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.

Anthropology Program

The study of human diversity lies at the core of the Department of Anthropology. Through their undergraduate and graduate careers, our students acquire a detailed knowledge about human populations past and present as well as the essential skills that enable all of us to engage with the world’s modern multicultural community in an ethical and just way. Not only do Anthropologists document, investigate, and seek to understand cultures of other times and places, they also play pivotal roles in contemporary social and political debate and advocacy. Our faculty and students collaborate on research that broadens and refines knowledge of the human condition. Current research areas include AIDS among the Masai in Tanzania, excavation of 8000-year old villages in Romania, dental and skeletal health in precontact Native American populations, biocultural examination of nineteenth and early twentieth century Bay Area populations, and forensic recovery and evaluation of the recently deceased. As one of San Francisco State’s original departments, Anthropology has established a rich and deep tradition of preparing students not only for doctoral work and careers in the nation’s major centers of Anthropological study, but also for leading positions at every level of society.

The Department of Anthropology offers a diverse curriculum leading to degrees at both undergraduate and graduate levels (B.A. and M.A.). The MA curriculum offers specialized courses and rigorous training in three of the basic sub-fields, archaeology, biological anthropology, and cultural anthropology. We also offer instruction in a specialized branch of cultural anthropology referred to as visual anthropology. Students completing the MA Program are expected to demonstrate proficiency in the three basic subfields and gain an integrated understanding of the historical and theoretical foundations of the discipline. Students are also expected to gain an advanced understanding of at least one specialized area of anthropology in alignment with the research focuses of the program faculty. The M.A. degree provides preparation for application to a Ph.D. program in Anthropology and roughly 25% or our MA students go on to PhD. programs. The M.A. degree is also appropriate preparation for further study in fields that require an understanding of a multicultural or international environment; these types of fields include areas such as law, medicine, education, human rights, business and media-making. Students who have completed the MA Program have found employment in cultural resource management, museums, education, media production, and related public service fields.
Students emerging with an MA degree from the Anthropology Program have the skills necessary to acquire specialist-level career positions in their specific subfield emphases and be advanced enough to have presented or published original research material contributing to the field. Almost a quarter of our MA students have been accepted into salient Ph.D. programs available in the sub-field of their choice.

The successful graduate student emerging from the program has achieved a deeper understanding of effective reasoning and dialogue ability in anthropological theory and has gained advanced skills in anthropological methods and reasoning. This essential preparation offers the opportunity to enter into a specialist career at the professional level or continued graduate education for the Ph.D. Our goal is to provide our students with skills in teaching, planning, research writing, and data interpretation at the professional level.

Archaeology

By studying the material remains of past human behaviour, archaeology is a fundamental component of Anthropology. At San Francisco State, Archaeology covers a time-span ranging from the earliest appearance of hominids in Africa over 4 million years ago, though the emergences of key technologies (such as pottery making or metal working), economies (such as foraging, hunting and gathering and plant and animal domestication) and socio-political organizations (households, villages, towns, and cities), to the much more recent developments of western colonialism and the study of the contemporary past.

To study and interpret this vast record, students require skills drawn from across the social and hard sciences as well as the humanities and health sciences. To study the past requires a dynamic range of abilities that enable archaeologists to reconstruct extinct environments and animal demographics, to meticulously uncover fragile finds by excavation, to analyse the composition and manufacturing technologies of complex alloys, to trace the origins of prestige raw materials and understand their position in ancient burial ceremonies, and to question the political ends to which conflicting reconstructions of the past are preferred by modern governments.

Biological Anthropology

The study of Biological Anthropology focuses on the biological nature of being human. Integral to this study is an understanding of our primate heritage, our evolutionary origins, and our modern anatomy and physiology. The understanding of human variation over time and geographic space provides the framework for reconstructing our shared evolutionary history and the mechanisms of adaptation to local environments. Biological Anthropology is also highly-interdisciplinary and, in addition to the other subfields of Anthropology, it is strongly
allied with the biological sciences, integrating aspects of evolutionary biology, ecology, zoology, anatomy, and the medical sciences.

