

PENNSTATE



DEPARTMENT OF ANTHROPOLOGY

Graduate Handbook
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WELCOME

This handbook is designed as a guide to policies and practices pertaining to graduate study in our department. Our intent is to maximize information and minimize anxiety by laying out answers to frequently asked questions, as well as to address important issues that might not otherwise occur to you. It has some of the features of a road map, a contract, and a user's manual. We have recently revised this guide to provide updated information and to clarify various points about the program. We urge you, as a user of this handbook, to make suggestions for improvement if you discover omissions, contradictions, or other problems.

This handbook supplements the *Penn State Graduate Degree Programs Bulletin*. You will notice that the *Graduate Bulletin* is silent on many important issues. If there is a conflict between the Graduate School and departmental rules, the Graduate School rules take precedence. Likewise, changes in Graduate School rules make it necessary to alter some departmental rules on short notice. If there are ambiguities in the department rules, the Graduate Affairs Committee, in consultation with the faculty, will determine the proper interpretation. You are responsible for being acquainted with the contents of both sources. Read this manual thoughtfully at the beginning of your graduate school career and you will save yourself some headaches later on.

Entering graduate students are on their way to professional careers, and in the process they make a transition from student to colleague, a remarkable metamorphosis. The successful development of a graduate career depends upon your ability to establish and maintain a professional relationship with one or more faculty mentors. Subsequent professional success will depend upon your ability to conduct original and meaningful research, to teach, and to interact with colleagues. The faculty are committed to helping graduate students to develop professionally because their reputations and that of the department depend on the reputations of the students who graduate from our program. So it is in everyone's interest that the highest standards of performance and integrity be upheld in the classroom, the field, and the laboratory. These concerns ensure that your individual progress and development as a scholar and colleague will be followed closely.

The department offers the M.A. and Ph.D. degrees in anthropology. Students, however, normally enter the graduate program with the goal of receiving the Ph.D. The M.A. is a prerequisite for the Ph.D., and it is normally not an end in itself for our students. Students also have the option of being part of several dual-degree programs described briefly in this handbook. Finally, Penn State undergraduates enrolled in the Integrated Undergraduate/Graduate Program (IUG) can earn their anthropology M.A. degree alongside their B.A. or B.S. degree.

The Penn State graduate program in anthropology is one of the most selective programs anywhere, and our ranking in national surveys is far above those of comparable size. It is a program in which both faculty and students can reasonably expect to maintain high standards for themselves and each other. Our department is distinguished by a high degree of cooperation, mutual respect, and confidence. It is a wonderfully friendly and intellectually stimulating place to study, grow, and work.

Welcome into this shared endeavor, and may you enjoy rapid and distinguished success in your graduate studies!

Douglas Kennett,
Department Head and Professor

ADVISERS

A student enters the program with an assigned adviser. This assignment is based on expressed interest on the part of the student or adviser during the application process. This original assignment may be changed as necessary. As you progress through the program, you should be aware of the importance of maintaining close contact with your adviser. You should consult your adviser in selecting courses and important milestones in your program such as the scheduling of candidacy or comprehensive exams, filing of forms, activating your intent to graduate on e-lion, selecting an M.A. paper topic, completing the M.A. paper, selecting a Ph.D. proposal topic, and formatting the Ph.D. Committee, etc. Any time your adviser changes for any reason, you must notify the department in writing and indicate who has consented to serve as your adviser. This notification must be signed by your new adviser and placed in your file. Similarly, you should get the signature of your adviser on any notifications or petitions to the Graduate Affairs Committee (GAC) that you initiate. The GAC and the Director of Graduate Studies (DGS) oversee the progress of all students.

GRADUATE AFFAIRS COMMITTEE (GAC)

The Graduate Affairs Committee (GAC) is composed of the Head of the Department (ex officio), the Director of Graduate Studies (DGS), and a minimum of three additional faculty members. The GAC, in consultation, as appropriate, with the faculty, has the power to waive or alter departmental rules when circumstances dictate, providing that proper procedures are followed. Such modifications do not constitute precedents for other students, but instead are tailored to individual needs. The GAC functions include monitoring student progress, issuing periodic audits, formally acknowledging various stages in the graduate career (e.g., advancement to candidacy), granting permission for certain actions (e.g., course substitution), interpreting departmental rules, hearing student appeals, and recommending certain kinds of support. The GAC has the power to administer only departmental rules. It cannot alter the rules of the Graduate School.

Please note that material such as this Handbook may inadvertently have contents that can appear ambiguous or that are intentionally left as a matter of judgment. It is also possible that there are technical errors in the Handbook. In matters of this sort, the GAC will interpret and adjudicate.

ADMISSION TO GRADUATE STUDY

To be admitted to the graduate program, you must have completed a bachelor's degree by the first day of the semester in which you intend to begin graduate study.

The GAC may require individuals who are admitted to the program without having what the GAC judges to be a sufficient anthropology background to make up the deficiency, typically by taking specified courses.

The Graduate School sets a limit of ten credits of graduate work from other institutions that may be transferred to apply toward the M.A. degree at Penn State. The GAC decides what work will be accepted for credit.

SCHOLARSHIP AND RESEARCH INTEGRITY (SARI) REQUIREMENT

All entering graduate students are expected to complete online training in Scholarship and Research Integrity (SARI), also referred to as Responsible Conduct of Research (RCR), by no later than October 1 of their first semester in residence. The Office for Research Protections (ORP) provides the link to this training via the SARI Resource Portal on the ORP website (www.research.psu.edu/orp). All students will be expected to complete all remaining SARI requirements during the M.A. portion of the Ph.D. program (the first two years) and their third year of study (normally the year following completion of the candidacy exams).

- A. All required RCR education beyond the online component will be obtained from required coursework. All students are required to take a current literature seminar during the course of each of at least the first six semesters of study (more if the candidacy exams are delayed past the fourth semester). Each current literature seminar is worth one credit and generally meets once a week for one hour per meeting. A minimum of one class meeting will be dedicated to RCR education in each current literature seminar every semester providing at least six hours in this setting. In addition, all students are required to take ANTH 509, the study design course, during the third year of study. A minimum of one class meeting (1 1/2 hours) will be dedicated to RCR education in this course because ethical issues must be dealt with in research studies. Students can also receive up to two hours of discussion credit from other RCR-related workshops or credit for participating in classes dedicated to relevant issues, if discussion was involved and they obtain faculty confirmation of their attendance in the class. (See Appendix A)

M.A. DEGREE

The master's degree program serves three functions:

1. It is the first phase of study preparing the students for the Ph.D.
2. It is a professional degree that prepares students for certain careers in the U.S. and to conduct field research in certain countries outside of the U.S.
3. It is a terminal degree granted to Integrated Undergraduate/Graduate (IUG) students and to students who do not continue for the doctorate.

