

GRADUATE MANUAL
for the
PROGRAM IN ANTHROPOLOGY
DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY
NORTH CAROLINA STATE UNIVERSITY

Raleigh, North Carolina 27695-8107

Telephone: (919) 515-2702

Fax: (919) 513-0866

Email: AntGradProgram@ncsu.edu

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1. INTRODUCTION TO THE GRADUATE PROGRAM IN ANTHROPOLOGY

This manual has been prepared to orient students to the Anthropology Program, its faculty, and its operational procedures. The document is not intended to be the student's sole source of information. Rather, it is complementary to the North Carolina State University [Graduate Catalog](#) with which all students are strongly advised to be familiar. Other documents students might find useful include the NCSU Handbook and the Graduate Student Association Handbook.

The Department admits students into a graduate program leading to the Master of Arts in Anthropology (MA). A thesis based on original research is required for the MA degree. Completion of the course requirements and thesis should take two years.

When students enroll in graduate school they enter a new academic world. Major emphasis is placed upon the ability to think independently and to deal with complex patterns of ideas. Graduate education stresses not only what is known but also the methods of knowing; it operates to a great extent at the frontiers of knowledge. Our program emphasizes theory and research methods, analysis, and interpretation rather than mastery of neatly packaged sets of facts. All graduate students must participate in the broad and critical pattern of thinking that characterizes research. To obtain an advanced degree, students must demonstrate their ability to learn independently and to do independent and creative research work which goes well beyond course work.

An advanced degree in anthropology is a certification that the person possessing it can carry out sophisticated analytical, conceptual, and methodological operations. An MA degree is not merely a stamp of professional competence. It also testifies to the expectations on the part of the faculty that the person receiving the degree will continue to grow and be productive. Faculty members at North Carolina State University make every effort to ensure that those who receive an MA degree in anthropology are fully capable of meeting high standards of anthropological research and methodology.

Graduate students must assume major responsibility for planning their programs and taking the initiative in securing necessary advice from the faculty. Any carefully developed plan devised for a program will depend upon individual interests or goals. One of the following three broad goals may be anticipated by a student seeking an advanced degree in anthropology.

First, a student may wish to become a teacher-research scholar. Most teacher-research scholars are associated with universities and colleges. They also may work temporarily in government agencies, foundations, and other positions.

Second, a student may be interested in working as a researcher or a teacher in anthropology. For the researcher, employment opportunities exist in government agencies, non-profit organizations and in private companies. The person interested solely in teaching will seek positions in smaller colleges, community colleges, and secondary schools.

Third, a student may be interested in preparing for a career in applied anthropology. Opportunities for employment exist in various forms of administration, community-oriented action agencies, businesses and corporations, extension and other educational agencies, contract firms, museums, and international governmental and non-governmental organizations.

2. ADMISSION REQUIREMENTS AND PROCEDURES

Graduate School Requirements and Procedures for Admission Application

Applications for admission must include transcripts from all colleges and universities previously attended, references from at least three people familiar with the student's academic record and potential for graduate study, a non-refundable application fee of \$75 USD, and an official statement of the Graduate Record Examination scores.

All applications must be submitted through the online NC State University Graduate School Application Form. In order to set up an account profile and get started, visit the following link: <http://www.ncsu.edu/grad/applygrad.htm>

International Students

International students are encouraged to apply. Students whose native language is other than English, regardless of citizenship, must submit TOEFL (Test of English as a Foreign Language) scores as evidence of ability to use English at a level of competence sufficient for graduate work. On the paper-based test, a minimum score of 550 is required for admission. No subsection scores may be below 50. Requirements for the computer-based test are an overall score of 213 with at least 17 on two of the three sections, and no section score of less than 13. The test date must be within 24 months of application deadline date before the semester for which the application is being reviewed. An official score report issued by the Educational Testing Service is required. All international students must be cleared by the Department of Foreign Languages and Literatures at the beginning of their initial semester in residence and may be required to take additional course work in English. The international applicant must also provide the University with verification that the required funds are available to support the proposed program of advanced study. Foreign nationals residing in the United States at the time application is made must also provide information regarding their current visa status. The University provides special forms to be used by the applicant in supplying this information. Unfortunately, financial aid is very limited for international students.

Admission

Students are admitted to a specific degree program and for a specific semester. The Anthropology Program admits students to begin in the Fall term.

Full Graduate Standing: For admission in full graduate standing, an applicant must have a baccalaureate degree from a college or university recognized as a regional or general

accrediting agency and must have at least a (3.0) average in the undergraduate major. Accepted students typically have GPAs above 3.3 and a 3.5 or higher average in their major.

Departmental Requirements and Procedures for Admission

The department follows the guidelines of the Graduate School, and the College of Humanities and Social Sciences (CHASS). Graduate School applicants are required to submit letters of recommendation and transcripts of their undergraduate grades as well as any graduate course experience. As a departmental requirement, applicants must take the Graduate Record Examination (GRE) and have the scores forwarded to the University. A personal statement detailing professional aspirations and a writing sample are also requested. Application and supporting documents are due by January 1st. Applications should be submitted on-line. Please upload all of your documentation to the application web site before submitting your application.

After application materials are received they are reviewed by the Anthropology Graduate Faculty Committee and applicants are notified of the decision as rapidly as possible. As a part of the University, the Department of Sociology and Anthropology is an Equal Opportunity/Affirmative Action employer. See also the NCSU Graduate Catalog at: <http://www.ncsu.edu/grad/catalog/index.php>.

3. RESIDENCY REQUIREMENTS

Master's Students

Master's students are required to pursue graduate work in residence at NCSU for a minimum of two academic years or its equivalent.

Semester Credits (Hours)	Residence Credits
9 or more hours	1
6-8 hours	2/3
Less than 6 hours (including registration for "DR Dissertation Preparation" or "DR Dissertation Research")	1/3

During a Fall or Spring semester, residence credits are calculated as follows according to hours registered:

During either summer term residence credit equals one-half that of the corresponding credit for a regular term (e.g., six hours credit during a summer term equals 1/3 residence credit.)

4. TIME LIMITS

All requirements for the master's degree must be completed within six calendar years, beginning with the date the student commences courses that carry graduate credit applicable

to the degree program. An exception may occur in cases in which a more restrictive time limit has been established by the academic college/school.

5. GRADUATE STUDY FINANCIAL ASSISTANCE

Assistantships

Teaching Assistant (TA) support is offered to some applicants. The workload for the teaching/research assistantship is 20 hours per week. International students must show evidence that they are able to support themselves for the duration of their study at NCSU. They may still, however, be eligible for an assistantship.

Graduate Student Support Plan

The Graduate Student Support Plan is used to attract top students to NC State. Under the plan, students supported on a teaching or research assistantship or a fellowship receive health insurance benefits and tuition support. Please see the NCSU Graduate Student Support Plan ([GSSP](#)).

Department of Sociology and Anthropology Graduate Student Support Plan

The Department follows the Graduate School GSSP -- See the [Graduate Student Support Plan](#).

Stipend Levels (for Fall 2015)

If an accepted graduate student in the Anthropology Master's Program is awarded a Teaching/Research Assistantship: \$8,500 (fall and spring semesters/9 month assignment).

Please note that the total number of semesters that a graduate student receives departmental support may be limited by financial exigencies.

Other Sources of Support

In addition to the above there are several other sources of supplemental financial aid available on the campus.

Diversity Recruitment Grants: These grants are based on need, intended to add diversity to the student body, and do not increase or create a work obligation.

