

GRADUATE MANUAL
for the
PROGRAM IN ANTHROPOLOGY
DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY
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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 (MA) in Anthropology. A thesis based on original research or a culminating project of equivalent scale and rigor is required for the MA degree. Completion of the course requirements and thesis or project 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, 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 MA degree in anthropology certifies that the person possessing it can carry out sophisticated analytical, conceptual, and methodological operations. It is more than 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, methodology, and ethics.

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 research scholar. Most research scholars are associated with universities and larger colleges (where they typically also teach), government agencies, non-profit organizations and in private companies.

Second, a student may be interested in working as a teacher in anthropology. The person interested solely in teaching will seek positions in teaching 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, and a non-refundable application fee of \$75 USD. The anthropology program has additional requirements for applications that are detailed below.

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 evidence of English proficiency. TOEFL (Test of English as a Foreign Language) scores provide evidence of the 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 internet-based test are an overall score of 80 with at least 18 on all sections, and no section score of less than 13. As of 2020, the Graduate School is also accepting [Duolingo](#) test results. To be admitted, a minimum score of 110 will be required. The test date must be within 24 months of the 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. In addition to providing a score at or above the minimum, the Graduate School or Anthropology program may choose to require students to participate in a Zoom or Skype interview prior to making an admission decision. 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. The most up to date information on English requirements are available on through the [Graduate School handbook](#).

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 by 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, Procedures, and Advice for Applications and Admission

In addition to general Graduate School requirements, applicants are required to provide a completed application, including transcripts, three letters of recommendation, a personal statement, and a writing sample. A CV or resume is optional but encouraged. *GRE scores are not required.* Instead, faculty undertake a holistic assessment of an applicant's record. The deadline for completed applications is January 10. The curriculum is set for fall admission only.

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](#).

Personal Statements

A personal statement lets reviewers know about the applicant, their background, and their interests. The most effective statements will tell reviewers why an applicant wants to attend NC State, what they hope to accomplish while here, and offer an idea of a research project they imagine carrying out for their Master of Arts degree. It can be helpful to become familiar with faculty research through the faculty pages on the department website and Google Scholar, as faculty are more likely to work with students whose interests align with faculty expertise. Because faculty expertise changes over time, applicants should feel free to contact faculty by email while working on personal statements to ask about the program and their current research. Applicants can also use the statement to explain any extenuating circumstances in terms of academic history. Be sure to share the Personal Statement with the individuals writing Letters of Reference so they understand the reasons for applying to our department and can give feedback. Proofread the Personal Statement carefully, it serves as an example of an applicant's skills as a writer and their clarity of thought, both of which are considered when making admissions decisions. Helpful tips on personal statements are available through NCSU's [English department](#).

Letters of Recommendation

The best letters of recommendation will come from people who can speak to an applicant's academic achievements and goals, their ability to conduct research, their ability to work with others, and their ability to work in a self-directed manner. It can be helpful to share drafts of the Personal Statement with letter writers so they can provide the most complete and specific assessments of capabilities. It can be helpful to line up more than three letter writers in case one of them falls through, especially for applicants who are applying to more than one program. Be sure to give letter writers plenty of time to prepare their letters (at least a month), make sure they know the deadline and understand the procedure for submitting their letter, check to make sure that they have received an email requesting a letter from NC State (sometimes it is caught in a spam filter), and check in to make sure they remember the deadline. Helpful tips on requesting letters of recommendation are available through NCSU's [English department](#).

Writing samples

A writing sample shows an applicant's ability to write clearly and it also tells reviewers how well applicants deal with complex ideas, analyze data, work with multiple sources, and craft a convincing argument. A writing sample can also demonstrate familiarity with the kinds of research an applicant plans to conduct for the MA degree, but it need not be directly related to future research goals. Remember, this is a sample, so feel free to submit an excerpt of a paper or include a note that directs reviewers to a particular section of that writing sample. Get advice from letter writers and other mentors if unsure about what to submit for a writing sample. Because graduate study is often writing intensive, a writing sample that faithfully reflects a student's writing abilities will best prepare faculty to offer the support prospective students require for successful program completion.

Curriculum Vitae or Résumés

A résumé is a one-page description of an applicant's work experience relevant to the position you are applying for (in this case a graduate student in Anthropology). A curriculum vitae is a complete academic history of an applicant's research, writing, service, and learning and has no minimum length. Either document can be part of an application, but neither are required as part of the application. Carefully proofread and format either document and consider sharing it with letter writers and mentors for feedback. Advice is available through [NCSU's career center](#) and theprofessorisin.com.

3. RESIDENCY REQUIREMENTS

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; students on the Graduate Student Support Plan who remain non-residents will be responsible for paying out of state tuition after their 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 their 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 and through the [Graduate School's residency website](#).

4. TIME LIMITS

All requirements for the Master of Arts 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. FINANCIAL ASSISTANCE AND CAMPUS SUPPORT RESOURCES

Graduate Student Assistantships and Graduate Student Support Plan

Graduate Student Assistant (GSA) 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. Please note that the total number of semesters that a graduate student receives departmental support may be limited by financial exigencies.

As of 2020, Graduate Student Assistants receive a stipend of \$9,000 which is paid every two weeks over a period of nine months (from the start of fall semester to the end of spring semester).

