for evidence of an appreciation of the range of different methodologies and of how the chosen research design suits the topic, as well as its possible limitations. It is also essential that the data generated and discussed are consistent with and support the arguments and interpretations put forward.

- **Presentation.** Spelling, grammar, correct use of citations and construction of a bibliography must be impeccable. The literature cited must accurately represent all sources and reading. Material contained in tables or graphs must be clearly and adequately presented, and sources provided. The thesis must conform to the University Graduate Division Thesis Writing Guidelines. The quality of expression is also very important. The thesis must structure and organize the topic well. The thesis must have coherence, that is, successive sentences should relate to each other, as should successive sections of the essay, and the grammar should make sense. The thesis must also have unity, that is, everything should be clearly related to the thesis topic and to the propositions discussed. The thesis must be structured in an appropriate academic style, containing those sub-sections required to organize the material with suitable sub-headings to signify the progression and structure of its arguments. The contents page must correspondingly give a clear indication of the structure of the thesis. The thesis must be more than a collection of manuscripts. All components must be integrated into a cohesive unit with a logical progression from one section/chapter to the next. In order to ensure that the thesis has continuity, connecting texts that provide logical "bridges" between different sections/chapters are recommended.
**Thesis Preparation and Submission**

- Students must submit a formal thesis/creative work project proposal to their thesis committee before enrolling in ANTH 894 (Creative Work Project) or ANTH 898 (Master’s Thesis).

- It is very important for students not to underestimate the amount of time that the entire thesis writing project will require (research, analysis, and editorial process). The entire process will take between **12 and 18 months**.

- **University Policy** allows a student two semesters for the completion of Anth 894 or Anth 898. Department Policy places a student on Administrative Probation if Anth 894 or Anth 898 is not completed by the conclusion of the second semester. Students are allowed one probation semester for completion of Anth 894 or Anth 898. By **University Policy**, students must enroll in the CEL course LCA 449 during this probation semester. Failure to complete Anth 894 or Anth 898 within one semester after being placed on Administrative Probation may result in Declassification from the MA Program.

- Culminating Experience supervisors should enter a grade of RP for a student who has not completed their culminating experience. A grade of CR should not be entered until the culminating experience is complete.

- Completion of the MA Thesis is an iterative process. That is, students should expect to prepare and revise multiple drafts of their thesis before final approval. A thesis is considered to be in **draft** form until final approval by the University Graduate Division. In other words, your thesis is subject to required revisions until your committee signs your final approval page and the University Graduate Division gives final approval of your formatted thesis.

- Before preparing a draft of your thesis, download a copy of the **University Graduate Division Thesis Writing Guidelines**. Do not use a previously prepared thesis as an example of the approved style or format.

- After significant progress has been made toward your thesis development, your committee will request a **First Complete Draft** of your thesis. The First Complete Draft must be in the hands of your entire committee by no later than the eighth week of classes of the semester prior to your planned semester of graduation (e.g., for Spring graduation this draft must be in the hands of your committee no later than October 15).

- Faculty members are contracted to the university on a nine-month appointment. They therefore may not be available for consultation, thesis reading or similar activities.
during the summer or winter breaks. Students should schedule consultations and submissions of drafts accordingly.
Directions for the First Complete Draft of the Thesis

- The first draft should be a **complete draft** (including all chapters, figures, literature cited, etc.).
- Students should check with their committee members for preference between electronic drafts or hard-copy drafts.
- All pages should be numbered in accordance with the [University Graduate Division Thesis Writing Guidelines](#).
- All chapters should start with the number and title of the chapter.
- Organize your thesis into logical chapters that have clearly stated relationships to one another.
- Your committee members are not copy editors. **All** of the following should be completed **before** you turn in the first draft:
  - Check and double-check to make sure that all of your citations have a corresponding entry in the literature cited.
  - Spell check and **proofread** before giving your draft to your committee.
  - Before you begin writing you should get the two essential writing manuals listed below. Get them and read them. Keep them where you write for reference.