Alumni Association Stipend Supplements: These are first-year-only supplements intended to attract superior graduate students. They are very competitive. Supplements are awarded across all university colleges/schools as a financial incentive above and beyond whatever fellowship or assistantship candidates have already been offered.

Financial Resources Information

Grants and Fellowships: Competitive awards are also funded through national research support institutions such as National Science Foundation (NSF), National Institute of Health (NIH), National Institute of Education (NIE), or National Institute of Mental Health (NIMH). Some of these are restricted to fields of study or are especially designed to aid students from under-represented groups or women. Materials on grants and fellowships are available from the Graduate School and in the D. H. Hill Library reference area at NCSU or from the American Anthropological Association and local public libraries.

Loans & Work Study: The Financial Aid Office in 2016 Harris Hall, Box 7302, is the best source of information for this type of aid. Their current main source of loans is the Guaranteed Student Loan Program; for which no payment or interest is due while a student is in school. Students must apply in their state of official residence for these loans. Please see: <http://www.ncsu.edu/grad/financial-support/>.

6. OBTAINING RESIDENCE IN NORTH CAROLINA

Graduate students who are not residents of North Carolina should attempt to establish legal residence here in order to be eligible for the in-state tuition rate during their second year. Only in-state tuition will be paid by the Graduate Student Support Plan after the first year.

Two inquiries are made of students enrolled in North Carolina universities and colleges who desire to be classified as in-state students; first, students must demonstrate that they have in fact lived in North Carolina for a minimum period of twelve months immediately prior to enrollment or re-enrollment; and second, students must be able to demonstrate that their presence in the state constituted legal residence. Under North Carolina law, legal residence means more than simply living in the state. More specifically, it means maintaining a domicile (permanent home of indefinite duration) as opposed to a temporary residence incident to enrollment in a university, college or technical institute of the state. As a starting point, if a student has living parents, the domicile of the student is presumed to be that of his/her parents but may be changed to qualify for in-state tuition if the required legal residence can be demonstrated. It should be realized that marriage does not prevent a student from becoming a legal resident for tuition purposes, nor does marriage ensure that a person will become such a resident. More information on establishing residency details is available in the Graduate Office.

Please visit <http://www.ncsu.edu/grad/future-students/resident.html> for information about the procedures to follow.

7. STUDENT CONDUCT

Students should familiarize themselves with the NC State University Code of Student Conduct in its entirety. The Code of Student Conduct is available on the University Website at: <http://policies.ncsu.edu/policy/pol-11-35-01>.

The Anthropology Program will not tolerate academic or non-academic misconduct on the part of students. Students who violate the NC State University Code of Student Conduct will be subject to sanctions that may include dismissal from the graduate program.

8. ADMINISTRATION OF GRADUATE PROGRAM

The Student

The management of a student's graduate program of study is largely in the hands of the student as guided and constrained by the Department and by the rules of the Graduate School. Should occasions arise which require adjustment between the student and the Department and/or Graduate School, immediate action should be taken to resolve the issues utilizing the Advisory Committee chair or the Director of the Anthropology Graduate Programs.

All graduate students are expected to provide the Graduate Office of the Department with copies of all significant documents pertaining to their graduate program so that these records can be consulted at times of student employment, assistantships, awards, fellowships, etc. Students should also keep the Graduate Office informed of their addresses and telephone numbers and any change in their graduate status.

The Advisor

Graduate students will be assigned advisors prior to their first semester by the Director of the Anthropology Graduate Program. The advisor is a member of the graduate faculty who is appropriately qualified and authorized by the Graduate School to advise graduate students. This advisor will either serve as chair or be replaced by the chair of the Advisory Committee if the student chooses another advisor or his/her plan of work is filed.

Advisory Committees

The Graduate School policy regarding the appointment of an Advisory Committee and submission of a plan of work reads as follows: "Master's students records must be filed in the Graduate School before completion of half of the course work required in the program." (see the NCSU [Graduate Catalog](#) for more information).

The department recommends that an Advisory Committee be selected and appointed for each student no later than the end of the second semester of graduate study. Graduate School policy states that the committee members and chair are selected by the student on his/her consent with the advice and approval of the Director of the Anthropology Graduate Program. The chair and committee are finally appointed by the Dean of the Graduate School. Early selection of the Advisory Committee can provide the student with guidance especially suited to his/her interests and assures that an appropriate plan of work is developed and followed.

Graduate faculty and students need to recognize that later changes in membership on the Advisory committee may be desirable, especially when thesis projects change. Students are encouraged to ascertain that the faculty on their Advisory Committees remain appropriate to

their substantive interests and that the chair is the faculty member who can best assume primary responsibility for direction of the thesis.

The Advisory Committee will act as the student's academic advisory body throughout the pursuit of a graduate degree. The Advisory Committee is expected to be available for student program planning, discussion of professional development, and consultation and direction on thesis research. Committee members are expected to be well acquainted with the student's progress at all times after the committee's formation. A student should be certain to keep the committee members fully informed of progress toward the degree.

At the Master's level, the Advisory Committee consists of at least two members from the anthropology graduate faculty, the third committee member may be a member of the anthropology graduate faculty, a member of the graduate faculty in another discipline in which the student has taken course work, or an interinstitutional faculty member. For a non-NCSU faculty member to serve, as a third member, they must be on the graduate faculty of another UNC system school. The student may elect to have a committee composed of more than three members.

The Graduate School policy on changes in committee composition states that: "Recommendations for changes in the composition of a committee should be submitted in writing to the Dean of the Graduate School and should indicate that all faculty members involved have been informed of and support the recommendation." Attempts will be made to resolve any problems in committee composition in the best academic interests of the student and the integrity of the graduate program. Changes in departmental faculty, such as retirements and hiring, require that committee membership be flexible. Any changes must be documented in writing and submitted to the office of the Director of the Anthropology Graduate Program for approval and proper transmittal.

As soon as possible after the appointment of the Advisory Committee, a meeting should be held with the major advisor to prepare a Plan of Graduate Work which must be approved by the Head and/or Director of the Anthropology Graduate Program and the Graduate School. In addition to proposed course work, the subject of the student's thesis should appear on the plan. The information on the form will be prepared by the Graduate Office. Once approved, this plan becomes the student's requirement for graduation. Subsequent changes may be necessary, but must be submitted in writing to the Director of the Anthropology Graduate Program for approval and proper transmittal. Changes, upon approval, become a part of the Plan of Graduate Work.

Students may not be cleared for graduation or permitted to schedule an oral thesis defense examination in a given semester unless the plan of work for the degree program is on file. A student's plan of work must be submitted to the Graduate School at least one semester before a thesis examination will be scheduled for that student.

Students are permitted to change the composition of their Advisory Committees at any time except that they may not drop a member from their Advisory Committee after first attempting the final oral examination. Students may add members, and/or exchange committee member's

functions (e.g., member to co-chair) at any time. Changes in the membership of the Advisory Committee should be done by mutual consent of all parties involved (the faculty being dropped and/or added) and by the chair (or co-chairs) of the Advisory Committee. Permission of the Director of the Anthropology Graduate Program and the Graduate School is required.

Essentially, students may add or drop members at any time prior to the oral defense. As a general policy, all Advisory Committees will be chaired or co-chaired by graduate faculty inside the department. Anthropologists classified as "associates" or "adjuncts" to the Department may serve on committees, but may at most serve as co-chairs. The appropriateness of "adjuncts" or "associates" on all such committees must be approved by the department head, the Director of the Anthropology Graduate Program, or their designated representative.