Graduate Student Assistants are also enrolled in the [Graduate Student Support Plan \(GSSP\)](#), which provides 12 months of health insurance benefits and tuition support. Graduate Student Assistants in their first year on the GSSP receive waivers for in-state and out-of-state tuition. After that, GSSP only covers in-state tuition, so it is important for out of state students on GSSP to complete the University's residency requirements during the first year to avoid unexpected tuition costs in their second year.

The GSSP *does not* cover university fees, which can total over \$1000 per semester. However, starting in 2020, students can have their fees spread out over their GSSP appointment and deducted from their paychecks.

Other Sources of Support

In addition to the above there are several other sources of supplemental financial, housing, and mental health aid available on the campus.

Diversity Recruitment Grants

These grants (ranging from \$1000 to \$2000 per semester) are based on need, intended to add diversity to the student body, and do not increase or create a work obligation. They are distributed and administered through the [Graduate School](#).

Southeast Climate Adaptations Science Center (SCASC), Global Change Fellows

These fellowships are available to students who are interested in multi-disciplinary research, study the southeast region of the United States, and are dedicated to making the science related to climate change better. These competitive fellowships cover tuition and provide a living stipend. Information is available through [SCASC](#).

External Grants and Fellowships

Competitive awards are also funded through national research support institutions such as National Science Foundation (NSF), National Institutes of Health (NIH), National Institute of Education (NIE), or National Institute of Mental Health (NIMH) to help fund graduate studies. Some of these are restricted to particular 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, American Anthropological Association, and local public libraries.

Employment on Campus

On campus part-time jobs are available as work study (connected to financial aid) or as non-work study part-time jobs. Access details through the [Student Services Center](#). Students are limited to working a maximum of 29 hours per week for the university in any capacity. Students on GSSP (working 20 hours a week) are limited to an additional 9 hours of work on campus.

Employment off Campus

Graduate students often work off campus to supplement their income. Off-campus employment *does not* count toward student's 29-hour per week maximum. However, if a student is employed by another State agency or institution, it can affect their on-campus work. Students in this situation should consult with the Graduate Student Services Coordinator.

Departmental Conference Travel Grants

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. These funds are not available as an advance, but rather as a reimbursement once the conference is over.

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 through MyPack Portal. 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. Many professional societies offer student travel scholarships or a free/reduced conference registration fee for students who volunteer to help with tasks at the

conference. Additional travel funds may be available through other university and external resources (see below). Except under rare contractual arrangements, the department does not provide financial support for out-of-country travel for graduate students.

Graduate Students Association Conference Travel Grants

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.

The GSA offers awards to fund travel to present at national and international conferences. Details change from year to year and are available on the GSA website.

Career Services

The NCSU [Career Development Center](#) is available to graduate students and provides access to job postings, job fairs, support writing applications and résumés, practice interviews, and many other resources.

The Graduate School also offers [workshops](#) and other resources for [professional development](#).

Passport Services

Students planning to travel out of the country for their research can use the [Passport Services Office](#) in the Office of Global Engagement to speed up the process of applying for a passport.

Pack Essentials (Emergency Loans, Housing Insecurity, Food Insecurity)

Any student who faces challenges securing food and/or housing or has other financial challenges and believes this may affect their performance has access to a variety of free resources through [Pack Essentials](#). These resources include access to loans and emergency grants to help with food and housing insecurity, help with childcare, among other services.

Additionally, students have access to the [Feed the Pack Food Pantry](#) on campus if they are suffering from food insecurity. It is located at the Quad Commons (2221 Dunn Avenue) and you can visit during open hours by swiping your campus ID when you arrive.

Mental Health

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, depression, difficulty concentrating and/or lack of motivation. NCSU offers free services to all enrolled students to assist with addressing these and other concerns you may be experiencing. If you or someone you know on campus (students, faculty, staff) are suffering from any of the aforementioned conditions, consider utilizing the confidential mental health services available on campus. The [Counseling Center](#) has on-campus counselors and after-hours clinicians available 24/7 (919.515.2434) and will see walk-in students in crisis on the same day in their main office at [2815 Cates Avenue at Dan Allen Drive](#). The counseling center also provides resources for [Group Counseling](#). If you are concerned about another student, you can also seek help for them through [NC Cares \(also known as Prevention Services\)](#).

Student Health

The [Student Health Center](#) is located at [2815 Cates Avenue at Dan Allen Drive](#). The center offers services to all students, including doctor visits, prescription refills, a pharmacy, immunizations, and health counseling. More information about their services is available at their website.

Discrimination and Harassment

NC State University provides equality of opportunity in education and employment for all students and employees. Accordingly, NC State affirms its commitment to maintain a work environment for all employees and an academic environment for all students that is free from all forms of discrimination. Discrimination based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation is a violation of state and federal law and/or NC State University policy and will not be tolerated. Harassment of any person (either in the form of quid pro quo or creation of a hostile environment) based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation also is a violation of state and federal law and/or NC State University policy and will not be tolerated. Retaliation against any person who complains about discrimination is also prohibited. NC State's policies and regulations covering discrimination, harassment, and retaliation is at policies.ncsu.edu/policy/pol-04-25-05/ or oied.ncsu.edu/home/. Any person who feels that they have been the subject of prohibited discrimination, harassment, or retaliation should contact the [Office for Institutional Equity and Diversity](#) (OEID) at 919-515-3148.