Failure to follow any of the above guidelines may result in your first draft being returned to you without comment.
Complete Final Draft of the Thesis

- A *Complete Final Draft* (NOT a first draft or a partial draft) of the thesis must be in the hands of all thesis committee members by at least the eighth week of the semester that you plan to graduate (second week of October for Fall graduation or second week of March for Spring graduation). These due dates allow adequate time for any final corrections before delivering to the Graduate Division for format checking.

- The *Complete Final Draft* is a draft that has already been extensively edited in its entirety by your *entire committee* and includes all pages (chapters, tables, figures, references, table of contents, cover pages, appendices, etc.). The *Complete Final Draft* should be at a stage where at most minor corrections may be required by your committee.

- Faculty members are contracted to the university on a nine-month appointment. They therefore may not be available for consultation, thesis reading or similar activities during the summer or winter breaks. Students should schedule consultations and submissions of drafts accordingly.

- When you have completed your thesis and gotten final approval from your committee, you must submit a bound copy of your thesis to the Graduate Coordinator for inclusion in the Department Thesis Library. It is also customary to submit a bound copy to the chair of your thesis committee.

- University Policy mandates that you must complete the M.A. degree before enrolling in a Ph.D. program. University policy states that a student pursuing a graduate degree at San Francisco State University may not simultaneously enroll and complete course work for the purpose of meeting requirements for any other degree offered by this or any other institution of higher education. Each degree must be completed in its entirety before work may be taken for the purpose of meeting requirements for a new degree.
Creative Work Project (Film)

MA students with the Visual Anthropology emphasis create a digital video and Users’ Guide for their Creative Works. The video and guide must evidence the following criteria to be considered worthy of the MA degree:

- **Technical mastery.** The gamut of professional video production techniques will weigh in for the evaluation of this aspect of the student’s work: lighting, exposure, focus, camera movement, collection of all necessary editing elements while in the field, and audio recording quality.

- **Editing preparation.** MA students are expected to log, capture, and transcribe their documentary video footage, a process that consumes dozens of hours.

- **Editing mastery.** MA student videos must evidence expertise in the efficient use of the digital video editing software, Final Cut Pro, which has entrenched itself deeply in the world of independent video.

- **Ethnographic sensitivity.** Since films are a reflection of the quality of the relationship between makers, subjects and collaborators and of the makers’ ethnographic acuity, the reflection in the film of good fieldwork and research techniques are evaluative criteria. The quality of both fieldwork and research is enhanced by lengthy fieldwork, readings and psychological preparation. Fieldwork relationships are also enhanced by commitment to frequent filming sessions, multiple filming locations, and frequent collaborator meetings.

- **Film’s overall applied efficacy and ethnographic sensitivity.** In applied anthropological videos, the overall efficacy of the finished work will be judged according to the subtlety of its strategic intervention plan. Where no intervention is involved, the quality of the video will be judged by the quality of the ethnographic nuances it captures and successfully communicates to the anticipated audience.

- **Utility of the Users’ Guide.** MA videos must be accompanied by a 10 to 15 page Users’ Guide which helps screeners and facilitators maximize its educational or applied purpose. The guides will be evaluated according to the following criteria: the relevance and quality of the citations that constitute the video’s scholarly foundation; the selection and summary of the film’s high-points that facilitators can profitably discuss; and the quality of suggestions given to facilitators concerning the directions along which they may take post-screening discussions.
CONTINUOUS ENROLLMENT AND ABSENCE FROM THE PROGRAM

- **University Registration Policy** requires that domestic graduate students who leave the University for two or more consecutive semesters (not including winter or summer sessions), or who have attended another college or university during their absence, must reapply for admission to the University through CSU Mentor, pay the application fee, submit any new transcripts other than the SF State transcripts, and reapply to the program in which they were enrolled. Any student who does not maintain continuous enrollment status in the University must meet curriculum requirements in effect at the time of reentering the graduate program or the semester in which a new Advancement to Candidacy (ATC) form is filed. Readmission to the degree program is not guaranteed. A student who has been absent for more than three years may be required to repeat seminars (one or all at the discretion of the faculty instructing the seminars) and may be asked to complete other course work.