**Cultural Anthropology**

By studying human societies in their diversity, cultural anthropologists contribute to the appreciation of cultures that are endangered, dominated, or exploited. Cultural anthropologists stipulate that power is predictably unequally distributed; this results in advantages and disadvantages for particular communities. At San Francisco State, classes in Cultural Anthropology sharpen students' sensibilities for social justice and their responsibilities in becoming advocates for more equitable distributions of power and resources in contemporary communities.

The study of Cultural Anthropology draws on research methods that range from extended fieldwork in particular locales to interview and survey. Our students receive training in a variety of research methods. Much teaching includes assignments in the neighborhoods of San Francisco and the East Bay; by moving out into the community, students' education transcends the limits of the classroom.

SFSU's Department of Anthropology is particularly strong in the areas of Central and South America and the San Francisco Bay Area. Many of our faculty carry out community-based participatory research projects (with student involvement), and most hold research affiliations in public policy and academic institutions in the Bay Area, such as the Cesar Chavez Institute, the Public Research Institute, and the Bio-Behavioral Research Group.

**Visual Anthropology**

Since the earliest days of the motion picture camera, anthropologists have used visual media both to record and analyze cultural phenomena, and to represent visions of distant cultures to the public. Filming techniques and goals have followed Anthropology’s course through the many theories of culture that characterized the field in the last one hundred and twenty years. Because the Department at San Francisco State has a strongly applied focus, our Visual Anthropology courses concentrate on the use of media in constructive social change. Students turn their anthropological expertise to design films that are made in collaboration with activist community groups, whether in the Bay Area or in our Tanzania Field School.

Expertise in Visual Anthropology is developed along three parallel lines. In the first place, students must acquire a fundamental understanding of the scope of Cultural Anthropology and the theoretical transformations that the discipline has undergone. Anthropological films are
grounded in anthropology; they are not simply documentaries made about people who don’t speak English. Second, Visual Anthropology is based on the ethnographic method. Our students develop expertise in field research and in the development of critical hypotheses on which film strategies are based. Finally, Visual Anthropology students travel the steep learning curve of filmmaking, from the technical requirements of expertise in image and sound reproduction to the development of treatments, budgets, grant proposals, and edits. Our success can be measured in the many national and international screenings and prizes that our students’ films have won.

San Francisco State University has a long history in Visual Anthropology. One of the founders of the discipline, John Collier, Jr., taught here for many years. With John Adair, Collier established San Francisco as a preeminent center for anthropology and film. The Departments of Anthropology and Cinema work closely together, sharing students, faculty, digital editing labs, and festival screenings: all is focused on excellence in training. In addition, SFSU has an excellent domain for visual production, burgeoning with communities from every part of the world. In their collaborative, applied approach to Visual Anthropology, our students find great interest and willing partners in the making of beautiful films for community development.
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.

**James Quesada, Ph.D.,** Associate 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 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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<tr>
<th>Faculty</th>
<th>Email</th>
<th>Office</th>
<th>Phone</th>
</tr>
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<tbody>
<tr>
<td>Douglass Bailey</td>
<td><a href="mailto:dwbailey@sfsu.edu">dwbailey@sfsu.edu</a></td>
<td>SCI 381</td>
<td>(415) 338-1427</td>
</tr>
<tr>
<td>Peter Biella</td>
<td><a href="mailto:biella@sfsu.edu">biella@sfsu.edu</a></td>
<td>SCI 378</td>
<td>(415) 405-0536</td>
</tr>
<tr>
<td>James Quesada</td>
<td><a href="mailto:jquesada@sfsu.edu">jquesada@sfsu.edu</a></td>
<td>SCI 385</td>
<td>(415) 338-1633</td>
</tr>
<tr>
<td>Cynthia Wilczak</td>
<td><a href="mailto:cwilczak@sfsu.edu">cwilczak@sfsu.edu</a></td>
<td>SCI 379</td>
<td>(415) 338-2971</td>
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Application to the MA Program

- The Deadline for receipt of applications to the MA Program in the Department of Anthropology is 1 February for Fall admission. The department does not accept applications for Spring admission. Application materials received (not postmarked) later than 1 February will not be reviewed. Applications to both the department and to the University Graduate Division should be completed online.