Campus Resources that Support Diversity within our Community

The Anthropology program is committed to creating a safe and welcoming environment for all students regardless of race, ethnicity, gender, sexuality, wealth, religion, creed, or any other aspects of personal identity. To that end, we encourage all students to become familiar with the many campus resources that can support them. The [Office for Institutional Diversity and Equity](#) is a clearinghouse for information on campus resources such as the [African American Cultural Center](#), the [GLBT Center](#), [Multicultural Student Affairs](#), and the [Women's Center](#).

Students are also encouraged to avail themselves of the many student-organized groups on campus that help strengthen our community and support our diversity. These include, but are not limited to, the [Latin American Student Association](#), the [Native American Student Association](#), the [Phi Sigma Nu American Indian Fraternity](#), the [Gay, Lesbian, Bisexual, Transgender Community Alliance \(GLBTCA\)](#), the [Asian Students Association](#), [Asian Students in Alliance \(ASIA\)](#), the [Society of Afrikan American Culture](#), the [Afrikan American Student Advisory Council at NC State](#), the [African Student Union](#). The Counseling Center offers additional information on their [Self-Help](#) webpage about campus resources, student groups, and external resources that support our individuals and campus community.

Other Needs

The [Student Ombuds](#) is a confidential resource (to the extent allowable by law), that provides a sounding board to discuss concerns related to your university experience - be they academic, personal or interpersonal. If it is important to you, it is an issue you can discuss with the Ombuds. The Student Ombuds provides information, discusses university policies and procedures, and helps students navigate their time at NC State.

Writing Support

The [Graduate Writing Center](#) offers one-on-one consulting for graduate students in any discipline. The Graduate School offers [Writing Services](#) that including productivity support, writing workshops, writing retreats, and a non-credit writing certificate.

6. 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: <https://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.

7. 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 student's Advisory Committee chair or the Director of the Anthropology Graduate Program.

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. A student may change their advisor when they file their plan of work. For students following a Thesis track, their Advisor is also the chair (or co-chair) of their Advisory Committee. For students following a Capstone track, their Advisor is their supervisor for their capstone project.

Current Graduate Faculty in the Anthropology Program

These faculty members can serve as Advisors, Chairs and Co-Chairs of Advisory Committees, and Readers for Anthropology graduate students without any additional approvals.

Case, Troy (Professor)

Biological Anthropology, Bioarchaeology, Human Osteology, Mortuary Analysis, Southeast Asia, Hopewell

Grossman, Kathryn (Assistant Professor)

Archaeology, Zooarchaeology, Human/Animal Relationships, Political Anthropology, Eastern Mediterranean, Southwest Asia, Egypt

Haenn, Nora (Professor)

Cultural Anthropology, Environmental Governance, Economic Development, International Migration, Ethnic and Gender Identities, Mexico and Latin America

McGill, Dru (Assistant Professor)

Archaeology, Material Culture, Collections Management, Applied Ethics, Ceramics, Pre-Columbian Native America

Millhauser, John (Associate Professor)

Archaeology, Economic Anthropology, Archaeometry, Lithics, Economic Anthropology, Mesoamerica

Wesp, Julie (Assistant Professor)

Archaeology, Bioarchaeology, Biological Anthropology, Labor and Activity Analysis, Bone Biomechanics, Gender and Sexuality, African Diaspora Studies, Mexico and Latin America

Advisory Committee (Thesis track only)

The Advisory Committee consists of at least three members who provide support and oversight for a student's proposal and thesis: a chair or co-chair (who is also the student's advisor) and two additional members (one of whom may also be a co-chair). 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 committee members informed of progress toward the degree.

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 must be filed, along with each student's plan of work, before the completion of half of the student's coursework toward their degree. Committee members and chair are selected by the student on their consent with the advice and approval of the Director of the Anthropology Graduate Program. The chair (who is also their Advisor) 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 their interests and assures that an appropriate plan of work is developed and followed.

At least two members of a student's Advisory Committee must come from the anthropology graduate faculty. The third committee member may be a member of the anthropology graduate faculty, a member of the graduate faculty at NCSU in another discipline in which the student has taken course work, or an inter-institutional (non-NCSU) faculty member.

As a general policy, all Advisory Committees will be chaired or co-chaired by graduate faculty inside the department. Professional Track Faculty (Teaching Professors and Lecturers) and faculty in other departments may serve on committees as members and as co-chairs. Their appropriateness on Advisory Committees must be approved by the department head, the Director of the Anthropology Graduate Program, or their designated representative. These faculty will need to be added to the NCSU graduate faculty prior to serving on committees in these capacities.

Faculty who are located at the other 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 Director of the Anthropology Graduate Program, 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, may 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.

Readers (Capstone track only)

Students who pursue the capstone track do not need to select an Advisory Committee. Instead, they work closely with their Advisor, who supervises their capstone project, and select at least one Reader to provide support for the project. The first Reader must be a member of the Graduate Faculty in the Anthropology program. Additional Readers can come from within the department, the university, or outside of the university and are selected in consultation with the student's Advisor and the Director of the Anthropology Graduate program. Students whose capstone projects involve internships at local agencies or institutions will often have their on-site supervisor serve as a Reader.

Students are responsible for selecting Readers, in consultation with their Advisor, and notifying the Director of the Anthropology Graduate Program of the names and affiliations of their Readers. Students should invite Readers to participate in their Capstone project by their second semester, prior to submitting their proposal for approval. There is no formal approval process for Readers at the level of the Graduate School. It is the responsibility of the student's Advisor to communicate the expectations and schedule to Readers outside of the department.