- Because of INS regulations, international students must be enrolled in courses every semester.

- **University Policy** requires that graduate students make continuous satisfactory progress toward their degree by completing a minimum of 6 units each year, not including summer or winter sessions. Graduate students who are enrolled, but not taking courses leading to the degree may be disenrolled by the department graduate coordinator or graduate dean.
TIME LIMITS FOR COMPLETION OF THE M.A.

- Following the department guidelines and recommendations, students should typically complete the MA Program in less than four years. The department considers periods in excess of four years for completion of the MA Program to be an indication of unsatisfactory progress toward the degree. The department Graduate Committee may recommend Disqualification of students who have exceeded the four year completion recommendation.

- University Policy requires that graduate students make continuous satisfactory progress toward their degree by completing a minimum of 6 units each academic year (courses taken in summer or winter sessions may not count toward the 6 unit minimum). Graduate students who are enrolled, but not taking courses leading to the degree may be disenrolled by the department graduate coordinator or Dean of Graduate Studies.

- In exceptional cases, with the documented approval of the department Graduate Committee, a student’s Culminating Experience committee, and the Graduate Coordinator students may exceed the department four year limit for completion of the MA Program.

- **Title 5 of the California Code of Regulations** requires that all the requirements for a master’s degree be completed within a seven-year period. No more than seven years may elapse between the start of the term of the earliest dated course on the Advancement to Candidacy (Graduate Approved Program) and the date the last course on the program is actually completed and the application for graduation is filed.

- **One-year Extension.** In unusual circumstances, a candidate may file a request with the dean of the Graduate Division for an extension of up to one year to complete the requirements for the degree. Anytime an extension is granted, the California Code of Regulations, Title 5, requires that the candidate pass a validating examination in the relevant course or subject field. After completion of this requirement, the major department reports the results to the Graduate Division using the Report of Completion of Specified Graduate Program Requirements form.

- An Advancement to Candidacy is valid only as long as the student maintains continuous enrollment status with the university as defined above. Any time a student is required to reapply for admission to the university, he/she must also be reconsidered for admission by the major department. If readmitted, a new ATC must be completed that meets current curricular requirements.

- If a student is required to submit a new ATC, some or all of the courses on the original ATC may be disallowed depending on curricular or program changes that have occurred.
in the student’s absence. Students must construct their ATC in close consultation with their advisor.

- Students must take and pass a validating examination for each seminar course (710, 720, 721, 722, 723) that exceeds the seven-year limit. This must be done before the student submits any paperwork for exception to the seven-year limit or reapplication to the university and department (if applicable).

- No credit will be given for courses that exceed the seven-year limit. The course(s) will have to either be retaken or another course substituted on the ATC.

- When students file the petition for exception to the seven-year rule, it must include a well thought-out statement of the reasons for not completing the degree within the seven year limit, a precise timeline for completion of the MA within the one-year time limit, and a letter of support from the student’s Culminating Experience chair.

- The petition for exception to the seven-year limit and/or reapplication to the department and university (if applicable) may be denied. Students should therefore take the process very seriously and be prepared to have their petition and/or applications denied by the Graduate Division, the Department, or both.
MA DEGREE COMPLETION

☐ Students must formally apply to earn their degree. If a student fulfills all degree requirements but does not apply for graduation, the graduate evaluators will not be aware of the student’s status. Therefore, the degree will not be evaluated or posted on the transcript.

☐ The Application for Award of Degree must be filled out online (handwritten forms are not accepted).

☐ You must have an ATC form and Culminating Experience Proposal on file with the Division of Graduate Studies in order to have the application accepted by the Graduate Studies office.

☐ Students are responsible for ensuring that their committee chair has entered a grade of CR when they have completed their Culminating Experience.