Faculty who are located at the other university graduate schools operating under the "cooperative agreement" with North Carolina State University (University of North Carolina at Chapel Hill, University of North Carolina at Greensboro, and Duke University), and are members of their institutions graduate faculty, may serve as the third member of committees pending approval of the Advisory Committee chair, the DGP, and the Graduate School. A copy of the faculty member's vita should be provided with the appointment request.

A faculty member from another university or a professional from industry or government (with credentials comparable to those required for membership on the Graduate Faculty) may serve as an external member [fourth member] with full voting rights, along with the required committee composed of members of the NCSU Graduate Faculty. It will be necessary to provide credentials to the Graduate School.

In addition, a person from industry, a governmental agency, or a university may, upon recommendation of the committee and the department/program, serve as a technical consultant, without voting rights, along with the required committee composed of members of the NCSU Graduate Faculty. A statement describing the consultant's potential contribution to the student's research or project should be provided to the Graduate School.

Director of the Anthropology Graduate Programs

The Director of the Anthropology Graduate Program supervises the graduate program and reports to the Department Head. The normal business of graduate program approval, committee selection, interpretation of graduate requirements, communication with the Graduate School, representation of graduate student requests to the Department or Graduate School, supervision of the Department's Graduate Office (in conjunction with the Director of the Sociology Graduate Program), recommendation of changes in the graduate program, resolution of advisor-advisee differences, development of data about the operations of the graduate program, recruitment of graduate students, and related duties, will be handled by the Director of the Anthropology Graduate Program.

Although the Director of the Anthropology Graduate Program will respond to the diverse program needs of graduate students and advisors, it is assumed that all methods of problem resolution between the parties themselves have been exhausted prior to bringing the matter to the attention of the Director of the Anthropology Graduate Program.

Anthropology Graduate Program Committee

As currently constituted, the Anthropology Graduate Program Committee of the Department of Sociology and Anthropology serves to formulate policy. This committee also is the Graduate Curriculum Committee for the Anthropology Program and is chaired by the Director of the Anthropology Graduate Program.

The Anthropology Graduate Program Committee recruits and reviews applications of prospective graduate students. It conducts the diagnostic review of all first-year students. The committee may be assisted by subcommittees in recruitment, curriculum development, and placement.

The Graduate School

All students are reminded that this manual on graduate study pertains largely to the Department and that the general requirements for Masters degrees is controlled and administered by the Graduate School as outlined in the NCSU [Graduate Catalog](#).

The Qualifications for Associate and Full status in the Graduate Faculty are as follows:

Associate Status: "The necessary qualifications for consideration as an Associate Member of the Graduate Faculty is appointment at the rank of Assistant Professor, including adjunct and visiting categories. Graduate Faculty status is awarded upon recommendation by the Department Head or the Director of Graduate Programs and approved by the Dean of the Graduate School. Should the candidate not hold a doctoral degree, there should be demonstrable evidence that the candidate possesses the experience, knowledge, and capability in the area of intended participation in the graduate program of the University."

"An Associate Member of the Graduate Faculty may teach courses that carry graduate credit and participate as a member of Advisory Committees in the planning of graduate student programs. Upon recommendation of a Department Head or Director of Graduate Programs and on approval of the Dean of the Graduate School, an Associate member may serve as chair of Master's Advisory Committees or as co-chair of doctoral Advisory Committees. In the latter instance, it will be necessary for the chair to hold full Graduate Faculty status."

Full Status: "Full members of the Graduate Faculty will be tenured (or tenure track) faculty who have distinguished themselves in research, thesis direction and graduate teaching. Evidence of such distinction is indicated by a number of significant publications, by service as chair of the Advisory Committees for several Master's students or as co-chair of the Advisory Committee for doctoral students, and by excellence in graduate teaching. In certain instances, either one or two of these experiences may be considered sufficient."

Advancement or appointment to full status should be recommended by the Department Head or Director of Graduate programs and approved by the Dean of the Graduate School. The recommendation should be voted on by the full members of the Graduate Faculty of the department/program and the vote forwarded to the Dean of the Graduate School along with the recommendation.

"A member of the Graduate Faculty holding full status may participate fully in all phases of the graduate program of the university."

NOTE: A faculty member who is not a member of the Graduate Faculty may serve on graduate student committees as an additional member to the basic committee.

9. ANTHROPOLOGY GRADUATE FACULTY

Associate Graduate Status

- Nora Haenn
- Chelsey Juarez
- Shea McManus
- John Millhauser
- Sasha Newell
- Tim Wallace

Full Graduate Status

- D. Troy Case
- Ann Ross

ANTHROPOLOGY GRADUATE FACULTY RANKS AND AREAS OF SPECIALIZATION

Faculty	Rank	Specialization
Case, Troy	Associate Professor	Physical Anthropology, Bioarchaeology, Human Osteology
Haenn, Nora	Associate Professor	Environmental Governance, Economic Development, Ethnic Identities, Social Movements, Mexico and Latin America
Juarez, Chelsey	Assistant Professor	Isotopes, Forensic Anthropology, Place of Origin, Mesoamerica
McManus, Shea	Assistant Professor	Middle East – Lebanon, History and Memory, Material and Visual Culture, Art and Aesthetics, Human Rights, Transitional Justice, Post-War Social Repair, Urban Space

Millhauser, John	Assistant Professor	Archaeology, Complex Societies, Economic Anthropology, Mesoamerica
Newell, Sasha	Assistant Professor	Material Culture, Exchange, Urban Anthropology, Semiotics, Magic and Witchcraft, Africa and North America
Ross, Ann	Professor	Forensic Anthropology, Skeletal Biology, Human Rights
Wallace, Tim	Associate Professor	Applied Anthropology Anthropology of Tourism Natural Resource and Heritage Conservation

10. CONTINUOUS REGISTRATION POLICY

After a student is admitted to the Graduate School and enrolls for the first time, he/she is required to maintain continuous registration, i.e., be enrolled each semester, excluding summer sessions, until he/she has either graduated or his/her graduate program has been terminated. The following caveats and exceptions apply:

1. A student in good academic standing who must interrupt his/her graduate program for good reasons may request a leave of absence from graduate study for a definite period of time, normally not to exceed one year. The student should initiate the request with the chair of his/her Advisory Committee and have it endorsed by his/her director of graduate programs before submitting it to the Graduate School. The request should be received by the Graduate School at least one month prior to the first day of the term involved.
2. All students who take their oral thesis defense or submit their thesis to the Graduate School during either summer session must be registered for either the first or second summer session.
3. Students who complete all requirements for the degree prior to the first day of the fall or spring semester or the first summer session may graduate during the next semester or summer session without being registered as long as they were registered in the immediately preceding semester or summer (either session).
4. In order for students to submit their thesis to the Graduate School or have their oral thesis defense after the last day of a semester or summer session but before the first day of the next semester or summer session, they must have been registered in the semester or summer (either session) which immediately preceded the date that the thesis or dissertation was submitted or the exam was held.
5. Students whose only remaining requirement for graduation is removal of an "IN" in a course are not required to be registered to remove the IN and graduate. However, students who do not remove any remaining IN grade(s) in the semester or summer following completion of all other requirements and are not registered during the same semester or summer will be terminated at the end of that semester or summer due to non-compliance with the continuous registration policy.

11. DEGREE PROGRAMS

Graduate School requirements for the Master's degree are outlined in the North Carolina State University [Graduate Catalog](#). Students are urged to review carefully the section pertaining to the degree sought. The discussion which follows includes some repetition of general requirements but focuses specifically on those applicable to this Department. The residence requirements for the Department are the same as those for the University. See the relevant section of this graduate manual for details.