Changes to Advisors, Advisory Committees, and Readers

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 Graduate School policy on changes in Advisory 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.

Students following a Thesis track are permitted to change their Advisor and 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.

Students following the Capstone track are permitted to change their Advisor and their Reader(s) at any time except that they may not drop a Reader after submitting their Capstone project for approval. Changes Readers should be done by mutual consent of all parties involved (the faculty being dropped and/or added) and by the Advisor. Permission of the Director of the Anthropology Graduate Program.

Director of the Anthropology Graduate Program

The Director of the Anthropology Graduate Program is a faculty member who 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.

Graduate Student Services Coordinator

The Graduate Student Services Coordinator is a full-time member of the staff of the Department of Sociology and Anthropology who works with graduate students and faculty in the department. They serve as the principal administrative liaisons between the student, the Graduate Program Director, the graduate program, and the Graduate School. In this capacity, the Graduate Services Coordinator works with students on admissions, funding, registration, plans of work, defense scheduling and paperwork, and completion of degree requirements.

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 Master of Arts degrees is controlled and administered by the Graduate School as outlined in the NCSU [Graduate Catalog](#).

8. Plan of Work

The [Graduate Plan of Work](#) is a document that serves both as a guide to successful degree completion and a contract between students and their programs. In this way, it serves to reduce the potential for misunderstandings about degree requirements and outlines the expected academic progress students should make. It is especially helpful when it is evaluated on at least an annual basis by students with their advisor(s), and, where applicable, their advisory committees, with any needed modifications recorded at that time. It should be viewed as a “living document” that reflects changes that may occur as students continue to develop and refine their academic programs.

As soon as possible after the appointment of the Advisory Committee (Thesis track) or selection of Readers (Capstone track), students should meet with their 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. Thesis track students will include their Advisory Committee members and the subject of their thesis on the plan. Capstone track students will need to notify the Graduate Student Services Coordinator to request “Option B” on their plan of work. Once approved, this plan becomes the student’s requirement for graduation. 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.

9. CONTINUOUS REGISTRATION POLICY

After a student is admitted to the Graduate School and enrolls for the first time, they are required to maintain continuous registration, i.e., be enrolled each semester, excluding summer sessions, until they have either graduated or their graduate program has been terminated. The following caveats and exceptions apply. A student in good academic standing who must interrupt their 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 their Advisory Committee and have it endorsed by their 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.

Students who defend or submit their thesis to the Graduate School during either summer session must be registered for either the first or second summer session. 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).

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.

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.

10. REQUIREMENTS OF THE MASTER OF ARTS IN ANTHROPOLOGY

Graduate School requirements for the Master of Arts 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.

Program Requirements and Curricula for Areas of Specialization

The objective of the Master of Arts 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 and apply their skills and expertise in the public and private sectors. As a part of the degree requirements, students in the program will conduct research or participate in a culminating, capstone experience related to an area of faculty specialization, such as biological anthropology, archaeology, and cultural anthropology. Each faculty specialization area in the MA program emphasizes particular skills, theories, and data sets. 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 biological anthropology or archaeology labs.

The Master of Arts degree in Anthropology requires the completion of 30-hours of course credit and a culminating, capstone project within six years of enrollment. All Anthropology students regardless of area of specialization are required to take 18 hours of substantive courses with an

ANT prefix. These 18 hours must include 3 hours of ANT 501 (Proseminar: Introduction to Anthropological Research) and 3 hours of ANT 511 (Anthropological Theory). The remaining 12 hours of ANT courses will include required courses and electives that vary by area of specialization. Electives can include 3-hour ANT 598 independent studies designed with individual faculty members but cannot include 1-hour ANT 598 discussion sections (see below).

Many of our 500-level graduate courses are taught in tandem with undergraduate students. For those classes, there is often additional reading and work for graduate students as well as an additional one hour of course credit (ANT 598) for a graduate-only discussion section. These sections may meet in person or online on a weekly, bi-weekly, monthly, or other basis. These 1-hour sections count toward the 30 hours for the degree but do not count toward the 18 hours of 500-level Anthropology coursework required by the department.

Additional requirements for the three areas of specialization are described below.

Archaeology

Students interested in the archaeology concentration will receive training in archaeological theory and cultural heritage and are encouraged to develop projects based through field schools and internships. The minimum of 18 hours of ANT courses will include 3 hours of ANT 501; 3 hours of ANT 511; 3 hours of ANT 583 (Archaeology Theory); 6 hours of archaeology electives; and 3 hours of ANT electives in archaeology, biological anthropology, or cultural anthropology. With the permission of a student's Advisor, any remaining courses can be in a different department covering topics such as history, heritage, geology, ecology, etcetera.

Biological Anthropology

Students interested in bioarchaeology and skeletal biology will receive specialized training in the theories, as well as hands on experience in the methods, of skeletal biology and archaeological dimensions of mortuary analysis. The minimum of 18 hours of ANT courses will include 3 hours of ANT 501; 3 hours of ANT 511; 3 hours of ANT 521 (Osteology); 3 hours of ANT 583 (Archaeology Theory); 3 hours of biological anthropology electives; and 3 hours of ANT electives in archaeology, biological anthropology, or cultural anthropology. Students are also required to take at least 3 hours of 500-level statistics (usually ST 511). With the permission of a student's Advisor, any remaining courses can be in a different department covering topics such as history, heritage, geology, ecology, etcetera.