☐ Students enrolled in Anth 898 must follow specific guidelines for publishing their work and must bring their work to the Division of Graduate Studies for a format check and receipt:
  • Using the Graduate Division Thesis Formatting Guidelines prepare the final draft of your thesis.
  • Print the preliminary pages (as defined in the formatting guidelines) on plain white paper for first format check.
  • Bring preliminary pages and any pages with charts, graphs, tables, and pages with special fonts or font sizes to the Graduate Studies office (ADM 254) for first format check.
  • Make all corrections suggested by the Graduate Studies Reviewer.
  • Bring corrected manuscript to the reviewer for a second format check.
  • Make a master copy of the thesis on high quality white paper (minimum 25% cotton with a watermark) and submit to your Culminating Experience Committee for signatures on the Certification and Approval and Abstract pages.
  • Return the signed final manuscript to the Graduate Studies office by the posted deadline.
• Receive a signed Receipt for Master’s Thesis from the reviewer.

• Deliver the signed receipt with the Master copy of the thesis to the Campus Copy Center to pay binding fees.

☐ Students completing Anth 894 (Creative Work Project) as their Culminating Experience must have their advisor complete the Report of Completion Form and submit to the Graduate Studies office. The Report of Completion must include:

• Type of Culminating Experience requirement completed

• Date of completion

• Signatures of all members of the student’s supervising committee

• Signature of the graduate coordinator
CHECKLIST TO COMPLETE THE ANTHROPOLOGY MA

Academic Year One

☐ Complete prerequisite classes (if any)

☐ Complete core classes

  • Pro-Seminar in Anthropology (Anth 710)
  • Core Skills classes (Anth 715, 716, 717, 718)
  • Subject-specific graduate seminars (Anth 720, 721, 722, 723)

☐ Submit Advancement to Candidacy form (after grades are received for 2nd semester coursework)

Academic Years Two and Three

☐ Complete remaining core classes (if any) and electives

☐ Present at a department MA Expo (may be completed in Year One)

☐ Present at the Graduate Research and Creative Works Showcase (April).

☐ Complete and submit approved Thesis Proposal

☐ Complete and submit Thesis/Creative Project

☐ Apply for graduation
**Paths to Graduation**

Depending on your focus area (archaeology, bioarchaeology, cultural anthropology, or visual anthropology), you will generally follow a particular route through your M.A. All specialisms follow the same path in the first year of enrollment. Consult with your advisor regarding the courses you should take.

**Archaeology path**

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<thead>
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<td>ANTH 720: Foundations in Visual Anthropology</td>
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<td><strong>Total</strong></td>
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## Bioarchaeology path

### Semester 1
- ANTH 710: Proseminar in Anthropological Theory and Method **3**
- ANTH 715: Research Skills: The Craft of Anthropological Writing **1**
- ANTH 716: Research Skills: The Literature Review **1**
- ANTH 722: Seminar in Biological Anthropology **2**
- ANTH 723: Seminar in Problems in Cultural Anthropology **2**

### Semester 2
- ANTH 717: Research Skills: The Research Proposal **1**
- ANTH 718: Research Skills: The Grant Proposal **1**
- ANTH 720: Foundations in Visual Anthropology **2**
- ANTH 721: Seminar in Archaeological Problems **2**
- ANTH 652: Anthropological Statistics **4**

### Semester 3
- ANTH 735: Paleopathology or ANTH 545: Bioarchaeology **3**
- ANTH 730: Human Osteology Practicum **4**
- ANTH 899: Special Study: Thesis Literature Review **3**

### Semester 4
- ANTH 898: Thesis **3**

**Total** **32**
### Cultural Anthropology path

#### Semester 1
- ANTH 710: Proseminar in Anthropological Theory and Method  
- ANTH 715: Research Skills: The Craft of Anthropological Writing  
- ANTH 716: Research Skills: The Literature Review  
- ANTH 722: Seminar in Biological Anthropology  
- ANTH 723: Seminar in Problems in Cultural Anthropology  