- The application consists of two separate parts: the application to the University Graduate Division and the application to the Department of Anthropology. These are two separate applications.

- University Graduate Division Application. Apply directly to the SFSU Graduate Division on the Standard Graduate Application. Be sure to take note of your student number assigned at the end of this process. You will need this for your department application.

- Department of Anthropology Application. Send all of the following (except for the department application form and GRE scores) to the Department of Anthropology in one package (do not send items separately).
  - The Department Application must be completed online.
  - A 1-3 page (typed) Statement of Purpose. This statement should explain your experience, interests, and goals within anthropology. Statements should succinctly address (1) the applicant’s academic preparation for MA level work in a specific area of anthropology, (2) field and/or laboratory experience in the applicant’s chosen area of concentration, (3) a brief statement indicating specifically how the applicant’s prior preparation will integrate into their MA work at SFSU and the research agendas of specific faculty members, and (3) a brief statement of the applicant’s career goals utilizing the MA degree.
  - You may also include a curriculum vitae, but it is not required.
  - Three Letters of Recommendation. Letters of recommendation should be from faculty members who are intimately familiar with your academic ability at an advanced level. They should be able to specifically evaluate your likelihood of success in an MA program based on your performance in undergraduate school. Applicants should obtain recommendation letters from referees typed on official letterhead, sealed in envelopes with the referee’s signature over the sealed flap, and include them with their entire application. Referees should not under any circumstances send letters directly to the department.
  - One or two Writing Samples. Specifically, the admissions committee is looking for examples of advanced level writing such as a Senior Thesis, Honors Thesis, published paper, or comparable written work giving evidence of both writing ability and the
capacity for research, analysis, and original thought at the graduate level. Writing samples should clearly demonstrate the applicant’s ability to write at an advanced level in anthropology. Writing is evaluated on technical ability as well as knowledge of anthropological literature. Writing samples should adequately demonstrate an applicant’s breadth of knowledge in a specific area of anthropology including a specific familiarity with the pertinent literature. In other words, the quality of prose as well as citation and evaluation of pertinent literature are given equal importance. Writing samples should be no more than 15 typed pages in length.

- Applicants to the Visual Anthropology emphasis who have made videos are requested to submit a DVD of one recent work. Applicants who have made more than one video should submit that which is most anthropological. Other applicants who have still photography experience should send a CD or DVD with twenty or thirty representative stills. A writing sample is also required of Visual Anthropology applicants.

- **Official transcripts** for all previous academic work. Transcripts must be sent separately to the Graduate Division and the department. Do not send multiple copies to either location. The minimum GPA for all undergraduate course work is 3.0. Undergraduate work reflected on an applicant’s transcript should show an organized preparation for graduate work in anthropology. This is indicated not just by fulfillment of the requirements for an undergraduate degree but also by the careful construction of a related group of courses which demonstrates preparation for an MA concentration in a sub-discipline of anthropology. For instance, applicants to the Bioanthropology program should have appropriate preparation in not only biological anthropology but should also have taken courses in biology, archaeology, and geology. Applicants should take the opportunity to discuss their preparation for graduate work as reflected by their undergraduate course choices in their Statement of Purpose.

- **Official Graduate Record Examination (GRE) scores.** GRE scores must be sent directly to the department from ETS. Applications will not be reviewed without GRE scores. GRE scores must be from the past five years. In order for applications to be considered, applicants must have a minimum combined score of 1000 (old scale) with no less than 450 on either section. On the new scale (after August 2011) the minimum combined score is 300 with no less than 150 on either the verbal or quantitative reasoning sections. The minimum analytical writing score for admission is 4. Be sure to take the GRE early enough so that scores will be available by the application deadline.