The primary purpose of our M.A. degree program is to prepare students for the Ph.D. program by providing them with a general background and to make them familiar with the particular emphases that are characteristic of this department and its faculty. The department is reluctant to admit students to the graduate program who wish to pursue only a terminal M.A. degree (other than IUG students). The GAC may admit people who have established careers and wish to complete an M.A. in anthropology as an enhancement or adjunct to their other professional skills.

Penn State's Graduate School does not require a student to obtain a master's degree before completing a doctoral degree. However, the Department of Anthropology does require every student to obtain a master's degree. There is a process that must be followed for a student admitted into a Ph.D. program to obtain a master's degree. It is called a "master's along the way." In order for this process to be activated, the graduate program assistant must be notified early in the

semester in which the student wishes to complete the M.A. The graduate program assistant will then notify the Graduate School. They note it in the student's record, and the student is then added to the master's graduation list for that semester. It will be assumed that all Anthropology students will be completing a master's paper, but if a student (such as an IUG student) completes a thesis, he or she must follow all Graduate School Thesis Office deadlines for that semester.

The student must also activate his/her intent to graduate for the semester he or she plans to complete the master's degree. In addition to the regular master's track, the department offers a dual-title M.A. degree with the Demography program and another in Human Dimensions of Natural Resources and the Environment (HDNRE). The requirements for these programs are detailed elsewhere in this handbook.

Core Course Requirements

A full course load is 12–15 credits per semester, or 9–12 credits per semester if the student is on an assistantship. These courses must be at the 400 level or higher.

The Graduate School requirements for the master's degree state “a minimum of 30 credits at the 400 level or higher is required, of which at least 20 must be earned at the established graduate campus/center of the University where the program is offered.”

All students are required to take the three core seminars (ANTH 560 or ANTH 556, ANTH 571, ANTH 588) for an additional total of nine credits during the first three semesters of study. Students specializing in biological anthropology are also required to take a second biological core seminar (ANTH 572). All students in the Ph.D. program are required to take ANTH 509 after they have advanced to candidacy. Students should be aware that ANTH 509 is a required part of the Ph.D. Program and has a prerequisite in statistics that consists of a course equivalent to Stat 451 (i.e., coverage up through analysis of variance and linear regression) that should be completed prior to enrolling in ANTH 509. Students should consult the list of approved courses for this requirement. The research proposal required in ANTH 509 may form the basis for the dissertation proposal.

All students are required to enroll in the appropriate anthropology literature review seminar (ANTH 521 or ANTH 563), for one credit each semester during the first six semesters of study. These seminars, which are also known as “journal clubs,” meet each week and are attended by faculty and the graduate students for the purpose of reviewing and discussing current articles published in key journals or recent books.

A student who follows the course of study described here will accumulate a minimum of ten credits each semester: nine credits from appropriate 400- and 500-level courses and one credit from the current literature seminar. Students entering with a master's degree are required to enroll in the appropriate literature review seminar during each semester that they are taking normal course work prior to successful completion of their doctoral comprehensive exams.

Students should have completed all core courses by the end of the second year. The fourth semester is usually spent in preparing for the candidacy exam, taking additional courses, and continuing to work on the master's paper the student plans to submit as partial fulfillment of the requirements for the M.A.

Core Course Summary

Required coursework prior to being awarded an M.A. degree

Three required core courses are to be taken during the first four semesters of their M.A. study:

ANTH 560: Evolution Ecology and Human Behavior
 or ANTH 556: Social Organization of Traditional Societies
 ANTH 571: Survey Seminar, Human Population Biology
 ANTH 588: Survey Seminar, Method and Theory in Archaeology

One additional required core course is to be taken during the first four semesters of M.A. study for students specializing in biological anthropology:

ANTH 572: Advances in Biological Anthropology

Additional courses at the 400–500 level must be taken during the first year as approved by the adviser.

All students must take the appropriate current literature seminar during the course of the M.A. degree study (four semesters).

Additional specific requirements by specialty:

1. Archaeology students must take ANTH 456 or ANTH 559, and two 400-level area courses. The two area requirement can be fulfilled by taking two culture area courses (ANTH 422, ANTH 423, etc.) or by taking one culture area course and one methodological area course (ex. ANTH 410, ANTH 426W, ANTH 429). Archaeology students must also take a 400- or 500-level course in biological anthropology and human ecology.
2. Biological anthropology students must take a total of at least two 400- or 500-level courses in anthropology, one from each of the other two sub-disciplines (archaeology, human ecology).
3. Human Ecology students must take a total of at least two 400- or 500-level courses in anthropology, one from each of the other two sub-disciplines (archaeology and biological anthropology).
4. Quantitative requirement (all students except IUG): In preparation to meet the department's quantitative, or statistics, requirement you must first take or have taken an appropriate introductory-level applied statistics course (which you may have already taken as an undergraduate).¹ This part of the statistics requirement must be completed during the M.A. portion of your program. (See Appendix B)

Additional coursework required beyond the M.A. requirements for a Ph.D.:

All students must take ANTH 509, the study design course, during the third year of study.

¹ Such an introductory course is also a prerequisite for Anthropology 509, a required graduate course. Some introductory courses may be too elementary to meet this requirement; part of your consultation with Dr. Wood will be devoted to this issue.

All students must take an additional two semesters of the appropriate current literature seminar beyond candidacy.

Additional specific requirements by specialty:

1. Archaeology students in the Ph.D. program are required to complete at least three advanced seminar courses in archaeology (ANTH 545 or ANTH 597) as part of their total graduate coursework.
2. Courses offered by other departments that are considered by the adviser to be essential for a particular student may be substituted with the approval of the Graduate Affairs Committee.

Independent Study Courses

Students may register for independent study courses (ANTH 596) as part of their graduate work. This can include three credits of ANTH 596 during preparation of the master's paper.

You must consult with your adviser about all course decisions. Enrollment in ANTH 596 (Individual Research) may require approval of the GAC. You cannot count more than 18 credits from ANTH 596 during the M.A./Ph.D. program. Forms to request permission to register for ANTH 596 are available from the graduate program assistant. These forms must be submitted by the fourth week of the semester and must carry the signature of the faculty member who is supervising the course work.

Core Course Grading

Students must earn a grade of "B" or better in each core course. Core courses normally may be taken only once, unless the GAC approves your petition to take one a second time. Failure to achieve a grade of "B" or better in any of the core courses (or any courses approved by the GAC as a substitute) constitutes grounds for automatic dismissal from the program.

If extenuating circumstances prevent the student from achieving satisfactory performance in a core course, then the student should notify the professor teaching the course prior to receiving the final grade. The student may then, with the professor's endorsement, petition the GAC for permission to retake the course.

