



## Department of Anthropology Graduate Student Handbook

This handbook is a reference guide for graduate students in the Department of Anthropology. The most recent [UCSD General Catalog](#) and the [Office of Graduate Studies Graduate Student Handbook](#) contains the latest information regarding policies and procedures for academic programs at UCSD.

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## **The Department of Anthropology Graduate Program**

The Department of Anthropology offers doctoral training designed to provide the theoretical background and the methodological skills necessary for a career in professional research and teaching anthropology at the university level, and for the application of anthropological knowledge to contemporary problems.

There are different course requirements for:

- anthropological archaeology
- biological anthropology
- sociocultural anthropology
  - psychological anthropology
  - linguistic anthropology

Despite the small variations in requirements, the only degree title is "Anthropology," and we assume all students will become familiar with a range of anthropological issues and methods. Of course, any department has interests and strengths which are not captured in a list of its requirements.

## **Graduate Student Orientations**

There are four possible orientations for incoming first year students. For all new anthropology students, there is a Department of Anthropology orientation with the department chair, Director of Graduate Studies, and other relevant faculty. It is usually scheduled the first Monday of instruction.

A week before the first day of instruction, there is a campus wide orientation organized by the Office of Graduate Studies (OGS) for all new graduate students.

On the same day of the OGS orientation, a mandatory orientation is held for new students who will be employed as Teaching Assistants, Readers, or Tutors.

Another mandatory orientation is also held for all new international graduate students by the International Center. International students must also attend the OGS orientation as well as the Teaching Assistant orientation, if applicable.

## **First Year Faculty Mentors**

The Director of Graduate Studies (a.k.a. the Graduate Advisor) assigns each first year graduate students a Faculty Mentor. Students are encouraged to meet regularly with their faculty mentors for course planning and guidance. It is possible that the mentor assignment will continue in the second year as the student's MA thesis chair, but not guaranteed.

## **Requirements for the MA in Anthropology**

### **Required Courses**

- ANTH 230: Departmental Colloquium (4 quarters, 1 unit each)
- ANTH 281A-B: Introductory Seminars (1 unit each)
- ANTH 295: MA Thesis Preparation (1-12 units)

### **Anthropological Archaeology Core Requirements**

- 280A (Social Anthropology); and
- 280D (Anthropological Archaeology); and
- 280E (Biological Anthropology); and
- One of the remaining three core courses in Anthropology

### **Biological Anthropology Core Requirements**

- 280E (Biological Anthropology); and
- 280D (Anthropological Archaeology); and
- Two of the remaining four core courses in Anthropology, selected in consultation with the student's assigned mentor

### **Sociocultural, Psychological, and Linguistic Anthropology Core Requirements**

All students in Sociocultural Anthropology and its allied fields of Psychological and Linguistic Anthropology will take at least four core courses, selected as follows and with the consent of the individual student's faculty mentor. Students identifying two or more areas of concentration must satisfy the requirements of each of these areas.

#### **Sociocultural Core Requirements**

- 280A (Social Anthropology); and
- 280B (Cultural Anthropology); and
- 280C (Psychological Anthropology) or 263 (The Anthropology of Language); and
- 280D (Anthropological Archaeology) or 280E (Biological Anthropology)

#### **Psychological Anthropology Core Requirements**

- 280C (Psychological Anthropology); and
- 280D (Anthropological Archaeology) or 280E (Biological Anthropology); and
- Two of the following:
  - 280A (Social Anthropology),
  - 280B (Cultural Anthropology),
  - 263 (Anthropology of Language and Discourse)

#### **Linguistic Anthropology Core Requirements**

- 263 (Anthropology of Language and Discourse); and
- 280D (Anthropological Archaeology) or 280E (Biological Anthropology); and
- Two of the following:
  - 280A (Social Anthropology),
  - 280B (Cultural Anthropology),
  - 280C (Psychological Anthropology)

Although not in the 280 series, ANTH 263 is a core seminar. It may be offered in alternate years. Students must take the four required core courses by the end of their second year in the program. The department strongly encourages all students in all sub-disciplines to take additional core courses as electives.

### **Elective Courses**

Four elective letter grade courses are required for the MA. These courses can be undergraduate or graduate seminars. At least two of these elective courses must be within the Department of Anthropology. Other electives may be taken outside of the department with the approval of the Director of Graduate Studies.

### **MA Committees**

Students form the MA committee in consultation with the Director of Graduate Studies before the end of the spring quarter of the first year.

### **The MA Thesis**

Students must complete a thesis of roughly thirty pages, due on the first day of the winter quarter of the student's second year. Students must complete three quarters of coursework in order to begin writing the thesis. The thesis will be literature based, but will have its own argument, and will not simply be a review of the literature.

The form of the final draft must conform to procedures outlined in the publication, Instructions for the Preparation and Submission of Doctoral Dissertations and Masters Theses.