- All students, regardless of citizenship, whose native language is not English and whose preparatory education was principally in a language other than English, are required to attain a score of 550 (written test) or 213 (computer test) or 79-80 on the IBT (Internet Based Test) on the Test of English as a Foreign Language (TOEFL) or an equivalent score (6.0) on the International English Language Test Scheme
(IELTS). Applicants who do not meet these minimum standards are not admitted to the program.

☐ All of the above (except the Graduate Program Application and GRE scores) should be sent to the department in one envelope. The application package should be addressed to:

Graduate Coordinator
Department of Anthropology
San Francisco State University
1600 Holloway Avenue
San Francisco, California 94132-4155
MA Program Admission and Conditional Classification

- Students must apply and be admitted to the University Graduate Division and the Department of Anthropology before beginning graduate work. The deadline for applications for admission in the Fall semester is February 1. There are no mid-year admissions.

- Applicants must have a Bachelor’s degree in Anthropology or an allied field. Applicants who do not have a Bachelor’s degree in Anthropology will be required to take ANTH 100, 110, 120, and 300 or their equivalents prior to beginning the MA Program.

- 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:
  - Completion of prerequisite coursework (if any).
  - Completion of Anthropology 710 with a grade of B or better.
  - Satisfaction of the Graduate Foreign Language Requirement.
  - Requirements and time limitations for each of these conditions are described below. Full classification is necessary in order to submit the Advancement to Candidacy (GAP) and to begin work on the thesis or creative work project.

- 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 two forms with the help of your advisor: the MA Program Worksheet and the Language Requirement form. Both of these forms must be filed with the Graduate Coordinator no later than the fourth 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.

- 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 who must complete prerequisite coursework before admission to the program are assigned to the Graduate Coordinator as their advisor until the
prerequisite coursework has been completed. Once the prerequisite coursework has been completed, students will be assigned an advisor in their area of concentration.

- 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, 120 and/or 300 these classes must be taken for a letter grade. This coursework 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. Students are reminded that they must maintain an overall GPA of 3.0 or above for all work completed, regardless of whether it is included on the Advancement to Candidacy.

- 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 must take before enrolling in 710, etc. They should discuss with the Graduate Coordinator their plans for completion of the coursework and a general schedule for doing so. Students may not enroll in Anthropology 710 or in any graduate seminar until they have completed their prerequisite coursework.

- If a student is required to complete prerequisite coursework they are expected to enroll in Anthropology 710 the next semester it is offered and to pass the graduate foreign language examination within 1 year.

- Students with no required prerequisite coursework are expected to take Anthropology 710 their first semester in the program. One seminar may be taken concurrently with 710; no other seminars may be taken for credit until 710 is passed. Anthropology 710 fulfills one half of the graduate written English requirement. The second half is normally fulfilled by completion of the M.A. Thesis.

- 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.

- Once you have completed ANTH 710 and satisfied the Language Requirement you need to complete the [Advancement to Classified Graduate Standing](#) form and file it with the Graduate Coordinator. Satisfaction of the Language Requirement is the second of the two requirements for advancement to classified status (the first is completion of ANTH 710 - *Proseminar in Anthropology*). You must be classified before filing the Graduate Approved Program. You must be classified before taking the thesis or creative project courses.
The Language Requirement

At your first advisory meeting, you should fill out two forms with the help of your advisor: the MA Program Worksheet and the Language Requirement form. Both of these forms must be filed with the Graduate Coordinator no later than the fourth 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.

Demonstration of reading competence in a foreign language is a requirement for the M.A. Program in Anthropology. It is the policy of the Anthropology Department that such competence should be demonstrated in the first year of attendance as a graduate student through the successful completion of the Graduate Language Examination. This examination is one of reading and translation. It is given once each semester. The deadline for submission of articles is the fourth Friday of the semester. The date of the exam is the seventh Friday of the semester. Guidelines for preparation for the department language exam are iterated below.