Non-Completion of Core Courses

Faculty research leaves or sabbaticals may interrupt the regularity with which certain courses are offered. If this situation precludes completion of core courses during the first three semesters, you may take the candidacy examination before completing all the core courses, but only if you have completed the core courses in your specialty. Students who find themselves in this situation should notify the GAC as early as possible. The remaining core courses should be completed during the fourth semester of residence. A student failing to meet requirements without a reasonable explanation will be considered to be making inadequate progress and lose financial support from the department.

M.A. Research Paper/Thesis

Most students (other than IUG students) who enter the graduate program in anthropology do not plan to write a master's thesis as part of the required M.A. A master's thesis is not required by the Graduate School, but it is strongly recommended for those who do not continue on in the doctoral program because of career choices. Students who wish to submit a M.A. thesis must notify the graduate program assistant during the first week of the semester in which they plan to graduate. They must also consult graduate school requirements for the M.A. thesis as stipulated in the *Graduate Bulletin*, found online at <http://bulletins.psu.edu/bulletins/whitebook/index.cfm>. A student writing a thesis **MUST** be registered for at least six ANTH 600 research credits. Candidates who do not write a M.A. thesis must present a suitable master's paper, the nature and extent of which will be determined by you and your adviser. The paper must pertain to the subject matter of the student's specialty. Notification that the student has met all the requirements for the M.A. degree will be sent to the Graduate School by the DGS.

The master's paper requirement will be considered to be satisfied when your adviser:

1. Forwards the finished document for placement in your file to the department's graduate officer and
2. States in a memorandum to the GAC that the paper represents satisfactory work and is submitted in partial fulfillment of the requirements for the M.A. degree.

CANDIDACY EXAM

A candidacy exam is required of all students in the M.A. program and is required to continue for the Ph.D., normally near the end of the fourth semester of residence. The exam for students specializing in archaeology will be written, while the exam for students specializing in biological anthropology will include both written and oral components. Students in most cases will have completed their core courses by the end of the third semester and will have time in the fourth semester to prepare for the candidacy exam. The candidacy exams are normally given once a year in the spring semester, typically in April, by arrangement with the DGS and appropriate faculty members.

If the student is pursuing a dual-title degree, a single candidacy examination will be administered that contains elements of both the major program and the dual-title program. A faculty member representing the dual-title program must read and grade the candidacy exam. The student must have satisfactorily passed both fields to be certified as passed candidacy.

The level of competence expected in the candidacy examination requires more knowledge in the student's specialty than can be gained by taking the core courses alone. You should work with your adviser and other relevant faculty to prepare reading lists to guide your reading for the examination.

You must be registered as a full-time or part-time degree student for the semester in which you take the candidacy examination. In addition, you cannot have any deferred or missing grades.

You must use a departmental computer to take the candidacy exam. The GAC/DGS will determine the room used for the examination and you cannot bring any personal computers, electronic

devices with Internet connections, or cellphones in to the room. At the end of each day of the examination, you will submit an electronic version of your answers to the graduate program assistant who will distribute them to the examining faculty and retain a copy of the exam in the departmental file.

Candidacy Exam Format

Candidacy examinations are not narrowly tailored to the interests of students (as are comprehensive exams), but rather to the expectations of the faculty about what must be mastered. The examination will test for knowledge of the following:

1. Theory
2. Methods
3. Important bodies of data and/or regions

Examinations also test the ability to think about the material in a manner appropriate for a researcher aiming to make original contributions to knowledge. If the faculty of a particular sub-disciplinary specialty considers it advisable, the examination will also test for knowledge of a major geographic/topical area, etc. that overlaps traditional sub-discipline boundaries. Recently, we have redefined our departmental identity in terms of several themes (evolution of social complexity, etc.). Such redefinition formalizes the cross-cutting and synthesizing approach to anthropology that has long been practiced at Penn State. Candidacy exams have routinely reflected such integration. For example, the “archaeology” exams often include questions about human demography, biochemical or genetic analysis, and other issues that might be considered “biological” or “population-focused.” Similarly, exams in biological anthropology might involve information on, for example, the origins of agriculture, human behavior, or how demographic processes influence evolution. We will retain the traditional sub-disciplinary labels for our exams, but the student should recognize that knowledge from other sub-disciplines may be required where appropriate.

The examination is normally administered by members of the graduate faculty of the student's specialty, although the subject matter is typically broader. Although all relevant faculty are invited to write questions, anyone may decline. In some circumstances this faculty pool might be widened by the addition of someone with a different specialty or a faculty member representing the dual-title area. A special interdisciplinary committee may be more appropriate for some students. At least four faculty members must grade the exam. In any case, the same exam will be administered to each student taking the biological or archaeology exams in a given semester, with traditional exceptions. For example, the archaeology exams have typically asked all students the same questions on the first two days, but then tailored the third day to regional specialty.

When an area of interest is not covered by the traditional specialties of anthropology (archaeology, biological anthropology), the GAC may permit some other group to administer the examination. One of the four members of the examining committee can be a member of the graduate faculty from another department. For students in a dual-title program, a committee can be made up of three anthropology faculty members and one member from outside the department.

A file of past examination questions will be kept in the department office for you to consult while preparing for the examination.

The oral exam for students specializing in biological anthropology will be scheduled for a date following completion of the written component of the examination. The oral examination committee will consist of at least four faculty members. One of the four members of the examining committee can be a member of the graduate faculty from another department. During the oral examination you may be asked to defend or discuss your responses in the written examination or to answer different questions related to general anthropological theory and knowledge. For dual-title students, a faculty member representing that area must be present at the oral examination.

Candidacy Exam Grading

The written portion of the examination will be printed or sent digitally to the faculty and the student's name will not appear on it. The examination will be graded by at least four members of the graduate faculty. They will assign to each answer one of the following numerical grades (fractional grades can be used as appropriate):

Distinguished performance:	Grade of 4
Adequate performance:	Grade of 3
Unacceptable performance:	Grade of 2
Unacceptable performance:	Grade of 1
Unacceptable performance:	Grade of 0

The grade assigned by a reader to each question applies to that question only. The final grade for the written examination will be determined by averaging the grades given by the graders.

The names of the readers of each examination will be provided to the student after the examination has been graded. Each student is encouraged to discuss his or her performance with the readers.

For biological students taking the oral portion of the exam, each member of the oral examining committee will also assign a number grade on the same scale. The final grade for the oral examination will be determined by averaging the grades given by the members of the oral examining committee.

For students specializing in archaeology, the final grade for the written exam will represent the overall examination grade. For students specializing in biological anthropology, the overall examination grade will be determined by combining the final written and oral exam grades, with weighting of 3/4 written and 1/4 oral.