Cultural Anthropology

Students in the cultural concentration will receive specialized training in qualitative research methods and have opportunities to engage in sustained ethnographic research projects. The minimum of 18 hours of ANT courses will include 3 hours of ANT 501; 3 hours of ANT 511; 3 hours of ANT 516 (Ethnographic Methods); 6 hours of cultural anthropology electives; and 3 hours of ANT electives in archaeology, biological anthropology, or cultural anthropology. With the permission of the student's Advisor, any remaining courses can be in different departments to support areas such as religion, political science, or other fields, including foreign languages.

Courses Outside of Anthropology and Outside of NC State

As noted above, students in each area of specialization can take courses at NC State in other departments at the 500, 600, or 700 level (graduate-level courses). Students are also allowed to count one 3-hour 400-level course without an ANT prefix toward their 30-hour minimum for the Master of Arts degree as long as the material is not also covered in a graduate level course. Students should consult with their Advisor and the Director of the Anthropology Graduate Program before enrolling in any 400-level courses.

Students can also take graduate courses at other institutions that are part of the [Inter-Institutional Program](#) that includes Duke, UNC-Chapel Hill, UNC-Greensboro, NC Central University, and UNC-Charlotte. If a student enrolls in a course offered by Anthropology programs at these schools, they can count toward the 18 hours of 500-level ANT courses required by our department. Students should work with the Graduate Student Services Coordinator in our department to register for courses through the Inter-Institutional program.

Thesis Track Requirements

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

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 take place during or before the second semester in residence. It is the student's responsibility to initiate and engage in activities that lead to the identification of a thesis topic. While there is no prescribed sequence of steps that should be taken in order to arrive at the definition of an appropriate research 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. In exploring potential research topics, graduate students should contact faculty members; they welcome the opportunity to get acquainted with students. Other sources of inspiration and advice may include 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 gain the background understanding and information which will enable them to sense a problem that is both interesting and reasonable in scope.

A thesis will likely have the following components: (1) an introduction to the topic/problem; (2) a review of the relevant theoretical and/or methodological literature in the field to demonstrate mastery of key ideas, recognition of what work has already been done, best practices for answering the particular research problem of the project; (3) where relevant, a description and/or history of the case (archaeological region, site, time period; collection of human remains; location of

ethnographic research or sources for content analysis) that demonstrates that the research question is valid (i.e. has not already been answered) and relevant; (5) an explanation of the methods used to select a location, population, or sample; collect data or observe behavior; and analyze the results; (6) a presentation of the results of specific analyses of the data/observations collected in light of the research goals; (7) a discussion and conclusion that take a critical stance on the results in light of the student's experience and in light of the existing literature, explain the broader impacts of the research, and identify avenues for future research. Each of these components may take the form of single chapters or may be split into multiple chapters, especially in the presentation and analysis of results.

A thesis will always have a title, abstract, author biography, acknowledgements, table of contents, and bibliography. Depending on the subject and project, the thesis may also include figures, tables, and appendices (often used to share the data collected). The total page length of theses over the last five years has run between 90 and 160 pages. The body of the text typically runs between 16,000 and 28,000 words (or about 60 to 100 pages).

Once written and approved, the thesis goes through a formatting process with the university to make sure basic standards are met. For examples from each area of specialization in our department, students are encouraged to review previous theses written by Anthropology students, which are available for download through the library's [Electronic Theses & Dissertations search tool](#).

Capstone Project Track Requirements

Capstone projects are culminating projects that demonstrate a student has developed an integrated understanding of their major field of study and can apply the tools and modes of inquiry of that field. The Graduate School refers to capstone tracks as “non-thesis” or “option b.” Students who select the Capstone Project track will work with an Advisor and at least one Reader to prepare a proposal, carry out their project, and write up or document the results of their project in an agreed upon manner. Up to 3 hours of ANT 598 can be used as writing hours for the Capstone Project and count toward the 30-hour requirement for the Graduate School, but do not count for the 18-hour requirement for the Anthropology program.

Examples of Capstone Projects include original research followed by the write-up of an article-length manuscript (8,000 to 10,000 words not including references) rather than a thesis; an internship or field experience with reflections, observations, critiques, and recommendations; policy proposals and white papers; museum installations; documentary film; and field statements. Students interested in Capstone Projects should consult with their Advisor and the Director of the Anthropology Graduate Program to identify a project of appropriate scale and scope. Importantly, students cannot submit a paper written to fulfill the requirements for a substantive course as their Capstone Project.

Capstone Projects 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 Advisor and Reader(s), in consultation with the student, will determine the appropriate number of hours for their specific project.

Some guidelines that could be adopted for Capstone Projects follow:

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 critical, with the student's analytical discussion of the current state of that area of inquiry.

Media Analysis

Cultural students interested in employing a non-thesis option can demonstrate their anthropological theory and analytical skills by choosing a focus within 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.

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.

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 report accompanied by a paper or poster presented at a national or regional conference.