[http://ogs.ucsd.edu/academicpolicy/Dissertations\\_Theses\\_Formatting\\_Manual.pdf](http://ogs.ucsd.edu/academicpolicy/Dissertations_Theses_Formatting_Manual.pdf)

### **Filing the Thesis**

The deadlines for filing theses is on the Friday before the last day of Fall and Winter quarters, and one week earlier for Spring quarter. Students seeking to meet this deadline must have a preliminary appointment for a formatting check prior to their final appointment and submission of the thesis with OGS and Giesel Library. Call (858) 534-3555 to schedule preliminary and final appointments with OGS.

## **Requirements for the Doctoral Degree**

### **Required Courses**

In order to advance to candidacy, students must complete two additional letter grade electives beyond the four required for the MA.

### **Apprentice Teaching**

In order to obtain teaching experience, each student is required to serve as a Teaching Assistant (TA) for at least one quarter anytime during the first four years in the program. This experience may take place either in any department/program at UCSD. Students who TA a course in the Department of Anthropology must enroll in ANTH 500: *Apprentice Teaching* for 4 units and the S/U grade option.

### **Foreign Language Requirement**

Unless a student is planning on fieldwork in English-speaking areas, knowledge of one or more foreign languages may be essential for the successful completion of a PhD in Anthropology. Students will determine specific language requirements for their degree in consultation with their doctoral committee.

### **Doctoral Committees**

Students choose the chair of their doctoral committee by the end of their second year and choose two more internal department members by the end of the fall quarter of their third year. In consultation with the doctoral chair, two faculty members from outside the department (one of whom must be tenured) should be added to the committee by the end of the winter quarter of the third year.

Anthropologists in other departments who are identified by the faculty may serve as either inside members or outside members of the committee. However, there must be at least two inside members from within the department, and only one outside member may be an anthropologist. The final composition of the committee is approved by the Office of Graduate Studies.

The chair of the doctoral committee serves as the student's advisor for the remainder of the student's program.

### **Reconstitution of Doctoral Committee**

For a variety of reasons a doctoral committee may need to be reconstituted. The request for reconstitution of the membership of a doctoral committee must be submitted on a reconstitution form to OGS no less than two weeks prior to the qualifying examination or defense of the dissertation. The request must include departmental affiliation of the members of the proposed reconstituted committee and the reason for requesting the change.

### **The Fieldwork Proposal**

Advancement to candidacy will be based on the submission of two to three position papers and a research proposal. Students enroll in ANTH 296 with their committee chair during the quarters in which they are writing their dissertation research proposal. This course can only be taken twice.

### **Position Papers**

Students should enroll in directed reading courses (ANTH 298) during the quarters in which they are writing the position papers. Students can enroll with their doctoral chairs or with a committee member.

A maximum of three quarters is allowed for the preparation of both the position papers and proposal. The position papers, research proposal, and the oral examination for advancement to candidacy must be completed no later than the end of the spring quarter of the student's fourth year.

### **Advancement to Candidacy**

Advancement to doctoral candidacy must take place no later than the end of the spring quarter of the fourth year. This requires the successful completion of all coursework requirements, the position papers, the dissertation research proposal, and an oral qualifying examination administered by the student's committee. The proposal and position papers must be turned into the student's committee at least three weeks prior to the examination.

Upon petition, students may advance to candidacy as early as the spring quarter of the third year, if all candidacy requirements noted earlier have been satisfied at that time. This requires the agreement of the graduate advisor, the student's dissertation advisor, and other members of his/her committee.

Successful completion of this examination marks the student's advancement to doctoral candidacy. These exams will be open to the extent that university regulations allow.

### **Advancement to Candidacy Qualifying Examination**

Students must be in good academic standing in order to take the qualifying examination and advance to candidacy.

The doctoral committee administers the qualifying examination and authorizes the issuance of the Report of the Qualifying Examination and Advancement to Candidacy form. Formal advancement to candidacy requires the student to pay the candidacy fee to the UCSD cashier and to submit the Report of the Qualifying Examination and Advancement to Candidacy and Degree and Diploma forms to OGS.

#### **Scheduling the Qualifying Examination**

1. Schedule exam date with your doctoral committee.
2. Reserve the Melford E. Spiro Library with David Marlowe.
3. At least 2 weeks before exam, provide the graduate coordinator with the following information:
  - a. Exam date and time
  - b. Names and department affiliation for all doctoral committee members
  - c. Title of research proposal and abstract

### **Dissertation and Final Examination**

A draft of the doctoral dissertation should be submitted to each member of the doctoral committee at least four weeks before the final examination. The form of the final draft must conform to procedures outlined in the publication, Instructions for the Preparation and Submission of Doctoral Dissertations and Masters Theses.