The results will depend on the overall examination grades as follows:

Grade of 3.5 or better:	passed with distinction
Grade of 3.0 but less than 3.5:	passed
Grade of 2.5 but less than 3.0:	failed

If the grade is between 2.5 and 3.0, you may retake the exam the following spring but cannot receive support until you pass the candidacy exam. If the grades on the first and second exams are both below 3.0, you can complete a terminal master's degree.

A grade below 2.5 is a failing grade. Students whose grade on the exam is less than 2.5 will not be permitted to retake the exam and will be dropped from the program without a master's degree.

Anyone who wishes to take the candidacy examination in a new specialty after failing once must petition the GAC. In consultation with the faculty of the new specialty, the committee may accept or reject the request. If permitted, the student will be given two chances to pass the examination in the new specialty. Unless the student petitions the GAC for an extension, the second examination will be taken during the next exam period following the initial failure. Should the student fail the examination in the new specialty twice, he or she will not be advanced to candidacy.

If a student wishes to change their specialty after passing the candidacy examination, he or she must take the examination in the new specialty, again with the written permission of the GAC. In some cases students wishing to change specialties may be given a diagnostic examination by members of the faculty of the new specialty. Specially designed subject areas will be treated as separate specialties and grading rules as above will apply.

Advancement to Doctoral Candidacy

The candidacy examination clears students for receipt of the master's degree. In most cases it also clears the student for advancement to candidacy in the doctoral program. Advancement to candidacy is dependent upon successful completion of the following:

1. Core courses completed (with the exception of ANTH 509), a minimum grade of B in each course, and a total of 30 credits.
2. Candidacy examination with an overall grade of at least 3.0.
3. Master's paper or thesis as required by the Graduate School for the receipt of a master's degree.
4. Identification of a core faculty for the Ph.D. committee and a signed doctoral committee form with a designated chair of the student's Ph.D. committee.

PH.D. DEGREE

The Ph.D. degree is awarded to a student who demonstrates:

1. Thorough knowledge of his or her specialty, as evidenced by successful performance in the doctoral comprehensive examination.
2. The ability to plan and conduct a program of meaningful and independent research.
3. The ability to present its results as an acceptable doctoral dissertation or as a series of three or more published or publishable papers.

The doctoral program is more extensive than the master's program, but it is considerably more flexible and closely tailored to the student's specialized interests.

The requirements for the Ph.D. are:

1. Doctoral candidacy status;
2. Completion of Penn State's two-semester residency requirement;

3. Completion of Penn State's SARI requirement
4. Successful completion of the department's language requirement (if applicable);
5. Successful completion of a comprehensive examination in the student's area of special interest;
6. Successful completion of a defense of the doctoral dissertation; and
7. Submission of dissertation in accordance with Penn State's Thesis Guide to the Thesis Office by the announced deadline for the semester in which the degree will be conferred.

Admission with a Master's Degree

A student entering the doctoral program with a master's degree from another university must:

1. Submit his or her course records to the GAC for review. If the previous courses are not equivalent to those required for the Penn State M.A. in Anthropology, the committee may require the student to pass the additional courses with a minimum grade of B (3.0).
2. Undergo an initial scheduling and diagnostic interview during the first week of residency to establish course equivalencies and recommend specific coursework required as part of the student's Ph.D. program.
3. Take an oral diagnostic candidacy examination during the first week of the second semester as a registered student. The exam is intended to identify weaknesses in the student's previous preparation and, if shortcomings are identified, to remedy them with required coursework. The student's adviser must attend this exam along with four additional graduate faculty members in the department of the adviser's choosing. If the student is in a dual-title program, a representative from the dual-title program must also attend the oral diagnostic exam. The student will be advanced to candidacy in the Ph.D. program if he or she passes this exam. Students that fail this exam must take a second written candidacy exam (see Candidacy Exam, pg. 7) at the end of the second semester. Following the exam the adviser will write a letter to the student detailing the results with a copy to the DGS and a copy for the student's departmental file. A score below 3.0 on the second written candidacy exam will result in the student being dropped from the program.
4. Identify the core faculty for the Ph.D. committee and obtain a signed doctoral committee form with a designated chair of the student's Ph.D. committee.

Doctoral Committee

A student should form a doctoral committee immediately or as soon as possible after the candidacy examination. The student then begins preparing for the comprehensive examination. The doctoral committee is appointed through the Office of Graduate Enrollment Services upon recommendation of the head of the major program, and is responsible for:

1. planning and guiding the student's doctoral program;
2. preparing and grading the comprehensive examination; and,
3. supervising and finally judging the acceptability of the dissertation.

A doctoral committee must consist of four or more active members of the graduate faculty, which includes at least three faculty members from the Department of Anthropology. The dissertation adviser must be a member of the doctoral committee. The dissertation adviser usually serves as chair, but this is not required. If the student is also pursuing a dual-title field of study, a co-chair representing the dual-title field must be appointed. In most cases, the same individual (e.g., dissertation adviser) is a member of the graduate faculty in both the major and dual-title fields, and in such cases may serve as sole chair.

At least one regular member of the doctoral committee must represent a field outside the student's major field of study in order to provide a broader range of disciplinary perspectives and expertise within the committee. This committee member is referred to as the "**Outside Field Member.**" In cases where the student is also pursuing a dual-title field of study, the dual-title representative to the committee may serve as the Outside Field Member.

Additionally, the primary appointment of at least one regular member of the doctoral committee must be in an administrative unit that is outside the unit in which the dissertation adviser's primary appointment is held (i.e., the adviser's administrative home; in the case of tenure-line faculty, this is the individual's tenure home), in order to avoid potential conflicts of interest. This committee member is referred to as the "**Outside Unit Member.**" In the case of co-advisers, the Outside Unit Member must be from outside the administrative home(s) of both co-advisers. In some cases, an individual may have a primary appointment outside the administrative home of the student's dissertation adviser and also represent a field outside the student's major field of study; in such cases, the same individual may serve as both the Outside Field Member and the Outside Unit Member.

If the student has a minor or is pursuing a dual-title field of study, committee members representing these options should be added at the time of the committee formation.

A person who is not a member of the graduate faculty (and may not be affiliated with Penn State), but who is otherwise qualified and has particular expertise in the student's research area, may be added as a "Special Member," upon recommendation by the head of the graduate program and approval of the Graduate School dean (via the Office of Graduate Enrollment Services). A Special Member is expected to participate fully in the functions.

If the student has a minor, that field must be represented on the committee by a "**Minor Field Member.**"

No faculty member is obliged to sit on any committee and any faculty member has the privilege of resigning from any committee at will. It benefits students to make themselves and their research plans known to as many of the faculty as possible in order to ensure that willing committee members are available. In short, it is the student's responsibility to cultivate enthusiasm about, and support for, the research project.