All incoming graduate students must present the Graduate Coordinator the Language Requirement form specifying how and when the Language Requirement will be met. The Language Requirement form is due no later than the fourth Friday of the first semester in which the student is enrolled. The statement must be signed by both the student and the student’s advisor.

ANTH 652 (Anthropological Statistics) may be substituted for the exam if it is relevant for a student’s area of study. Students must obtain the written permission of their graduate advisor before using A652 to substitute for the language exam. This written permission must be presented to the Graduate Coordinator no later than the first Friday of the first semester in which the student is enrolled in the MA Program. Students must present the Graduate Coordinator with evidence of successful completion (B or better) of this course at the end of the semester in which it is taken in order to receive credit for it. Students who plan to go on to the Ph.D. are further advised that no advanced program will accept an upper division statistics course in lieu of a foreign language.

The language chosen by the student should be relevant to his/her specific area of study. For example, Spanish would be appropriate for Latin America or the Iberian Peninsula, French for France, West Africa, Canada/Arctic, Oceania, etc. Please do not ask to take the exam in a language unrelated to your field of endeavor. The language chosen should have an existing anthropological literature. Field languages will be considered only in specific cases and only after consultation between the student, his/her advisor, and the Graduate Coordinator. It is your responsibility to acquire the required language skills in order to pass the exam.
In order to take the exam, you must contact the Graduate Coordinator the first week of the semester that you intend to take the exam. Exams are evaluated by faculty in the Language Department. The languages for which examiners are available are Chinese, French, German, Italian, Japanese, Spanish, and Portuguese. Special arrangements for readers in other languages can be made. If you wish to be examined in a language other than those specified above, you should contact the Graduate Coordinator at least a semester in advance of the exam date.

Students must present their committee with printed copies of ten (10) articles from the anthropological literature in the language they have chosen for the exam. These are due no later than the fourth Friday of the semester. A full citation must accompany each article.
Language Exam Evaluation

- A student’s committee is solely responsible for the administration of the language exam, selecting an appropriate evaluator, and reporting results to the Graduate Coordinator. Evaluators should make specific comments on the translation in regard to the criteria below. The original article, the graded translation, a written evaluation, and a summary evaluation by the student’s committee should be delivered to the Graduate Coordinator by no later than two weeks after the exam administration.

- On the day of the exam, you will be given one of the ten articles and asked to prepare a translation. You will be given ninety (90) minutes to complete the translation.

- You are permitted to use a dictionary.

- Grading is based on accuracy of the translation both in terms of what the non-English text says and means and the expression of this in appropriate English. Thus grading will be both on the quality of the translation *per se* and on the quality of the English prose. A translation which is word-for-word literal, but which is gibberish in English is not considered adequate.

- The amount of translation required to pass the exam will vary depending on the complexity of the text. For example, site reports and physical descriptions of species are relatively simple to translate and would require more than a complex text such as a commentary on social or historical theory. In general, you are expected to provide a translation of approximately 5 pages of the original text within the allotted time.

- The number of errors permitted also varies with the complexity of the text. In general, if you make more than one major error of translation or more than three to four minor errors, you will have to retake the exam.

- The exam may only be taken twice. If it is not passed in two attempts, the student may be dismissed from the anthropology program.

- Satisfaction of the Language Requirement is the second of the two requirements for advancement to classified status (the first is completion of ANTH 710 - *Proseminar in Anthropology*). You must be classified before filing the Graduate Approved Program. You must be classified before taking the thesis or creative project courses.

- Once you have completed ANTH 710 and satisfied the Language Requirement you need to complete the **Advancement to Classified Graduate Standing** form and file it with the Graduate Coordinator.
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 two forms with the help of your advisor: the MA Program Worksheet and the Language Requirement form. Both of these forms must be filed with the Graduate Coordinator no later than the fourth 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 in the form of a typewritten formal communication on department letterhead. 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).

◊ A brief statement concerning discussion of plans after completion of the M.A. (e.g., doctoral school, employment opportunities, etc.).