12. MASTER OF ANTHROPOLOGY

The objective of the MA in Anthropology at NC State is to enable students to develop a deeper understanding of the behaviors, beliefs, and biological foundations of our species. The combination of classroom training and research experience that our program offers prepares students to conduct further scientific studies. As a part of the degree requirements, students in the program will conduct research related to an area of faculty specialization, such as forensic anthropology, archaeology, and cultural anthropology. Each faculty specialization area in the MA program emphasizes particular skills, theories, and data sets. Students with interests in bioarchaeology, skeletal biology and forensic anthropology will receive specialized training in the theories and hands on experience in the methods of skeletal biology, archaeological dimensions of mortuary analysis, and current forensic identification methods. Students in the cultural concentration will receive specialized training in the comparative method and ethnology, and have opportunities to engage in sustained ethnographic research projects. Many graduates of the program will go on to pursue the Doctor of Philosophy Degree in high ranking programs. Some graduates may directly enter the workforce after receiving their degree. Areas in which graduates of our program may find private, state, or federal employment include development organizations, non-profits, human resource management, cultural resource management, or in physical anthropology or archaeology labs.

Thesis Program Requirements

All anthropology master's students must take at least 30 hours of graduate courses, of which 18 hours must be 500 level courses or above in anthropology. These must include a minimum of five substantive courses with an ANT prefix. The five substantive course minimum *excludes* thesis hours, independent study credits and courses, and the proseminar. It includes theory and methods courses. Thesis program students must also take 6 hours of ANT 695 (thesis research) as part of their degree.

Bioanthropology –

Bioanth students are *required* to take ANT 501 (Proseminar), ANT 521 Human Osteology, ANT 583 (Archaeological Theory), a 500 level statistics course, and at least three elective courses in anthropology (excluding independent study). Two elective courses must be in biological anthropology and might include ANT 524 (Bioarchaeology), ANT 528 (Paleopathology), ANT 529 (Advanced Forensic Methods), ANT 585 (Skeletal Biology) or other courses at the 500 level or higher with a biological anthropology theme and an ANT

prefix. The third elective course can be taken either in biological anthropology, or one of the other areas, so long as it has an ANT prefix. Some or all of any remaining hours may be taken outside the department with adviser permission. For students writing a master's thesis, six hours of ANT 595 (thesis research) are also required.

Cultural Anthropology –

Cultural anthropology students are *required* to take ANT 501 (Proseminar), ANT 511 (Anthropological Theory), ANT 516 (Qualitative Research Methods), and at least three elective courses in anthropology (excluding independent study). Two elective courses must be in cultural anthropology and might include ANT 512 Applied Anthropology, ANT 531 Tourism, Culture, and Anthropology, ANT 533 Anthropology of Ecotourism and Heritage Conservation, ANT 544 Cross-Cultural Perspectives on Gender, ANT 550 Culture, Ecology, and Sustainable Living, ANT 560 Urban Anthropology, ANT 564 Anthropology of Religion, ANT 587 Cultural Resource Management, or other courses at the 500 level or higher with a cultural anthropology theme and an ANT prefix. The third elective course can be taken either in cultural anthropology, or one of the other areas, so long as it has an ANT prefix. Some or all of any remaining hours may be taken outside the department with adviser permission. For students writing a master's thesis, six hours of ANT 595 (thesis research) are also required.

Archaeology –

Archaeology students are *required* to take ANT 501 (Proseminar), ANT 511 (Anthropological Theory), ANT 583 (Archaeological Method and Theory), a 500 level statistics or GIS course, and at least three elective courses in anthropology (excluding independent study). Two elective courses must be in archaeology or cultural resources management and might include ANT 531 Tourism, Culture, and Anthropology, ANT 533 Anthropology of Ecotourism and Heritage Conservation, ANT 575 Environmental Archaeology, ANT 587 Cultural Resource Management, or other courses at the 500 level or higher with an archaeology or cultural resource management theme and an ANT prefix. The third elective course can be taken either in archaeology or cultural resources management, or one of the other areas, so long as it has an ANT prefix. Some or all of any remaining hours may be taken outside the department with adviser permission. Students without previous field experience are expected to participate in a field school or other field experience before the completion of their degree. For students writing a master's thesis, six hours of ANT 595 (thesis research) are also required.

Non-Thesis Program Requirements

Our non-thesis (Option B) degree is a 30-hour, two-year long Master of Arts degree. Course requirements are the same as for the thesis degree program with the following exception. Rather than six (6) hours of master's thesis research, non-thesis students take three additional hours of graduate coursework either in or outside the department, and a three (3) hour independent study with their advisor while writing or preparing their non-thesis project.

In addition to their academic advisor, non-thesis students will choose an additional committee member to help oversee their research project. The second committee member may be a member of the anthropology graduate faculty, a member of the graduate faculty in

another discipline in which the student has taken coursework, or an interinstitutional faculty member. For a non-NCSU faculty member to serve as a second member, they must be on the graduate faculty of another UNC system school. The student may elect to have a non-thesis committee composed of more than two members. Additional committee members need not be faculty, but they must be directly involved in the oversight of the non-thesis project.

When planning the project, students should prepare a two-to-three page description of their project to be approved by their advisor and committee member and filed with the DGP by May 1 of their first year. Also by May 1st, the chair of the non-thesis committee should e-mail the DGP (and CC the student and committee members) to indicate the composition of the committee. Both the advisor and committee member must approve the final product that results from the non-thesis project for the student to graduate.

Non-Thesis Project Examples

The examples below reflect options that can be followed by a non-thesis student, in consultation with faculty advisors, without the need to consult the graduate curriculum committee. Other projects of substantially similar scope may be proposed to the graduate curriculum committee for approval on a case-by-case basis.

In general, the non-thesis option should require the student to spend at least 80 hours on data collection, background research, or a discipline-appropriate experience (such as an internship or field experience) that should normally be completed by the start of the fall semester of the student's second year. The committee, in consultation with the student, will determine the appropriate number of hours for their specific project.

1. Field Statement

A field statement is an in-depth literature review with a concluding section that in some way highlights the current state of the field. The field statement should summarize what is known about a relatively broad topic within a subfield of anthropology, including both modern understanding of the subject as well as the primary literature from the past. A field statement in biological anthropology might cover interpretation of joint diseases in archaeological context, for example, or the archaeological analysis of isotopes extracted from bone. In cultural anthropology the field statement might be an area study covering a certain time period, such as West Africa from 1990 – 2010. The concluding section might summarize best practices for conducting a research project in the subject area, might identify interpretive problems in older research given more recent findings, summarize how changes during a time period have influenced the cultures of an area, or another appropriate topic. A field statement should show that the student has mastery of the literature on a particular subject area. The field statement should not be just a serial summary of past research, but should be integrative, with sections that draw from multiple sources to highlight what has been done in the subject area, and the current state of that area of inquiry. The final product should be a paper of approximately 25 to 40 pages, excluding references (double-spaced, 12 point font).

2. Media Analysis:

Cultural students interested in employing a non-thesis option can demonstrate their anthropological theory and analytical skills by choosing a focus in the media to analyze and write about from an anthropological perspective. Students would work with their advisor to find an appropriate topical focus, media type (print, internet, radio, television, social media, etc), as well as the regional level of analysis (national, state, county, or international). The student would approach these data from an anthropological perspective in order to reveal some aspect of contemporary culture as produced and/or reflected in popular media. Thus a literature review of articles read online would *not* be appropriate; rather, students would treat materials discussed as evidence for an argument of their own devising about sociocultural phenomena. The final product could take several forms: (a) a paper written in the style, format, and length of an appropriate journal; (b) an e-portfolio presenting materials in multiple genres (fact sheets, brochures, policy briefs) and formats (textual, audio, or visual); or (c) a paper or poster presented at a national or regional conference.