Students should be aware that the overall quality of participation on their part in the departmental program (viewed in its broadest sense) is essential in establishing good working relations with the faculty. Failure to achieve or maintain a favorable record of participation may eventually result in a situation in which no properly constituted committee can be formed or maintained. A student who cannot form a functioning committee will be dismissed from the program.

It is the student's responsibility to convene his or her committee at whatever times are deemed necessary by the student and the committee chair. It is particularly important that such a meeting be arranged by the end of the semester in which the committee is formed so that areas of responsibility for each faculty member for the comprehensive examination may be determined.

The following is taken from the university's Graduate Student Policies and Procedures:

“The doctoral committee should meet with the student *at least once per year* to (1) provide guidance, (2) finalize and approve the research proposal of the student so that there is a clear understanding of the research goals and objectives, (3) assess the quality and progress of the research, and (4) discuss programmatic issues (e.g., course requirements).”

Residency and Registration Requirement

The Graduate School requires that for some twelve-month period between admission to the Ph.D. program and completing the program, you be registered as a full-time student for two semesters (not counting summer sessions) at the University Park campus, the Penn State Milton S. Hershey Medical Center, or Penn State Harrisburg.

The department requires course work appropriate to preparation for the comprehensive examination and for dissertation research. Students should work closely with the doctoral committee, especially the chair, to ensure that appropriate courses are taken in a timely fashion.

Post-comprehensive exam students generally enroll in ANTH 601 for fall and spring semesters. Students are required to be enrolled in the university each semester from the comprehensive exam through graduation. By University rule the maximum course load is 601, plus one three-credit course. Should a student on department or University funding wish or be required to enroll in any course other than, or in addition to, 601, the student must obtain prior approval from the department head.

Quantitative and Language Requirements

To meet the department's requirement you must *first* take an appropriate introductory-level applied statistics course (which you may already have taken as an undergraduate). *Second*, you must take at least one more-advanced course approved by a designated faculty member, currently Dr. Wood. Waivers of the requirement are possible for those who have already had sufficient coursework in statistics (at the appropriate level), but all such waivers must be approved by the Graduate Affairs Committee in consultation with Dr. Wood and the student's adviser. No one but the GAC can grant such a waiver. The quantitative requirement must be fulfilled by the end of the sixth semester (fourth semester in residence for those coming in with a master's or equivalent as judged by the faculty). (see Appendix B)

In addition, another language (or technical system) may be required by a student's dissertation committee as it sees fit. Examples of this requirement could include a field or professional literature language, or computer programming or another technical language, as determined by the committee.

Comprehensive Examination

The comprehensive examination is given to determine the student's readiness to conduct doctoral research. Students that enter the graduate program with bachelor's degrees should take the comprehensive examination by the end of their third year of study. The student must write a dissertation proposal in preparation for the comprehensive exam. A final version of the dissertation proposal must be circulated by the student to all committee members at least four weeks in advance of the comprehensive exam. No examination will be administered until the dissertation committee is satisfied with the proposal.

The examination is scheduled and announced officially by the Office of Graduate Enrollment Services upon recommendation of the program head. Two weeks' notice is required by the Graduate School for scheduling this examination, which may be open to the public at the department's discretion. Three weeks advance notice to the graduate program assistant and notification of and the reason for any absentee members is requested. It is mandatory that the student and the chair (or one of the co-chairs) is physically present at the exam, which is given and evaluated by the entire doctoral committee.

There is no set format for the exam. It is negotiated between the committee and the student and may include written, oral, laboratory, and/or analytical components. A favorable vote of at least two-thirds of the members of the committee is required for passing. In case of failure, it is the responsibility of the doctoral committee to determine whether the candidate may take another examination. The results are reported to the Office of Graduate Programs and are entered on the candidate's official record.

Standard of Progress

We only admit students who we believe have the ability and interest to be successful in our program. However, in order to establish due progress, fairness, and efficient use of departmental faculty and financial resources, we have a standard schedule for adequate progress in our graduate program. In order to maintain good standing and continued funding in the program, students must satisfy this standard. In general, this means the student must:

1. Attain candidacy and complete the master's degree by the end of the fifth semester.
2. Identify a doctoral research project, produce a written proposal, and form a formal doctoral committee by the end of the third academic year.
3. Pass the comprehensive exam by the end of the third academic year.
4. Complete research and be awarded the Ph.D. in a time consistent with the University policy.

Remaining in the program and continuing to receive the financial aid stipulated in the student's letter of admission to the program are contingent on fulfilling this schedule in a satisfactory way, according to the following details (and the program description as given in this Handbook).

As a basic condition of acceptable progress, it is the student's responsibility to meet with their advisor, to determine their academic schedules each semester and to follow the advice given.

A. Students entering without a master's degree in Anthropology (or equivalent as judged by the faculty) must:

1. Complete the core graduate or required course curriculum (with the exception of ANTH 509) by the end of the fourth semester in residence (not counting summers).
2. Take the candidacy examination by the end of the fourth semester in residence, satisfying the criteria described earlier in this Handbook, passing with an average grade of 3.0 or higher.
3. Complete the M.A. paper and all thirty credits required for the master's degree by the end of the fifth semester.
4. Identify a core Ph.D. committee (including at least 3 members of the department graduate faculty), and obtain the signature of one of the members who agrees to chair the committee, by the end of the fifth semester.
5. Have performed in a satisfactory way the duties prescribed for your teaching assistantships or research assistantships.
6. Have enrolled, attended, and participated in a satisfactory way in the current research seminar ('journal club') of their chosen segment of the program every semester until their comprehensive exam is passed.
7. Complete a satisfactory master's paper.

If the candidacy exam was graded lower than 3.0, but above 2.5, and the other requirements have been met, the student may retake the exam the following spring but will not receive financial support until it is passed. Otherwise, the student will have earned an M.A. degree in Anthropology, but will *not* be advanced to candidacy and will have to leave the program. A grade below 2.5 will mean termination from the program without a degree.

B. Students entering with a master's degree in Anthropology (or equivalent as judged by the faculty) must:

1. Satisfy the training requirements stipulated by the initial diagnostic interview taken when entering the program.
2. During the first week of the second semester, take an oral exam to demonstrate satisfactory accomplishment of things assigned at the initial diagnostic interview. If the student is in a dual-title program, a representative from the dual-title program must also attend the oral exam. If there is not adequate progress to that point, the student must take and pass the written candidacy exam in the spring semester, with a 3.0 or higher grade average. If some prescribed course(s) have not yet been offered, the student must take and pass them with a grade of B or better, in the second year.
3. Identify the core of a Ph.D. committee (including at least 3 members of the department graduate faculty), and obtain the signature of one of the members who agrees to chair the committee, by the end of the third semester (not including the summer).
4. Have enrolled, attended, and participated in a satisfactory way in the current-research seminar ('journal club') in their chosen segment of the program every semester until their comprehensive exam is passed.
5. Have performed in a satisfactory way the duties prescribed for teaching assistantships or research assistantships.