◊ 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 are therefore not available for consultation, thesis reading or similar activities during the summer or winter breaks. Students should schedule consultations accordingly.
Annual Graduate Student Review

As part of the California State University system's initiative for student assessment, 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. The faculty will review each report and provide a written evaluation by the first Friday in May. 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 the 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 as a Word document no later than the first Friday in April.
Advancement to Candidacy (Graduate Approved Program)

- The plan of study that must be completed prior to award of the degree is documented on the Advancement to Candidacy (ATC) form. The form must be submitted to Graduate Studies no later than the semester prior to enrollment for the final 6 units of graduate work, after being approved by the graduate major adviser, and the graduate coordinator of the student’s department or program.

- 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.

- All prerequisite course work, Anth 710, and the Department Language Requirement must be completed prior to submitting the Advancement to Candidacy.

- 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, 302, or 680.

- 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).

- The ATC (including all courses, other requirements, and filing an application for award of degree) 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.

DO NOT FILL IN INFORMATION ON THE ATC BELOW THE COURSE REQUIREMENTS SECTION

Link to Anthropology Program Advancement to Candidacy online form
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 which must be met by the satisfactory completion of a thesis, special project, comprehensive examination, or a combination of more than one of these. 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. 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 for inclusion in the student’s permanent file. In addition to these advisory meetings, 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.
Human and Animal Subjects Research

- Any Culminating Experience project that involves human or animal subjects research must be approved by the Office of Research and Sponsored Programs (ORSP) – Human and Animal Protections 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: http://research.sfsu.edu/protocol/require_review.html

- 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)

- Human or animal subjects research may not proceed until authorized by ORSP – Human and Animal Protections.

- Example Cultural Anthropology protocol (approved by ORSP-HAP).
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. Each draft is evaluated in regard to the criteria below. While it is acceptable for the first draft of a thesis to be deficient in one or more of the categories below, the final accepted draft of the thesis must satisfy all of the criteria. The department does not use a grading scale for the criteria below. 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 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 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 October 1 (for Spring enrollment in Anth 898) or March 1 (for Fall enrollment in Anth 898). 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. **First** drafts of your proposal are due to your committee by February 1 in your first year of graduate study.

- 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.

- 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 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 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 Hum 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 the eighth week of classes of the Fall semester).

- Faculty members are contracted to the university on a nine-month appointment. They are therefore not 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](http://example.com). 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. **Do not** under any circumstances turn in a first or incomplete draft the semester that you plan to graduate.

- Faculty members are contracted to the university on a nine-month appointment. They are therefore not 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)

Almost all 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.

- 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.

- **University policy** stipulates that after an absence of two consecutive semesters or more, graduate students must reapply to both the University and the Department. The regular deadlines apply. Re-applicants do not have priority over new applicants. 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.
Time Limits for Completion of the M.A.

- Following the department guidelines and recommendations, students should typically complete the MA Program in less than three years. The department considers periods in excess of three 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 three 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 three 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, 740, 760, 770) 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.
**Deadlines and University Policies**

Students are responsible for knowing University Deadlines. The [University Calendar](#) is available on the university website. Graduate Division deadlines are listed on the [Graduate Division](#) website. Department deadlines are summarized below. Students are also reminded that they are responsible for being familiar with the [University Policies](#) in the University Bulletin.

<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>When</th>
<th>Where</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA Program Worksheet</td>
<td>First Year Students</td>
<td>Fourth Friday of your First Semester in the program</td>
<td>Graduate Coordinator</td>
</tr>
<tr>
<td>Language Requirement Form</td>
<td>First Year Students</td>
<td>Fourth Friday of your First Semester in the program</td>
<td>Graduate Coordinator</td>
</tr>
<tr>
<td>Language Exam Signup</td>
<td>First Year Students</td>
<td>First Friday of your Second Semester in the program</td>
<td>Graduate Coordinator</td>
</tr>
<tr>
<td>Graduation Application</td>
<td>Graduating Students</td>
<td>Third Friday of the Semester you plan to graduate</td>
<td>Graduate Coordinator</td>
</tr>
<tr>
<td>Articles for Language Exam</td>
<td>First Year Students</td>
<td>Fourth Friday of your Second Semester in the program</td>
<td>Culminating Experience Committee</td>
</tr>
<tr>
<td>Advancement to Candidacy Form</td>
<td>Second Year Students</td>
<td>Eighth Friday of the Semester</td>
<td>Graduate Coordinator</td>
</tr>
<tr>
<td>Culminating Experience Form</td>
<td>Second Year Students</td>
<td>Eighth Friday of the Semester</td>
<td>Graduate Coordinator</td>
</tr>
<tr>
<td>Annual Review</td>
<td>All Students</td>
<td>First Friday in April</td>
<td>Graduate Coordinator</td>
</tr>
</tbody>
</table>
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.