Research Proposals

Students in both tracks will prepare and defend proposals of their prospective work during their second semester. The processes of identifying a topic, designing a project, and writing a proposal are covered during the ANT 501 Proseminar. There is no single format for a proposal. Students should consult with their Advisor about specific expectations for the proposal. A typical proposal is 2,000 to 3,000 words long (not including references) and includes:

Title and Abstract: The abstract should explain what your project will accomplish. Think of this as the text your Advisor might submit on your behalf if nominating you for a research award.

Proposal Text: This should include an introduction to the puzzle or hook of the project, a review of relevant anthropological literature, a description of the specific problem or case addressed in the project, the research questions or goals of the project, the methods used and the kinds of data to be collected or observations to be made, qualifications and resources and skills that are needed (and how they will be acquired), the expected findings or results, and a statement of the intellectual merit and anticipated broader impacts of the project.

Proposals should demonstrate that a student can ask research questions that are pertinent to their area of specialization and provided a focus for making a significant contribution to it; has read and reviewed the literature in an area of study in such a way that reveals a comprehensive understanding of and a critical perspective toward the literature; demonstrates potential mastery of research and statistical methodology appropriate to inquiry in the field; offers evidence that they will successfully master and apply professional genres and appropriate style guidelines; offers evidence that they will collect, analyze, and interpret data in a way that adds to the understanding of their concentration; and, give evidence of applying a critical perspective to their own research and to that of others, noting strengths and weaknesses of the research.

Tentative Schedule: Outlines when research and writing will take place

Description of Materials to be Assessed: This only applies to Capstone Project proposals. Be sure to describe all components of the project that will be turned in for the Advisor and Reader(s) to assess. A capstone project could yield a single report or article manuscript or may include a portfolio of products such as datasets, metadata, reports, posters and presentations, etcetera. Students should work with their Advisor to determine what to include.

Statement of Ethical Concerns: Address whether IRB approval is needed and whether any other agencies need to provide permission for the work. Identify any ethical concerns about conducting the research.

References Cited: Use [Chicago Manual of Style Author-Date format](#) unless otherwise instructed.

Once a proposal has been approved by the Advisory Committee or the Advisor and Reader(s), the student's Advisor should e-mail a copy of the proposal to the Director of the Anthropology Graduate Program to keep on file.

Pathway through the Thesis Track

Proposal Defense

Each student in the first-year cohort who is following a Thesis Track will be required to submit a thesis proposal to their Advisor by February 1 and their Advisory Committee by March 15 of their first year of graduate studies. The student's Advisor will be responsible for organizing a meeting of the student and their Advisory Committee members to discuss the thesis proposal. That meeting must take place before the last day of April in order to give the student time to revise their proposal before the summer.

Thesis Review

Students are expected to turn in their thesis draft to their Advisor by January 20th of their second year in the program. The chair must return 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. Students planning to graduate in the spring of their second year should have a draft of their thesis approved by their Advisor and distributed to their Advisory Committee by February 25 of their second year in the program. Advisory Committee members must return theses with comments within two weeks.

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

Thesis Defense and Oral Examination

Candidates for the Master of Arts 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 delivered verbally with promptness and accuracy. The oral examination includes an oral presentation about the thesis by the student and questions focused on the project by the Advisory Committee. Authorization to hold the examination is requested through the Director of the Anthropology Graduate Program with the assistance of the Graduate Student Services Coordinator. 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 conditional and require the completion of additional work or changes to the thesis 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 of Arts 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.

Submitting the Thesis to 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, they can meet with the Graduate Thesis editor. Before final approval, the thesis will be reviewed by the Graduate School to ensure that it conforms to the specifications of the [Electronic Thesis and Dissertation \(ETD\) 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. Students should also provide a final copy electronically to each committee member.

Pathway through the Capstone Project Track

Proposal Approval

Each student in the first-year cohort who is following a Capstone Project track will be required to submit a proposal to their Advisor by March 1 and Reader(s) by April 10 of their first year of graduate studies. No oral defense of a capstone proposal is required but may be recommended by the student's Advisor. Students may elect to schedule a meeting with their Advisor and Reader(s) to address any concerns about the proposal, or they can arrive at a consensus regarding any

concerns by email. Capstone project proposals should be approved no later than May 1 of the student's first year. Capstone projects that follow a format or structure that have not previously been approved and carried out in the program should be approved by the Director of the Anthropology Graduate Program in consultation with the Anthropology Graduate Program Committee on a case-by-case basis.

Project Review and Approval

Students are expected to turn in a draft of their capstone project report (or other products for assessment) to their Advisor by February 25 of their second year in the program. The Advisor must return comments to the student within three weeks and assist the student with developing a reasonable schedule for revisions/getting the revised material to the Reader(s). Students planning to graduate in the spring of their second year should have a draft approved by their Advisor and distributed to their Reader(s) by March 15 of their second year in the program. Readers must return theses with comments within two weeks.

As with the proposal, there is no oral defense for Capstone Projects. Students may elect to schedule a meeting with their Advisor and Reader(s) to address any concerns about the final product or they can work to arrive at a consensus by email. Once the Advisor and Reader(s) have approved the project the Advisor will notify the Graduate Student Services Coordinator that the student has completed their requirements.

Students who plan to graduate in the spring should make any final edits to their final product(s) by May 1.

Submission of Capstone Project

Once approved, students should send a copy of their final product to the Director of the Anthropology Graduate Program to keep on file.