C. A student having been admitted to candidacy must:

1. Complete ANTH 509 (with a grade of B or better) by the end of their sixth semester (fourth semester in residence for those coming in with a master's or equivalent as judged by the faculty).
2. Assemble a full committee including at least one member from outside the department, and three within, at least one of whom agrees to serve as chair by the end of their sixth semester (fourth semester in residence for those coming in with a master's or equivalent as judged by the faculty). If there is a minor or dual-title, there must be a representative from that program on your official committee.
3. Complete two concurrent semesters (summer sessions not included) of full-time study within a twelve month period to fulfill the University residency requirement.
4. Complete the quantitative requirements by the end of the sixth semester (fourth semester in residence for those coming in with a master's or equivalent as judged by the faculty), and the language or technical system requirement if so stipulated by the doctoral committee.
5. Complete and defend a doctoral dissertation proposal during the sixth semester (fourth semester in residence for those coming in with a master's or equivalent as judged by the faculty). This is known as the "comprehensive examination." The exam is based on the dissertation proposal, and its format will be oral and/or written at the discretion of the dissertation committee. After passing this exam, students are considered to have ABD (all but dissertation) standing. If the exam is *not* passed, the student may retake it once more within a year, but only at the discretion of the dissertation committee, and continued financial aid is no longer guaranteed.
6. Complete the SARI requirement by the end of their sixth semester.
7. The timing of the comprehensive examination can be altered, in particular where due progress is interrupted by field or other research work related to the student's education and project, and with the *explicit written* approval of the Graduate Affairs Committee. However, financial aid may be suspended during this suspension of the progress clock. Such delayed arrangements are *ad hoc* and must be worked out with the student's main advisor and formally petitioned to the GAC.
8. University rules apply to the time within which ABD students must finish and defend their dissertation. The department often provides desk space, laboratory and other resources, and even some types of financial aid, to ABD students while they do their dissertation research. We do our best to accommodate students, and there are opportunities in the department (such as the Hill fund or faculty research grants) as well as external grant sources to which students can apply. But there is no obligation on the department's part to provide such resources, nor to continue to provide financial support, beyond the stipulation in the original letter of admission.
9. In all cases, the student must make acceptable progress post-comps in order to retain funding. This includes satisfactory teaching assistantship or research assistantship performance; maintenance of a viable committee, etc. Failure to have an adequate evaluation in the spring, or if negative issues arise earlier, may lead to termination of funding as decided by the GAC.

For the first three years, each student is expected to take ten credits per semester. Each semester, these courses include three three-credit courses, plus a one-credit "journal club" (four for those coming in with a master's or equivalent as judged by the faculty).

D. Students studying in our department but obtaining degrees in other programs:

We train a number of students who work with our faculty as their main advisors, physically in our department, but who are technically obtaining degrees in other subjects, such as through our IBIOS, Demography, Ecology, Genetics, or other programs. So long as the students are working in our department, rather than as occasional visitors, they may be awarded financial support from the department. But continued support is contingent on similar conditions of satisfactory performance and/or needs of the program, as apply to our regular students. Such students are also required to enroll in (during pre-comprehensive semesters) and attend our current-research journal club seminars. Students on departmental aid will be given an annual performance review, and must show due progress in order to retain support from our program. These students are eligible to apply for internal research or travel support grants from the department, based on the quality of their work.

Exceptions and special conditions:

This Standard of Progress is intended as a positive way to help our students move through the program, enabling resources to be allocated productively and fairly. The standards have proven effective for successful students who have gone on to careers in the field.

Individual circumstances may lead to justifiable exceptions to this Standard of Progress, especially given the diversity of anthropological and related research. Students may petition to the Graduate Affairs Committee for waivers or exceptions to the Standard, but it is the student's responsibility to initiate any such petition. Substantial justification must be provided and the faculty generally will be sympathetic to reasons involving personal problems beyond the student's control or unusual opportunities for field work, training, or research experience elsewhere, and the like. But students need to be aware that the GAC is under no obligation to consider or grant requests for exceptions or to grant exceptions under time or other pressures. To the extent they are able, students should anticipate their intention to request exceptions by appealing to the GAC in a timely fashion (at least 30 days) for the members to make a considered decision.

Dissertation

The Ph.D. dissertation is intended to be a demonstration of the ability to plan and execute a research program/project, and to present the results in a form consistent with the professional standards of the student's special field of research. Although the process is carried out under the supervision of the doctoral committee, initiative, independence, and originality are expected from the student.

Any research projects that students undertake that involve the use of animal or human subjects, or individual records of events related to human subjects, necessitates obtaining permission to carry out that research from the Committee for the Protection of Human Subjects and/or the Animal Care and Use Committee, as appropriate. Institutional Biosafety Committee approvals are required for investigations involving biohazardous materials. Likewise, chemical waste disposal guidelines must be followed. There are standard forms and procedures for these approval processes. The procedures are not painful, but they are absolutely essential since they are mandated by University policy and, in certain circumstances, by Federal law.

This procedure applies to any project. Archaeology projects should be included, for example, to assure that the rights of the living are not being infringed upon or compromised. Historical research (use of demographic, medical, school, other personal records) is definitely included. Any kind of survey, interview, observation, or other study involving participation is also included.

It is the responsibility of the student to ascertain whether his or her research requires human subjects. This is part of the normal ethics of research at Penn State and every other institution, and is a formal requirement for research. Failing to comply is a serious offense and can lead to very serious penalties.

An option for the dissertation is to submit three published articles on the topic of your dissertation research. This usually entails an introductory and a concluding essay to situate the articles for your committee. You will negotiate the exact details of the nature of the articles, the journals they should be in, and the introductory and concluding essays with your adviser and committee. If the articles are not yet published, they can be submitted if the committee agrees that they are publishable.

Dissertation Progress

The doctoral committee may, at its discretion, set time limits for various stages of the research and for submission of drafts of the dissertation following successful conclusion of the comprehensive examination. The student should expect to work closely with his or her committee chair through all stages of the work, and he or she should arrange regular conferences with the adviser, as well as with other members of the committee who may be able to give guidance in specific aspects of either research or writing. Students should be especially conscientious about maintaining adequate contact with non-departmental members of their committee, both because these people usually have special areas of expertise not duplicated in the department and because it is important to maintain satisfactory relationships with external scholars for the good of the graduate program as a whole. External committee members also have the responsibility to monitor the fairness of the evaluation process including examinations and defenses. In short, the committee exists for two reasons: to assist the student and to evaluate the outcome of the research effort.