- Print out two copies and obtain the signature of your major advisor and graduate coordinator.

- 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 must have two copies of their thesis bound: one for the University Library and one for the Department Library. It is also traditional to present a bound copy of your thesis to your Culminating Experience Chair.

- 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
MA Path to Graduation: Archaeology

Semester 1

- ANTH 710: Proseminar in Anthropology 3 cr
- ANTH 592: Archaeological Methods 4 cr
- ANTH 730: Human Osteology Practicum 4 cr

Semester 2

- ANTH 740: Seminar in Archaeological Anthropology 3 cr
- ANTH 720: Topics in Graduate Anthropology, Zooarchaeology 3 cr
- ANTH 652: Anthropological Statistics 3 cr

Semester 3

- ANTH 760: Seminar in Biological Anthropology 3 cr
- ANTH 899: Special Study: Thesis Literature Review 3 cr

Semester 4

- ANTH 770: Seminar in Cultural Anthropology 3 cr
- ANTH 898: Thesis 3 cr
MA Path to Graduation: Bioarchaeology

Semester 1
- ANTH 710: Proseminar in Anthropology 3 cr
- ANTH 730: Human Osteology Practicum 4 cr
- ANTH 735: Paleopathology 3 cr

Semester 2
- ANTH 740: Seminar in Archaeological Anthropology 3 cr
- ANTH 770: Seminar in Cultural Anthropology 3 cr
- ANTH 652: Anthropological Statistics 3 cr

Semester 3
- ANTH 592: Archaeological Methods 4 cr
- ANTH 760: Seminar in Biological Anthropology 3 cr
- ANTH 899: Special Study: Thesis Literature Review 3 cr

Semester 4
- ANTH 898: Thesis 3 cr
**MA Path to Graduation: Cultural Anthropology**

**Semester 1**
- ANTH 710: Proseminar in Anthropology 3 cr
- ANTH 630: Medical Anthropology 4 cr
- ANTH 771: Domination and Resistance 3 cr

**Semester 2**
- ANTH 740: Seminar in Archaeological Anthropology 3 cr
- ANTH 770: Seminar in Cultural Anthropology 3 cr
- ANTH 788: Anthropology and Human Rights 4 cr

**Semester 3**
- ANTH 760: Seminar in Biological Anthropology 3 cr
- ANTH 899: Special Study: Thesis Literature Review 3 cr

**Semester 4**
- ANTH 898: Thesis 3 cr
### MA Path to Graduation: Visual Anthropology

#### Semester 1
- [ANTH 710: Proseminar in Anthropology](#) 3 cr
- [ANTH 720: Topics in Graduate Anthropology](#) 3 cr

#### Semester 2
- [ANTH 740: Seminar in Archaeological Anthropology](#) 3 cr
- [ANTH 770: Seminar in Cultural Anthropology](#) 3 cr

#### Semester 3
- [ANTH 595: Visual Anthropology I](#) 6 cr
- [ANTH 760: Seminar in Biological Anthropology](#) 3 cr
- [ANTH 899: Special Study: Creative Work Literature Review](#) 3 cr

#### Semester 4
- [ANTH 596: Visual Anthropology II](#) 4 cr
- [ANTH 894: Creative Work Project](#) 3 cr