If the final product is a single word processor document, it should have a title page that identifies the student, states that the document is "A Capstone Project in Partial Completion of the Requirements for the Master of Arts in Anthropology at North Carolina State University." The title page should also include the date of submission and the names of the Advisor and Reader(s).

If the final product includes multiple word processor documents, each should have its own title page with the same information as listed above, but with the addition of "Document X of Y" on each page (where Y is the total number of files to be submitted and X is the specific number of each file).

If any component of the final product is a different kind of file than a word processing document (slides, video, spreadsheets, databases, etc...), then the student should create a cover page with all of the same information as listed above that also includes a list of the various components of the final product.

11. TWO-YEAR SCHEDULE TO DEGREE

The following schedules present an ideal progression to the MA degree in Anthropology. Be aware that specific dates may change from one year to the next given small variations in the academic calendar. Students should work with their Advisors to fill in the gaps, especially in terms of submitting partial drafts and checking in about research.

Thesis Track Dates & Deadlines

Semester 1: No formal program deadlines (students should identify and contact potential chair, begin developing idea with chair)

Semester 2:

Feb 01	Thesis Proposal to Advisor
Feb 15	CV to DGP
Mar 01	Advisor confirms thesis track to advisee
Mar 10	Student has informal commitment from Advisory Committee members to serve with Advisor's consent.
Mar 15	Thesis proposal to Advisory Committee (faculty have 3 weeks to review)
Apr 15	Plan of work online
Apr 30	Thesis proposal defense complete

Semester 3: No formal program deadlines (students should be writing and showing material to adviser)

Semester 4:

First Day:	Be sure Plan of Work is up-to-date and accurate
Jan 20	Thesis draft to Advisor
Feb 15	CV to DGP
	Verify that plan of work is correct
Feb 25	Thesis draft to Advisory Committee
Mar 27	Last day to apply to graduate for spring graduation
	Last day to defend master's thesis for spring graduation (file by Mar 17)
May 8	Last day to defend master's thesis for summer graduation (file April 27)

NOTE: Thesis defense request must be filed with graduate services coordinator no later than 10 business days prior to defense date.

Capstone Track Dates & Deadlines

Semester 1: No formal program deadlines (students should identify and contact potential chair, begin developing idea with chair)

Semester 2:

Feb 01	Student confirms Capstone intent with Advisor
Feb 15	CV to DGP
Mar 01	Capstone proposal due to Advisor
Apr 01	Reader(s) selected and approved by Advisor
Apr 10	Capstone proposal distributed to Reader(s) (faculty have 3 weeks to review)
Apr 15	Plan of work online
May 01	Capstone proposal approved

Semester 3: No formal program deadlines (students should be writing and showing material to adviser)

Semester 4:

Registration:	Register for 3-hour independent study with Advisor, if expecting spring graduation.
First Day:	Be sure Plan of Work is up-to-date and accurate
Feb 15	CV to DGP Verify that plan of work is correct
Feb 25	Capstone draft to Advisor
Mar 15	Capstone draft to Reader(s)
Mar 27	Last day to apply to graduate for spring graduation
Apr 23	Final day for approval of Capstone for spring graduation.
May 1	Final day for Capstone to be complete and filed with the Director of the Anthropology Graduate Program in order to graduate in the spring.

12. 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.

Students pursuing the Master of Arts are expected to earn a grade of “B” or higher in all their courses. Academic achievement is considered by the Anthropology 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 Director of the Anthropology Graduate Program 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 who have already taken a graduate course that is substantially similar to that offered by the NCSU Anthropology graduate program may request to by-pass a given class. The request should be made in consultation with the instructor of the respective course and the student’s Advisor. The request should include: 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 1-hour independent study (ANT 598) and to participate in the ANT 511 discussion section.

Diagnostic Review

The Anthropology Graduate Program 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 15, and a Plan-of-Work by April 15 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 their 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 Director of the Anthropology Graduate Program, the student, and the student's Advisor meet to discuss them. The committee may recommend to the student that they 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

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. Part-time students and students who have completed all coursework requirements and are only working on writing their thesis or capstone project can register for 3 hours or less to maintain a normal course load.

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.

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.

Students who receive a “C” grade in required theory and/or methods/analysis courses 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 Director of the Anthropology Graduate Program of the grade that the student would have received on the retake.

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.

Thesis track requirements: 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.

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.

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.

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 their Director of the Anthropology Graduate Program of this action by letter. If the student does not complete the outstanding requirement within thirty days after the graduation date, their 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, their graduate program will be terminated unless a request for extension is submitted to and approved by the Graduate School.

13. DEPARTMENTAL POLICIES AND PROCEDURES

Office Assignments

The Department provides office space for Graduate Student Assistants on GSSP. 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. Faculty supervisors and students will complete a work agreement at the start of each semester, which will be distributed by the Director of the Anthropology Graduate Program and should be completed and returned by the end of the first full week of classes.

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 Departmental 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 Departmental Secretary. Students will have access to departmental copiers, scanners, and printers and should consult the Departmental Secretary if they encounter difficulties with any of these.

Travel for Professional Meetings

All travel on state business, whether in-state or out-of-state, must be coordinated with the Director of the Anthropology Graduate Program and the Graduate Student Services Coordinator. Graduate Student travel must adhere to the policies of the University (proper travel forms must be completed and submitted for approval at least three weeks prior to travel and upon completion of travel for reimbursement). Reimbursement of specific costs are subject to university regulations, including per diem rates. Receipts must be kept of any travel expenses (air, shuttles, taxis, parking, etc.) to be reimbursed. Receipts of hotel bills must show a \$0 balance and include the student name on the bill even if the room was shared with others. No phone calls are reimbursed. Meals are paid per diem. Registrations must have proof of payment in order to be reimbursed.