Final Draft and Oral Defense

An examination in defense of the dissertation is scheduled with the approval of the committee chair. The timing of this examination should be such that final changes in the dissertation that may result can be incorporated, and the dissertation submitted to the Thesis Office, before graduation deadlines.

It is the responsibility of the doctoral candidate to provide a complete and clean copy of the dissertation to each member of the doctoral committee at least one month before the date of the scheduled examination. The following is from the University's Graduate Student Committee Policies and Procedures:

Both the chair and the student are responsible for ensuring the completion of a final draft of the dissertation, and for adequate consultation with members of the doctoral committee, well in advance of the final oral examination. Major revisions of the dissertation should be completed before this examination. The dissertation should be complete and in its "final"

form, with correct and polished content and style, appropriate notes, bibliography, tables, etc., at the time it is distributed to the committee members. If committee members find that the draft submitted to them is not in this form, the chair is notified and postponement of the examination is considered.

The final oral defense consists of two parts. First, the doctoral candidate presents a public lecture of about an hour, which includes time for questions from the audience. Second, the doctoral committee conducts an extended and detailed examination of the candidate in private.

The oral defense can be postponed if adequate consultation has not occurred or if the dissertation is not in the final draft form. The need to begin a position of employment at a prearranged date will not be considered a legitimate reason to circumvent this process. It is the responsibility of the student to factor in the fulfillment of the degree requirements when negotiating a contract to begin a new position.

DUAL-TITLE DEGREE PROGRAMS

Anthropology is an interdisciplinary field, so we are pleased that students have the option of enrolling in dual-title graduate programs in Demography, Human Dimensions of Natural Resources and the Environment (HNDRE), and Bioethics. The last – Bioethics, added in 2011 – is the newest addition to these dual-title programs.

Dual degrees are to be integrated into the student's plan of study, allowing the student to work on both degrees at the same time. The dual-title program is supposed to be added to a student's official record early on in the student's graduate program and integrated into the student's doctoral exams, including the candidacy examination. Typically, Graduate Enrollment Services receives a memo requesting that the dual-title be added to the student's record within the first or second semester of admission to the major program or the student is admitted to the dual-title program via the Candidacy Report form.

For further and up-to-date details, see the Department of Anthropology website and program websites listed below.

M.A. and Ph.D. in Anthropology and Demography

The Demography interdisciplinary program is designed to give students in-depth knowledge of the demographic dimensions of anthropological research, including studies of present populations as well as those of the past.

<http://www.pop.psu.edu/sites/pri/files/PRIDemBroch.pdf>

M.A. and Ph.D. Human Dimensions of Natural Resources and the Environment (HDNRE)

The HDNRE program, which involves four colleges including the College of the Liberal Arts, is oriented toward research that furthers our understanding of the human use of natural resources, a pressing concern for all of us in the twenty-first century. Topics of special concern for anthropologists are the (very) long-term impact of humans on natural settings, and the ways people have adapted to those changes in their surroundings.

<http://agsci.psu.edu/graduatestudents/hdnre/about>

Ph.D. in Anthropology and Bioethics

The Bioethics program provides anthropology students with an opportunity to develop their knowledge of the social and ethical implications of their research. This combination – solid research experience and an intimate knowledge of the ethical dimensions of that work – is increasingly important in the workplace, and broadens the possibilities of employment beyond traditional anthropology positions.

<http://bioethics.la.psu.edu/graduate/brochure.pdf>

INTEGRATED UNDERGRADUATE/GRADUATE PROGRAM (IUG)

The Department of Anthropology offers two Integrated Undergraduate/Graduate (IUG) programs: one with the Schreyer Honors College (SHC) and another jointly with the Department of Classics and Mediterranean Studies (CAMS). They are described separately below.

The Schreyer IUG

SHC offers an IUG program that is designed to allow exceptional undergraduate students in the SHC to complete bachelor's and master's degrees simultaneously in five years. Details of this program, including instructions for applying through SHC, can be found [online](http://www.shc.psu.edu/students/iug/program/) at www.shc.psu.edu/students/iug/program/. Students may apply to this program in their fourth, fifth, or sixth semesters of study. Prior to applying, students are expected to have identified a faculty member in Anthropology who will serve as their graduate mentor and to have discussed their plans with their proposed mentor and with the Department Honors Adviser. To be considered for the IUG program, students must be in good standing in SHC with a minimum cumulative GPA of 3.40. Application materials and procedures must be submitted or satisfied according to the stipulated schedule each year.

The requirements for completing the IUG program include maintaining a GPA of at least 3.40, successfully completing all required coursework at both undergraduate and graduate levels, completing a thesis by the end of the fifth year of your undergraduate degree and following both the Graduate School AND Schreyer Honors Thesis Office deadlines. (See Appendix C)

The required coursework for this IUG includes:

- The three core seminars of ANTH 560, ANTH 571, ANTH 588 (3 credits)

- A second course in Human Behavioral Ecology for students with an HBE focus (3 credits)

- A second 500-level course in Archaeology for students with an Archaeology focus (3 credits)

- ANTH 572 for students with a Biological Anthropology focus (3 credits)

- An introductory graduate-level Statistics course (3 credits)

- Journal club appropriate for student focus (4 semesters for 4 credits)

- ANTH 600 Thesis Research (6 credits)

Minimum graduate hours required at the 500-level or above: 18

Graduate hours in Anthropology at the 500-level or above: 19-22

Anthropology/CAMS IUG

This IUG program also requires students integrate undergraduate- and graduate-level coursework into a five-year program. This normally consists of completing 90 credits during years three, four,

and five of the program. Students must complete a double major in Anthropology and CAMS as their undergraduate degrees. The Anthropology undergraduate major may be a BA in Anthropology or the BS in Archaeological Science. The CAMS undergraduate major must fulfill the requirements for the Ancient Mediterranean Archaeology option. The MA degree consists of 30 additional credits of 400-600 level archaeology courses beyond the undergraduate programs (see MA-level Course Requirements below). The scheduling of these courses requires students to construct a Plan of Study as part of the admission process.

At the time of admission and throughout their time in the program, each student will have co-advisors, one from Anthropology and the other from CAMS. Depending on the student's interest, one of these faculty members will serve as the student's primary adviser. Additional details of this program, can be found on our website at <http://anth.la.psu.edu/undergraduate/integrated-undergraduate-graduate-iug-programs-1/anthro-cams-iug-program> or in Appendix D.

Students in both programs must enroll for the appropriate journal club in every semester after they have been accepted to the BA/MA program. Also, if stipulated courses required for the MA are not offered during their expected time in the program, they must petition the GAC for permission to make substitutions.