3. Field School / Internship Experience and Report

Students in any of the sub-disciplines could participate in a field school or serve as an intern for an organization related to their field of study and use their experience to create a final written product. Field school or internship opportunities should be identified as early as possible during the first year. The final product could take several forms, including: (a) a paper written in the style, format, and length of an appropriate journal, such as the SAA Archaeological Record, Anthropology News, General Anthropology, Anthropology and Education Quarterly, or a local anthropological journal; (b) a mock workshop or field manual to train others in the methods used or developed; (c) a paper that puts a field school experience into a broader context, such as the overarching goals of the project or the regional literature; or (d) a white paper to suggest how the particular school or organization could better make decisions, solve problems, or understand the particular issues that they face. A primary goal for any of these products would be to draw generalizable conclusions about anthropological theory, methods, or practice from the student's individual experience in the field school or organization.

4. Data analysis project.

Students interested in developing and demonstrating their analytical skills and linking these to anthropological theory can choose to focus on an existing data set and write about it from an anthropological perspective. Students would work with their advisor to find an appropriate data set, conduct appropriate analyses, and write up their results in a way that addresses a topic of anthropological interest. The final product could take the form of: (a) a paper written in the style, format, and length of an appropriate journal; or (b) a paper or poster presented at a national or regional conference.

Thesis Proposal

Each member of the first year cohort will be required to submit a thesis proposal to their graduate committee members and to the DGP by February 1st of their first year of graduate studies. That proposal, approximately 5-10 pages in length, will address the following topics:

1. Preliminary Research Question
2. Literature Review that Addresses Prior Research on this Topic
3. How the Student Proposes to Answer the Research Question
4. The Contribution that the Proposed Thesis Makes to Anthropology
5. Relevant Bibliography

The student's thesis chair will be responsible for organizing a meeting of the student and his/her committee members to discuss the thesis proposal. That meeting must take place before the last day of April, to give the student time to revise his/her proposal before the summer field season. The quality of the thesis proposal will be taken into account by faculty during the student's annual review. Specifically, the assessment will include whether the student: raised research questions that were pertinent to their concentration and provided a focus for making a significant contribution to their concentration; read and reviewed the literature in an area of study in such a way that revealed a comprehensive understanding of and a critical perspective toward the literature; demonstrated potential mastery of research and statistical methodology appropriate to inquiry in the field; offered evidence that he/she will successfully master and apply professional genres and appropriate style guidelines; offered evidence that he/she will collect, analyze, and interpret data in a way that adds to the understanding of their concentration; and, gave evidence of applying a critical perspective to their own research and to that of others, noting strengths and weaknesses of the research.

Thesis Review

Students are expected to turn in their thesis draft to their committee chair by January 20th of their second year in the program. At that time, the student must also notify the DGP and other committee members that he/she has turned in a draft. The chair must return his/her comments to the student within three weeks, and assist the student with developing a reasonable schedule for revisions/getting the revised thesis to other committee members. Committee members must return theses with comments within two weeks.

Master's Thesis

In order to complete the degree in a reasonable time, students should identify a topic and start work on a thesis early. Identification of a thesis topic should be done during or before the second semester in residence.

It is the student's responsibility to take the initiative to engage in activities that will lead to the identification of a thesis topic. While there is no unique sequence of steps that should be taken in order to arrive at the definition of an appropriate problem, a few suggestions may be helpful. A student may enter the graduate program with a definite interest. A student may be able to identify a thesis topic from course work or readings. Some portion of the research in which a faculty member is engaged may be developed as a thesis. Each professor has interests and ideas that may provide stimulating suggestions. Graduate students should contact faculty members; they welcome the opportunity to get acquainted with students. Other sources of stimulation and advice are discussions with other students, attendance at professional meetings, and familiarity with the relevant literature. Finally, in carrying out term paper

requirements for courses, students have an opportunity to get the background understanding and information which will enable them to sense a problem that is both interesting and of reasonable scope.

The Master's thesis is intended to be a relatively limited research exercise on a focused and manageable topic. It does not necessarily have to involve some completely new contribution to knowledge. It can be a restudy or replication of an earlier investigation or an attempt to modestly extend an established hypothesis. It should be focused on a well-defined topic with restricted scope. At the same time, it must be carried out with care and rigor. Many master's theses are eventually revised for publication as journal articles.

When the student and committee chair feel that enough progress has been made, the student must prepare a thesis proposal for review. Once the proposal is ready, the chair will schedule a meeting of the committee to review the proposal and to give it formal approval. If the committee approves the proposal, the student may then proceed actively on the thesis. If approval is not given, another similar meeting must be scheduled after suitable revision.

The committee will supervise the work throughout the preparation of the thesis with the chair taking major responsibility. The student should consult with the chair and the committee in connection with any major problems encountered and keep them informed of progress.

Once the thesis has been completed, it should be carefully edited, neatly typed, and tentatively approved by the committee. The student may then proceed to arrange a suitable time and place for the oral examination according to the rules of the Graduate School.

All theses are submitted electronically to the Graduate School. The Graduate School conducts workshops during the year for students to attend to learn the procedures for electronic submission. Once the thesis is defended, it must be approved by the Advisory Committee with original signatures of the members of the Advisory Committee on the title page. Once the student has the signed title page, she/he can meet with the Graduate Thesis/Dissertation editor. Before final approval, the thesis will be reviewed by the Graduate School to insure that it conforms to the specifications prescribed in the "Thesis and Dissertation Guide." The editor will give the student a date by which the thesis must be submitted electronically in order for the student to graduate in a given semester. The Department requires a hard-bound copy of the thesis/dissertation for the departmental library. Students should also provide a final copy to each committee member.

Master's Thesis Defense and Oral Examination

Candidates for the Master's degree must pass a comprehensive oral examination to demonstrate to the Advisory Committee that they possess a reasonable mastery of the subject matter of the major and supporting fields and that this knowledge can be used with promptness and accuracy. The oral examination includes an oral presentation about the thesis and questions focused on the project. Authorization to hold the examination is requested through the office of the DGP. The examination may not be held until all other requirements, except completion of the course work for the final semester, are satisfied. A mutually

agreeable time of no less than two hours must be scheduled for the examination; if this is impossible, then it may be necessary to find a substitution or to replace a committee member. Either of these alternatives requires the permission of the members of the Advisory Committee, the Director of the Anthropology Graduate Program, and the Graduate School.

A unanimous vote of approval by the Advisory Committee is required for passing the oral examination. Approval of the examination may be conditioned, however, upon the completion of additional work to the satisfaction of the Advisory Committee. Failure of a student to pass the examination terminates the student's graduate program unless otherwise unanimously recommended by the Advisory Committee. Only one re-examination is permitted.

Oral examinations for Master's degree candidates are open to the Graduate Faculty and to the university community. Discussion and decisions regarding the student's performance are private to the Advisory Committee.