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#### Semester 2
- ANTH 717: Research Skills: The Research Proposal  
- ANTH 718: Research Skills: The Grant Proposal  
- ANTH 720: Foundations in Visual Anthropology  
- ANTH 721: Seminar in Archaeological Problems  
- Elective (in consultation with your advisor)  

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#### Semester 3
- ANTH 630: Medical Anthropology  
- ANTH 899: Special Study: Thesis Literature Review  
- Elective (in consultation with your advisor)  

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#### Semester 4
- ANTH 898: Thesis  

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## Visual Anthropology (fixed-image) path

### Semester 1
- ANTH 710: Proseminar in Anthropological Theory and Method 3
- ANTH 715: Research Skills: The Craft of Anthropological Writing 1
- ANTH 716: Research Skills: The Literature Review 1
- ANTH 722: Seminar in Biological Anthropology 2
- ANTH 723: Seminar in Problems in Cultural Anthropology 2

### Semester 2
- ANTH 717: Research Skills: The Research Proposal 1
- ANTH 718: Research Skills: The Grant Proposal 1
- ANTH 720: Foundations in Visual Anthropology 2
- ANTH 721: Seminar in Archaeological Problems 2
- ANTH 755: Seminar in Visual Anthropology (moving-image) 3

### Semester 3
- ANTH 750: Seminar in Visual Anthropology (fixed-image) 3
- ANTH 899: Special Study: Thesis Literature Review 3
- Elective (in consultation with your advisor) 3

### Semester 4
- ANTH 898: Thesis 3

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<th>Semester</th>
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ACADEMIC INTEGRITY AND PLAGIARISM

All students are expected to adhere to a high standard of academic integrity and to the University standards for student conduct.

The minimum sanction for academic dishonesty related to work in a course will be a failure for that examination or piece of assessments. All cases of academic dishonesty will be referred to the Department Chair, Dean of the College, and the Judicial Affairs Officer to determine if any other disciplinary action should be taken. While collaboration in studying and discussion of the lecture topics outside of class is encouraged, all exams and assignments must be the work of one individual unless otherwise specified in the instructions.

Plagiarism

Plagiarism is a form of cheating or fraud; it occurs when a student misrepresents the work of another as his or her own. Plagiarism may consist of using the ideas, sentences, paragraphs, or the whole text of another without appropriate acknowledgment, but it also includes employing or allowing another person to write or substantially alter work that a student then submits as his or her own. In addition, it includes collaborating on any assessed work that a student then submits as his or her own. Collaboration in studying and discussion of the class topics is encouraged outside of class, but all exams and assignments must be the work of one individual unless otherwise specified in the instructions.

Any assignment found to be plagiarized will be given an "F" grade. All instances of plagiarism in the College of Humanities will be reported to the Dean of the College, and may be reported to the University Judicial Affairs Officer for further action. All students must review the College’s position on plagiarism and must understand the consequences of committing plagiarism. Please go to: http://www.sfsu.edu/~collhum/?q=plagiarism-resources.

Your Instructors will use a plagiarism detection service called www.turnitin.com. At this site, professors can check any electronically submitted text for plagiarism against a variety of sources including the Internet and previously turned in papers for their own class or any other class worldwide where the professor has access to this service.

Students who plagiarize on their thesis or creative work risk disqualification from the program. If the plagiarism is detected after the degree is awarded, the University has the option to revoke the degree.

Anthropology Department Paper Reuse Policy
It is the policy of the Anthropology Department that a student may not submit a paper, essay, film, or other academic work that is the same or substantially the same as work submitted for credit in another course, unless prior permission is given by the instructor. Under this policy, “the same” or “substantially the same” are defined in the same manner as plagiarism of another individual’s work. Violation of this policy is considered an act of academic misconduct, and the faculty member to whom the paper is submitted may reduce the grade or not give credit for any recycled or duplicated assignments.