[http://ogs.ucsd.edu/academicpolicy/Dissertations\\_Theses\\_Formatting\\_Manual.pdf](http://ogs.ucsd.edu/academicpolicy/Dissertations_Theses_Formatting_Manual.pdf)

If the committee does not issue a unanimous report on the examination, the dean of Graduate Studies shall be called upon to review and present the case for resolution to the Graduate Council, which shall determine appropriate action.

The Report of the Final Examination and Filing of the Dissertation for the Doctoral Degree form is initiated by the graduate program coordinator, signed by members of the doctoral committee, and the chair of the department.

The candidate submits the dissertation to the Office of Graduate Studies and, upon approval by the dean of Graduate Studies, files the dissertation with the university archivist, who accepts it on behalf of the Graduate Council. Acceptance of the dissertation by the archivist, with a subsequent second approval by the dean of Graduate Studies, represents the final step in the completion by the candidate of all requirements for the doctoral degree. All dissertations and theses submitted in partial satisfaction of doctoral or MA degree requirements shall be catalogued and shelved in the university library and dissertations shall be submitted to University Microfilms, Inc., for publication.

### **Filing the Dissertation**

The deadlines for filing dissertations is on the Friday before the last day of Fall and Winter quarters, and one week earlier for Spring quarter. Students seeking to meet this deadline must have a preliminary appointment for a formatting check prior to their final appointment and submission of the dissertation with OGS and Giesel Library. Call (858) 534-3555 to schedule preliminary and final appointments with OGS.

## **Department of Anthropology Policies**

### **Elective Courses Taken In the Department of Anthropology**

Upper division undergraduate courses and graduate seminars taken for a letter grade satisfy the elective requirement.

### **Elective Courses Taken Out of the Department of Anthropology**

Students are encouraged to take courses outside of the Department of Anthropology. To receive elective credit for non-anthropology upper division or graduate courses, students must ask his/her advisor/mentor and the Director of Graduate Studies to sign off on a copy of the course syllabus and deliver a copy to the graduate program coordinator for the student's file. The outside course must meet the department's elective criteria.

### **Elective Course Criteria**

The course must be offered for a letter grade and be taught by a tenure track instructor at UCSD or a Visiting Lecturer/Instructor in a tenure track position at the home institution. Only two approved non-anthropology courses can be counted for elective credit for the MA

### **Approval Procedure for Non-Anthropology Electives**

Students should obtain the course syllabus in advance from the instructor and submit it to the mentor for review and signature approval. The final signature approval is given by the department Director of Graduate Studies. The student gives the syllabus with the approval signatures to the Graduate Coordinator for the student's file.

### **Requesting an Incomplete ("I" Grade)**

The department discourages graduate students from requesting an Incomplete for a course. There are strict Academic Senate guidelines to follow. Failure to remove the Incomplete may jeopardize both good academic standing and future financial support. It is the responsibility of the student to submit unfinished work in a timely fashion well in advance of the deadline.

### **Incomplete Grades ("I" Grades)**

The "I" grade may be assigned when the student's work is of non-failing quality, but is incomplete for good cause (i.e., illness). The deadline for filing a request for an Incomplete must be no later than the first working day after final examination week. An instructor may not grant a request for an Incomplete for other than such good cause.

The student makes arrangements with the instructor for completion of the work at the earliest possible date, but **no later than the last day of finals week in the following quarter**. If not completed by this date, the "I" grade will lapse into an "F" grade.

**Registration Requirements and Procedures**

All students must enroll and pay fees on or before the deadline dates established by the Office of the Registrar for each quarter to avoid paying late fees. Students are responsible to be aware of these deadlines and follow through accordingly.

**Annual Spring Evaluations**

In the spring of each year, the Department of Anthropology evaluates each student's overall performance in coursework, apprentice teaching, and research progress. A written assessment is given to the student after the evaluation. If a student's work is found to be inadequate, the faculty may determine that the student should not continue in the graduate program.

**Time and Support Limits**

1. Pre-candidacy status is limited to four years. Students must advance to Candidacy by the end of their fourth year.
2. Candidates for the doctorate remain eligible for university support for eight years.
3. Instructional support (teaching assistantships, associate in lieu of, readerships, and tutor positions) is limited to six years (eighteen cumulative quarters).
4. The doctoral dissertation must be submitted and defended within nine years. This is in accordance with UCSD policy.
5. The expected time to complete and defend doctoral dissertation research for the PhD for anthropology students is six years, also known as normative time.

**International Students**

It is the responsibility of all international students to work closely with the campus International Center. The International Center Orientation will acquaint new students with the mandatory requirements for study in the U.S. including required number of units each quarter, assistance with passing English proficiency examinations for employment as Teaching Assistants, understanding the regulations of employment, leaving the country without approval, understanding the Leave of Absence policy, etc.