List of Dates and Deadlines for Thesis and Non-Thesis Tracks

THESIS TRACK

Semester 1:

No deadlines (but students should identify and contact potential committee members)

Semester 2:

Feb 01	Thesis Proposal to chair
Feb 15	CV to DGP
Mar 01	Adviser confirms track to advisee
Mar 10	Student has informal commitment from committee members to serve with advisor's consent .
Mar 15	Thesis proposal to committee
Apr 15	Plan of work online
Apr 30	Thesis proposal defense complete

Semester 3:

No deadlines (but students should be writing and showing material to adviser)

Semester 4:

Jan 20	Thesis draft to chair
Feb 15	CV to DGP
Feb 15	Verify that plan of work is correct
Feb 25	Thesis draft to committee
~Mar 25*	Last day to defend master's thesis (exact date is variable by semester)
~May 10*	Last day to defend master's thesis for summer graduation

*Note: Last day to schedule defense is 10 business days prior to defense.

NON-THESIS TRACK

Semester 1:

No deadlines (but students should identify and contact potential readers)

Semester 2:

Feb 01	Student confirms non-thesis intent with adviser
Feb 15	CV to DGP
Mar 01	Non-thesis proposal draft to adviser
Apr 01	Second project reader selected and approved
Apr 10	Proposal to second reader
Apr 15	Plan of work online
May 01	Non-thesis proposal approved

Semester 3:

No deadlines (but students should be writing and showing material to adviser)

Semester 4:

Feb 15	CV to DGP
Feb 15	Verify that plan of work is correct
Feb 25	Project report/product to adviser
Mar 15	Project report/product to second reader
~Mar 25	Last day to apply to graduate (exact date is variable by semester)
May 01	Project must be completed and on file with no further edits needed.

Details on Mentoring Relationship

It is through the mentoring relationship that graduate students receive direct preparation for teaching. The mentoring relationship is intended to be a close working relationship between the faculty member and the graduate student(s) while teaching a course.

Only faculty members agreeing to participate in such a working relationship will be assigned such responsibilities. The Department Head and Director of the Anthropology Graduate Program will consult concerning such assignments.

During the course of the mentorship, the graduate student will:

1. Attend classes with the instructor
2. Be responsible for class on occasion
3. Assist in preparing and grading at least one examination
4. Prepare a syllabus, including course outline, readings, and requirements for the course (intended as an exercise to be completed before the end of the semester)

At the same time, the responsibility of faculty working as mentors is to provide extensive feedback and commentary to the student. This includes, but is not limited to:

1. Critique and discussion of the student presentations, lectures, exams, grading, and syllabus
2. Discussions regarding the instructor's rationales for organizing the course material, types of exams, methods of presenting material in lectures, and so forth

NOTE: This policy was developed to assist in preparing graduate students for the classroom. The mentorship opportunity is also available to research assistants and to advanced unfunded doctoral students. See the Director of Graduate Programs for details.

Curriculum Vitae

All graduate students should have a current copy of a curriculum vitae or resume in their files. The Graduate Office has a manual to assist students in composing a vitae or resume. The University Placement Office also offers individual and group assistance in writing vitae and in job search/interviewing techniques. A student's major advisor will help the student develop their vitae as well.

13. GRADING AND GRADUATE STANDING

Grading

The Department follows Graduate School policy with regard to grading and academic standing. In order to receive graduate degree credit, a grade of "C" or higher is required. All grades on courses taken for graduate credit as an undergraduate at North Carolina State University and all grades on courses taken in a graduate classification at North Carolina State University in courses numbered 500 level and above are included in the calculation of the grade point average. In unusual circumstances, a student may take S/U graded courses (with their Advisory Committee's approval). S/U grades are not used in computing the grade point average. A student who receives a "U" will receive no credit for the course and may be required to repeat it. A, B, C, D, and F grades, and the A plus/minus grading system, is used by all instructors.

A student who receives an "IN" (incomplete) must complete the unfinished work by the end of the next semester in which the student is enrolled provided that this period is no longer than 12 months from the end of the semester or summer session in which the incomplete was received. Otherwise, the "IN" will be automatically converted to "NC" or "U". All grades of "IN" must be cleared prior to graduation.

Master's students are expected to earn a grade of "B" or higher in all their courses. Academic achievement is considered by the Graduate Program Committee in its diagnostic review recommendations and by the committee in establishing priorities for departmental support. Because the courses are fundamental to a graduate degree, a student receiving a grade of less than "B-" in a required theory or methods/analysis course must retake the course. Students taking such courses as independent study/special topics where the grading scheme is "S/U" must be graded so that an "S" is a "B" or higher.

If independent study is being substituted for a required theory or methods/analysis course, or if the student wishes to meet a requirement in theory or methods/analysis through inter-institutional registration (see the following section of this manual), prior written approval is required from the student's advisor (the chair of the Advisory Committee if appointed) and the Director of the Anthropology Graduate Program. The instructor of any independent study course should be chosen from faculty who regularly teach in that core area.

Dropping Courses

Courses at the 500 level and above level may be dropped during a semester up to one week after the mid-semester and during a summer session up to the first half of the total class days (see the University calendar for the last days to drop and add). Thereafter no drops shall be allowed except for documented medical reasons or other verified, unforeseen grounds of personal or family hardship. Exceptions to the drop policies require the recommendation of the chair of the student's Advisory Committee, the Director of the Anthropology Graduate Program, the Department Head, and approval by the Dean of the student's college and the Dean of the Graduate School. Late drops require the submission of a schedule revision form signed by the Director of the Anthropology Graduate Program, documentation of extenuating circumstance, such as illness or unforeseen personal hardship, and a letter of support from the Director of the Anthropology Graduate Program as to why this action is justified.

Graduate Standing

A notice of academic warning is issued to graduate students who have accumulated fewer than nine hours of course work and have less than a 3.0 grade point average ("B" average). Graduate students are placed on academic probation if they accumulate nine or more but fewer than 18 credit hours and have a grade point average of less than 3.0. A student's graduate program is terminated if 18 or more credit hours are accumulated with a grade point average of less than 3.0. In the latter case, no further registration in a graduate classification will be permitted. Under special circumstances a student will be reinstated upon the written recommendation of the Department and approval by the Graduate Dean. Furthermore, the Department has the prerogative of recommending the termination of a student's graduate admission at any time.

If a student receives a notice of "Graduate Admission Terminated" at the end of the first summer session, the student may register for the second summer session unless the Department recommends otherwise. A student who receives such a note should confer with the DGP before registering for the second summer session. Once admitted, a graduate student must maintain a "B" or better average to remain eligible for appointment to an assistantship, fellowship, or traineeship and must be registered each semester during which the appointment is in effect.

Course Credit from Other Universities

At the Master's level no more than six of the required academic credits (with a grade of "B" or better) will be accepted from other institutions. Grades on courses transferred from another institution will not be included in computing the grade point average.

Graduate students enrolled at this university may take courses at the University of North Carolina-Chapel Hill, University of North Carolina at Greensboro, and Duke University; in which grades earned will be converted to the NCSU system. Course work to be taken under this inter-institutional registration arrangement must have the recommendation of the Advisory Committee and approval of the Department. Enrollment for courses on these other campuses will take place on this campus, using special forms obtained from the Office of Registration and Records. Such courses taken at other campuses are considered as part of the student's normal load.

Equivalency of Graduate Course Work

Students wishing to by-pass a graduate level course should discuss this possibility with instructors of the respective course. If the student decides to pursue the by-pass option, she or he will present a portfolio of work from an equivalent course including: written catalog description of the course, syllabus, course description, examinations, list of books, course assignments, etc. The equivalency of the student's course experience will be made by faculty who teach in the area. The area faculty will send a written recommendation to the Director of the Anthropology Graduate Program, who will make the final determination of the course by-pass option. Students will still be subject to the 36 hour degree program rule.