Students are reminded that they may not submit any work that has been submitted for one credit-bearing class for another credit-bearing class. This is particularly relevant to the distinction of work completed for Anth 899s (Independent Studies) and Ant 894 (Creative Projects) and Anth 898 (Theses). Students unsure of this policy are required to meet with the Graduate Coordinator to ensure comprehension of and adherence to the plagiarism policy.
DECLASSIFICATION AND PROBATION

The University has clear rules about what students must do in order to remain in good standing as a graduate student. Of these rules, the most important are the following:

- That you must maintain an average GPA of 3.00 or above; if you do not, then the University automatically places you on probation;
- That you must maintain enrollment (if you do not enroll in two consecutive semesters, you will lose your graduate standing, and you will have to re-apply to the program in order to continue your degree);
- That you make continuous progress towards your degree. The Department may place a student on probation if they deem that the student is not making progress towards their degree. Progress towards your degree may include the following: that you complete coursework to deadline; that you attend scheduled meetings with the Chair of your Committee, the Graduate Coordinator, and the Department Chair; that you attend scheduled class meetings; that you complete assessed work to deadline; and that you meet other scheduled requirements and deadlines (e.g., participating in the SFSU Showcase for Research and Creative Work; submission of Department Annual Reports).

Students are allowed two semesters on probation, if they are on probation for a third semester they are subject to disqualification. At that time they must fill out the Petition for Reinstatement Following Disqualification where you decide whether to deny their request to continue in the program or clear them to continue with the program under conditions.

You will find important information about these and other regulations and in the MA Student Grad Guide.
DISABILITY ACCESS, NON-DISCRIMINATION, AND TITLE IX

Students with disabilities who need reasonable accommodations are encouraged to contact the Disability Programs and Resource Center early in the semester so that they can facilitate a reasonable accommodations process. The DPRC, located in SSB 110, can be reached by telephone at 338-2472 (voice/TTY) or by e-mail at dprc@sfsu.edu.

SFSU maintains a policy of nondiscrimination on the basis of race, color, national origin, sex/gender, sexual orientation, religion, and age. Anyone who feels they have experienced discrimination is encouraged to speak with a faculty member, with the Department Chair, or with a University Harassment Officer so the situation can be addressed. Conversations will remain confidential at the request of the student. All students should feel comfortable and welcome in the SFSU community.

SF State fosters a campus free of sexual violence including sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. If you, as an SF State student, disclose a personal experience of sexual violence to a faculty member, the faculty member is required to notify the Dean of Students. To disclose any such violence confidentially, contact:

The SAFE Place - (415) 338-2208; http://www.sfsu.edu/~safe_plc/
Counseling and Psychological Services Center - (415) 338-2208; http://psyservs.sfsu.edu/

For more information on your rights and available resources, visit http://titleix.sfsu.edu
GRIEVANCES

The University has a formal procedure for students to make grievances: http://www.sfsu.edu/~vpsa/complaints/.

In almost every instance, the best way to question a decision or make a complaint is to start with the Instructor, Staff member, or other person involved. If you are not satisfied at that level, or if you do feel that it is not appropriate for you to raise the issue with that person, then the next person to speak with is the Graduate Coordinator. If you are not satisfied with the outcome of your discussion with the Graduate Coordinator or if you feel that there is a reason not to contact the Graduate Coordinator, then you should contact the Chair of the Department. If you are not satisfied at that level, then you should take your concern to the Office of the Dean of the College of Creative and Liberal Arts where you can meet with one of the Associate Deans or the Dean himself. Only when all of these steps have been exhausted, should you raise your concern with the Dean of the Graduate Division and only if you still are not satisfied with the responses and actions provided should you take your complaint further up the administrative tree.

Note that the sequence outlined here is the best way to file a complaint, and that students who do not address the local, lower-level authorities (Graduate Coordinator, Department Chair, etc.) will find that the responses of University officials at higher levels will be to refer you back down to beginning of the sequence.