Curriculum Vitae

All graduate students should have a current copy of a curriculum vitae or resume in their files. Preparation of a curriculum vitae is covered during the first semester in ANT 501. The University Placement Office also offers individual and group assistance in writing vitae and in job search/interviewing techniques.

14. CERTIFICATES AND MINORS

Graduate students are encouraged to explore options for additional training on campus, such as minors and certificates. Before pursuing a minor or certificate, students should consult with their Advisor and the Director of the Anthropology Graduate Program to make sure that these programs fit within their plan of work.

Minors

Graduate minors provide students an opportunity to get credit for taking additional courses (usually a minimum of 9 hours) outside of anthropology in a field of related interest. Unlike certificates, which typically have a set curriculum, a minor offers greater flexibility in the selection of courses. Students should consult the websites of individual departments to determine whether they currently have an academic minor available.

Certificates

Graduate certificates at North Carolina State University afford students the chance for additional training relevant to their career goals. Certificates involve at least 12 hours (four courses) in a set curriculum. Although there is some flexibility in when certificate courses are taken (some are distance education, some are offered in the summer), students typically start certificate programs by their second semester in order to finish all requirements in time to graduate within two years. Graduate certificate courses may be double-counted with the requirements for the Master of Arts in Anthropology as long as courses unique to the MA degree total at least 18 hours.

Among the many [certificate programs](#) available on campus, our students have successfully completed the following:

- [Geographic Information Systems](#)
- [Nonprofit Management](#)
- [Policy Analysis](#)
- [Teaching and Communication](#) (open to Graduate Student Assistants working as Teaching Assistants)

15. CONFLICT RESOLUTION PROCEDURES

The Anthropology program strives to be respectful, equitable, and inclusive in its treatment of all participants. In the event of a conflict, the Anthropology program follows the [University's guidelines for grievances and complaints](#). These guidelines emphasize two areas of possible concern, as these tend to be the more frequent focus of conflicts for the parties involved: (1) academic performance (grades and completion of Master's project); (2) discrimination, harassment, and retaliation. The Anthropology program recognizes individual cases might fall outside these guidelines. For all students, the program recommends consulting the office of the [Student Ombuds](#), which is a confidential resource (to the extent allowable by law), that provides a sounding board to discuss concerns related to your university experience and an independent perspective on any grievances that involve faculty, staff, or other students.

For academic disputes, University guidelines state that: “For complaints about course grades, students must first seek resolution with the instructor who issued the grade for the course at issue. For complaints about academic performance or advisors/advising committees, students must first consult with the chair of the advisory committee. For all other complaints, students should first seek resolution of the dispute with the person about whom the student is complaining or his/her supervisor.”

If these channels do not work, the student may submit a grievance, in writing, to the Director of the Anthropology Graduate Program. Copies of the grievance will be sent to the faculty member and the Department Head. The faculty member will be asked to submit a written statement to the Director of the Anthropology Graduate Program describing the circumstances of the incident in their view. A copy of this statement will be sent to the student and the Department Head.

The Director of the Anthropology Graduate Program will submit both statements to the Associate Head and Director of the Sociology Graduate Program for the purposes of resolving the grievance. This group 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 group will review both statements, seek additional information, if needed, and meet with the student and faculty member. A report evaluating the incident and presenting the findings and recommendations will be distributed by the Director of the Anthropology Graduate Program to the student, the faculty member and the Department Head.

Both the student and faculty member will have the opportunity to discuss the report with the Director of the Anthropology Graduate Program. 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.

If the informal resolution procedure is not successful, graduate students have the option to file a [Written Student Complaint](#) following [university guidelines](#). Written student complaints address final course grades, a student's overall academic performance, or the quality of the guidance received from the student's advisor or advisory committee. For final course grades, written student complaints must be filed within 60 days of received the grade.

Informal resolution is not required for cases involving discrimination, harassment or retaliation. Students should know that these rules apply to incidents involving all members of our campus community, including faculty, staff, and students. NC State encourages all members of the University community to report incidents of discrimination or harassment to the Office of Institutional Equity and Diversity. More information about reporting harassment and discrimination can be found on the [Safe at NC State](#) website.

Students experiencing sex discrimination or sexual harassment should be aware that the Director of the Anthropology Graduate Program is considered a "responsible employee" by the University who has been given the duty of reporting incidents of sex discrimination, or any other misconduct, to the Title IX coordinator in the Office for Institutional Equity and Diversity (OIED). Other faculty may not be mandatory reporters under these rules. Students also have access to free and confidential resources on campus for reporting these issues through the [Counseling Center](#) and the 24-hour Sexual Assault Helpline: 919.515.4444

16. RESEARCH ON HUMAN SUBJECTS

All students should familiarize themselves with the [CITI training on responsible research](#) offered through the university.

Students whose projects involve working with living humans should familiarize themselves with the requirements of the [NCSU Institutional Review Board \(IRB\)](#) for the Use of Human Subjects in Research. Students will need to work with their Advisor to submit projects for IRB approval.