Students who have graduated with an NC State Undergraduate degree in anthropology and who took ANT 411 as part of their graduation requirements will be required to sign-up for a one hour independent study (ANT 598) and to participate in the ANT 511 discussion section. These students will also be subject to the 36 hour degree program rule.

Diagnostic Review

The Graduate Recruitment and Admissions Committee serves as a review committee for graduate students who are completing their first year in the program, defined as having attempted at least 18 hours of graduate courses or having enrolled for two consecutive semesters following admission to the graduate program, whichever comes first. It is required that students include at least one course each in theory and methods in their first 18 hours of work. Any deviation from this review schedule must be approved through the Director of Anthropology Graduate Programs.

All students will be required to submit a curriculum vitae by February 15th, and a Plan-of-Work by April 15th of their second semester in the program. The curriculum vitae submitted in February of the student's first year in the program will be considered in the faculty's evaluation of whether a previously funded student is offered continued funding, or a previously unfunded student is offered funding. If a student is not making good progress

toward his/her degree, a recommendation may be made to the student to leave the program. Examples of such circumstances that might lead to such a recommendation could be one or more grades of "C" or below, a pattern of low "B" grades, ethical breaches, or other serious weaknesses.

The committee meets in February or March. In addition to a careful review of the academic record, the committee consults with the advisor, instructors and supervisors (for those on teaching assistantships). Criteria for normal progress toward the degree are utilized.

The committee formulates recommendations regarding academic program and future funding (if applicable) that are conveyed to the student and the student's advisor. Where problems are identified, the DGP, the student, and the student's advisor meet to discuss them. The committee may recommend to the student that (s)he leave the program if as a result of the review there are serious doubts about the student's ability to complete the degree requirements.

Criteria for Assessment of Normal Progress Toward Degree

It is recognized that no absolute criteria for evaluating progress toward degree are appropriate. The following criteria may be used for:

- Assessing progress during the diagnostic review
 - Decisions concerning offering or continuing assistantships
 - Establishing priorities for other types of departmental support
1. Maintenance of a Normal Course Load. A student is expected to enroll in nine hours (three courses) per semester until they have finished all required course work. Students should not drop courses in which they are enrolled unless there are compelling medical or personal reasons for doing so.
 2. Appropriateness of Courses. The courses that a student takes should be consistent with the degree program in which the student is enrolled. A plan of work should be completed during the second semester in residence.
 3. Timely Completion of Required Theory/Methods/Analysis Courses. To the extent possible within the course rotation, required courses in theory and methods/analysis should be completed early in the student's program with a grade of "B-" or better.
 - a. Students who receive a "C" grade in required theory (ANT 511, ANT 550, ANT 521) and/or methods/analysis courses (ANT 516, ANT 575) must retake the courses as an audit for 0 credits the next time the course is offered. The student must complete all course assignments and the instructor will notify the DGP of the grade that the student would have received on the retake.
 - b. Students who receive two "C" grades in required theory and methods courses will be reviewed by the Anthropology Graduate Program Committee to determine if the student should continue in the graduate program; the criteria for normal progress towards degree will form the basis of this review.

4. Master's Requirements. Master's students should complete the requirements for the thesis before the start of the fifth semester. According to the Graduate Student Support Plan rules, tuition will not be paid for more than four (4) semesters in the MA program.
5. Avoidance of Incomplete Grades. Incomplete grades are to be assigned only when "the student's record in the course is such that the successful completion of particular assignments, projects, or tests missed as a result of a documented serious event would enable that student to pass the course. The time required in the subsequent semester to make up an incomplete grade can be detrimental to the student's progress. A grade of incomplete can be regarded as evidence of lack of normal progress toward degree.
6. Maintenance of Good Scholastic Standing. Probationary status/academic warnings are signals that normal progress toward the degree is in jeopardy. Although a "B" average is sufficient to remain in the program, an accumulated GPA in excess of 3.0 is highly desirable and is expected of students receiving departmental support. Grades are related to performance on preliminary examinations and completion of theses and therefore are germane to assessment of normal progress toward degree.
7. Preparation of Proposals and Completion of Theses/Projects. The maximum times allowed by the Graduate School for completion of degrees should not be considered as normative. Students or their advisers may be requested to furnish evidence of progress on theses to be considered for departmental support.

Completion of Outstanding Degree Requirements

A graduate school student who establishes a graduation date by enrolling in the last course(s) on the plan of work or submitting to the Graduate School a thesis by the deadline for that semester and who does not meet all the requirements (incomplete grades, corrections in thesis or dissertation, etc.) by the graduation date is put on "hold" for a period of thirty days following graduation. The Graduate School will notify the student and his/her DGP of this action by letter. If the student does not complete the outstanding requirement within thirty days after the graduation date, his/her name is removed from the graduation list and added to the next graduation list following the removal of the outstanding requirement. If the student's time limit for the degree expires after the 30-day hold period but before the outstanding requirement is met, his/her graduate program will be terminated unless a request for extension is submitted to and approved by the Graduate School.

14. CERTIFICATION AS PFF SCHOLAR

Students who choose to earn a Certificate as a Preparing Future Faculty Scholar have gone beyond the requirements for the M.A. and have established that they have gained experience by mentoring on another campus and undertaking training in a variety of components of faculty work- research, teaching and engagement. This program is open to all students in the Department of Sociology & Anthropology who are meeting normal progress requirements in their pursuit of a M.A.

Certification Requirements

Students must shadow a partner faculty member at a participating college or university. This is the required aspect of any Preparing Future Faculty program in the nation. Graduate students visit the campus of a "partner faculty" and participate in faculty life, including attending classes, faculty meetings, meeting with administrators, etc.

Students visit another campus two times, in different semesters. Visits range from 1-3 days. Students usually visit the same partner faculty and college twice, but may choose to visit two different types of campuses (e.g. small college and a M.A. granting university).

In addition, students are required to satisfy a study of pedagogy. That is, they must take the basic course in teaching anthropology (or petition an equivalent substitution), independently teach an undergraduate anthropology course, produce a teaching portfolio, and provide evidence of scholarship of teaching and learning (e.g. a publication on teaching, producing a website, giving a presentation at a professional meeting).

Students will complete at least one of the other components of the program.

1. One semester of participation in a PFF collaborative research mentorship team, open to all students. The goal here is to broaden the research mentoring experience available to students. Students involved in this aspect of PFF elect to work in a research team headed by one or more faculty. Each student who does this will have been exposed to differing styles of mentorship, and have developed the skills necessary to work as a team member.

2. Demonstration of engaged anthropology or university service. This aspect of the PFF certification must be independently conceptualized and operationalized by the student. The student should write a one-page proposal to the Graduate Committee indicating the experience they would like to complete to indicate their expertise in engaged sociology or service to the community (university or beyond) which is relevant to the future faculty role. Such projects may be approved retroactively, although students are encouraged to (See Graduate Catalog) submit plans in advance. Projects might include service on departmental or university committees, volunteering their professional expertise to a non-profit organization, action research, or service to national professional organizations.

Upon completion of these activities, the student must submit a narrative essay which describes each component and what they gained from the experience to the Graduate Committee, including supporting documentation. Upon approval of their document, the student will receive a departmental certificate which indicates they are PFF scholars and designate their emphases (i.e. teacher-scholar and engaged anthropology or research intensive scholar).

15. DEPARTMENTAL POLICIES AND PROCEDURES

Office Assignments

The Department provides office space for graduate students who are on teaching assistantships. Offices for students not on assistantships will be provided as space permits.

Workloads and Working Hours

Teaching assistants are hired for the academic year and work on a half-time basis (20 hours per week). Frequently teaching assistants are assigned to one or more faculty members and are supervised by the faculty member(s) and may be assigned teaching and/or research activities.

All graduate assistantships are considered educational experiences. Faculty are mentors and are responsible for teaching research skills. The faculty mentor and graduate assistant are required to agree on a learning plan at the start of each semester, sign it, and file the plan with the Director of Graduate Programs. Evaluation forms are to be completed by both faculty and students at the end of each semester of an assistantship.

Mail

Graduate assistants receive appropriate departmental announcements and memos through the departmental mail system and/or by electronic mail. It is the student's responsibility to provide the Graduate Program secretary with their current email address. Students who are not employed by the university receive announcements pertaining to important meetings and information concerning their graduate programs at their local addresses, but need to regularly check their email messages.

Telephone Usage

Each graduate office has a telephone for receiving calls and making local calls. Long distance calls are not permitted unless a person has an access number authorized by the Department. The Graduate Office Secretary has an account number which may be used for making long-distance calls and sending faxes by graduate students if they are considered a necessity.

Supplies

Students on assistantships are supplied with all materials necessary for conducting work related to assistantships. Such supplies can be requested from the assigned clerical support person or the Graduate Secretary.

Travel

When funds are available, graduate students are invited to apply for departmental travel funds. All travel on state business, whether in-state or out-of-state, must be coordinated with the DGP or the major professor. Graduate Student travel must adhere to the policies of the University (proper travel forms must be completed and submitted in advance of travel and

upon completion of travel for reimbursement). Receipts must be kept of any travel (air, shuttles, taxis, parking, etc.) expenses to be reimbursed. Receipts must be kept of hotel bills and must show a \$0 balance. No phone calls are reimbursed. Meals are paid per diem. Registrations must have proof of payment in order to be reimbursed.

In-state Travel. It is necessary for students on assistantships to obtain the approval of their major professor or the DGP and Department Head before traveling in state. If an overnight stay is involved, prior approval of the Department Head on form AP001, North Carolina State University Travel Authorization, is required.

Out-of-state Travel. The same travel authorization form as for in-state travel, AP001, must be submitted for approval at least three weeks prior to departure date. These authorizations are essential for all graduate students who are on assistantships, whether travel funds are provided or not. This travel should be coordinated with the major professor or the DGP, who secures the approval and signature of the Department Head on both the authorization form and reimbursement voucher. For both in-state and out-of-state travel, if a travel advance is requested, a cosigner form must also be submitted.

Professional Meetings. All graduate students are encouraged to attend and actively participate in professional meetings whenever possible. Graduate students who have papers accepted for presentation at national professional meetings are typically eligible for travel funds of \$300 annually. Additional travel funds will be made available to students dependent on availability of departmental funds. Permission to receive travel support for professional meetings should be obtained at least four weeks in advance of the departure date for any out-of-state travel. Each year students will receive a travel allotment and must fill out the appropriate paperwork before and after travel. Funding may vary by year. Given that limited funds are available, alternative travel should be considered in order to attend meetings at a minimum of personal cost. Quite often, group travel to such meetings is possible. In special circumstances students may let the DGP know of a special need for additional travel money.

Out-of-Country. Except under rare contractual arrangements, the department does not support out-of-country travel for graduate students.

16. POLICY STATEMENT ON OTHER EMPLOYMENT

According to the [Graduate Catalog](#), graduate students holding half-time assistantship are restricted to taking nine (9) credit hours. Students on half-time appointments are discouraged from accepting additional employment.

17. CONFLICT RESOLUTION PROCEDURES FOR GRADUATE STUDENT INITIATED COMPLAINTS OR GRIEVANCES

1. A graduate student with a complaint or grievance about a course or instructor should first attempt to resolve the problem with the instructor in question. If resolution is unsuccessful, then the student should be directed to the Anthropology Graduate Program Director.

2. The Anthropology Graduate Director will advise the student on matters of policy and rights and will work with the student informally to seek a satisfactory resolution to the problem. In every instance, the student will be informed of the outcome of an informal resolution.
3. If these informal steps fail, the student will be advised of the procedures for filing a formal grievance. The student may submit a grievance, in writing, to the Graduate Director. Copies of the grievance will be sent to the faculty member and the Department Head.
4. The faculty member will be asked to submit a written statement to the Graduate Director describing the circumstances of the incident in his/her views. A copy of this statement will be sent to the student and the Department Head.
5. The Anthropology Graduate Director will submit both statements to the departmental Faculty-Student Grievance Committee. The Faculty-Student Grievance Committee is constituted by the Department Anthropology Program in the following way: the Anthropology Program will divide itself into two subcommittees each of which will be responsible for handling student's grievance for one semester. The student representative will be on both subcommittees. In the event of a grievance during summer session(s), the Graduate Administrator will appoint a committee for the purpose of resolving the grievance.
6. The committee will convene within seven working days of being informed of the case and will make a recommendation within 15 days of its first meeting. The committee will review both statements, seek additional information, if needed, and meet with the student and faculty member.
7. A report evaluating the incident and presenting the findings and recommendations will be distributed by the Graduate Director to the student, the faculty member and the Department Head.
8. Both the student and faculty member will have the opportunity to discuss the report with the Graduate Administrator. If the recommendation of the committee is unacceptable to either party, the student and/or faculty member is advised to meet with the Department Head within seven working days. The Head will reconsider the case and issue a decision in writing within seven working days of receiving the request. The Head's decision will be distributed to the student, the faculty member and the Graduate Director at that time.
9. Either party may appeal any decision or action to the Dean's Office.

*In regard to sexual harassment grievances, the Department adheres to the University sexual harassment policy. If such a grievance arises, the student will be advised to follow the published university procedures.

18. RESEARCH ON HUMAN SUBJECTS

NCSU Institutional Review Board for the Use of Human Subjects in Research Policy and Procedures see [Human Subject forms](#).

The department follows the University policy for use of human subjects in research. Please see the web site on the NCSU web page for complete instructions on following the policies and procedures when doing research: <http://www.ncsu.edu/sparcs/index.html>.

19. ORGANIZATIONS

University Graduate Students Association

The NCSU Graduate Students Association (GSA) is a university-wide organization representing all graduate students. It is composed of elected officials from departmental graduate student associations and serves as the institutionalized channel through which NCSU graduate students voice their concerns as a group.

The GSA serves advocacy, social, and communicative functions. It distributes information of interest to graduate students (e.g., names of manuscript typists and information on income tax status of graduate assistantships), sponsors student get-togethers, maintains a travel fund which supports graduate student activity at professional meetings, and provides funding to individual departmental graduate student organizations. Additionally, this group sponsors an annual awards ceremony in recognition of outstanding graduate teaching assistants within the university.

Anthropology graduate students are welcome to attend GSA business meetings which are held each month.

Honor Societies

Graduate students at North Carolina State University with outstanding academic records are eligible for membership in nationally and internationally recognized honor societies. These organizations also support various special awards.

Phi Kappa Phi is widely regarded as the equivalent of Phi Beta Kappa for colleges and universities with an emphasis on the sciences. Because of the small proportion of students who can be invited to join the society each year, graduate students must achieve a 4.0 average in their graduate programs in order to be admitted.

Sigma Xi is a scientific research society that recognizes outstanding students as nominated by members of the society. Students have to show evidence of scholarly productivity beyond thesis research and be nominated by two existing members