Students in both IUG Programs should acquaint themselves with the general content of this handbook.

GRADUATE MINOR

A doctoral minor consists of integrated or articulated work in one field related to, but different from, that of the major. At least one member of the minor field must be on the candidate's doctoral committee. As such, approval for and addition of an intended minor should be pursued early in a doctoral student's program (prior to the comprehensive examination) in order to ensure that the intended minor is appropriate, its integration/articulation with the major field can be rationalized, and that the doctoral committee member representing the minor field is an active participant in all aspects of the committee's efforts to inform the student's program and dissertation research.

To add a doctoral minor to your program, complete the form that can be found online at: <http://forms.gradsch.psu.edu/GES/addGRMinor.pdf> and provide a copy to the graduate program assistant so it can be added to your department graduate file.

GRADUATE FINANCIAL SUPPORT

Several types of financial support are available, including teaching assistantships; graduate fellowships; graduate work study programs; research assistantships funded by grants to individual faculty members; and teaching opportunities at other Penn State campuses, in Continuing Education, and through Penn State World Campus.

In addition to the information given below, students are urged to consult the section on financial aid in *The Graduate Bulletin*. That section can be found online at: <http://bulletins.psu.edu/bulletins/whitebook/index.cfm>.

Satisfying requirements for due progress and acceptable performance of duties is a condition for continued financial support.

Graduate Assistantship Policy

The graduate assistantship program provides aid to the department and financial support plus professional training to the student. In pursuit of these dual goals, the graduate assistant should remember that he or she represents the University with the responsibility to perform those duties prescribed by the University and the department. The department and the assistant's supervisor should, on the other hand, specify duties which will ensure that the graduate assistant has the opportunity to increase and utilize his or her knowledge, skills, and competencies. All students are required to fulfill his or her duties through the end date of the appointment which includes all of exam week.

Admission to the program carries no commitment of support beyond the terms indicated in the admissions letter. Students with multi-year offers of support must maintain satisfactory academic progress to continue receiving support. Students admitted with no financial aid or one-year offers may or may not receive financial aid in the future. The following comments about funding pertain to support received from the department, not funds obtained by individual faculty members who control their disbursement (e.g., NSF grants).

Continued funding for any given year is based on satisfactory performance. For second-year funding, students are required to have received a satisfactory annual evaluation by the faculty. This includes having obtained a grade point average of 3.3 or better, passed core courses at a "B" or better, and performed their assistantship duties satisfactorily. For third-year funding, students need to pass the candidacy exam; perform all graduate duties, including assistantships, satisfactorily; turn in an acceptable M.A. paper; and identify the departmental core of a Ph.D. committee, including the committee chair. Similarly in future years, funding depends on having a dissertation committee and having performed adequately in assistantships. A deferred grade in any course or a leave of absence will jeopardize funding. In effect, the 3.3 grade point rule applies throughout the graduate career for support eligibility, with the exception of support that is disbursed by particular faculty members (on grants, etc.).

Students who do not have a commitment for funding for the next academic year must inform the head of the department by March 1 of their interest in being considered for funding during the coming year. Notifying the head does not guarantee funding.

A student who changes specialty must reapply for funding. Prior funding commitments will not necessarily be continued.

Assistantship Evaluation

A student who has been awarded a graduate assistantship will be evaluated in writing by the faculty member who supervises the student. Forms for graduate assistant evaluations are distributed at the end of each semester by the graduate program assistant. These evaluations are reviewed by the

DGS and will be kept in the student's permanent record. Performance evaluations serve as a basis for assessing eligibility for future assistantships. Evidence of insufficient academic progress may result in loss of assistantship support.

Assistantship Assignments

The needs of the department are of primary importance when assigning assistantships. Assignments are generally governed by the specific areas of interest shown by the student. For example, if the student is interested in a research career in biological anthropology, an attempt will be made to assign him or her to a professor in this area. The student is encouraged to state his or her specific area of interest so that this factor may be considered. The requirements of the department, however, supersede all other considerations.

The graduate assistant will generally be assigned to a single professor who will act as his or her supervisor and delegate the specific duties. However, when the need arises, the supervisor may assign the assistant to perform tasks for another department member. If asked to perform tasks by a department member other than his or her supervisor, the assistant should, if possible, first inform his or her supervisor. If the supervisor is not available, the assistant will perform the required task and subsequently inform his or her supervisor concerning the nature of, and time spent in, these duties.

Assistantship Duties

The duties of the graduate assistant are broad and will generally be governed by whatever assignment the supervisor makes. Graduate assistants may only be absent from their assistantship duties at the discretion and advanced permission of the instructor. Always check with the instructor before making any travel arrangements that will interfere with your assistantship duties.

While the following outline of duties for graduate assistants is not intended to be complete, it provides a general guide to regular duties. Assistantships are expected to occupy up to twenty hours per week (half-time), though this can vary because these are professional, rather than hourly, assignments. The assistant may be required to perform work in four major areas:

1. Teaching:

The graduate assistant may be utilized in many aspects of teaching, from assisting in the preparation and grading of exams to teaching an introductory course for which he or she is qualified. (The student should have an M.A. degree to serve as sole instructor of record). He or she may be required to serve as an adviser to students on course content. It is expected that the assistant will attend those courses for which he or she performs the above duties, unless excused by the supervisor. The graduate assistant occasionally may be asked to lecture to a class with or without the professor in attendance. The assistant may also serve as a discussion leader for certain classes.

2. Research:

Research serves as an important aspect of any academic discipline and the assistant may perform a wide variety of duties in aiding the supervisor in this area. No specific limits can be set except that the work should be related to a discipline within the

- department, and that the assistant should have an opportunity to learn in the performance of the duties.
3. **Museum:**
The specific duties will be assigned by the museum director or curator. These duties may include cataloging artifacts and other display items, exhibit preparation, supervision of tours and daily operations, etc. All students receiving assistantships may be called upon to work in the museum during the semester of the assistantship.
 4. **Undergraduate Research:**
Graduate students assigned to supervise undergraduate research are expected to work closely with both undergraduates and other individuals (normally faculty) who provide opportunities for specialized training on research or museum-related projects. This position requires initiative, independence, and cooperation with other students and faculty alike. Students are involved for the most part in projects within their specialty.

Paul T. Baker Research Travel Fund in Human Biology and Anthropology

The Paul T. Baker Research Travel Fund (Baker Fund) is designed to promote research and travel to professional meetings by graduate students in the biological anthropology program. Funds are awarded on a competitive basis. In general, doctoral research takes precedence over pilot studies and travel to professional meetings to present papers. Students should note that there are separate guidelines and applications for research and travel funds.

Hill Fellowship Award

The Hill Fellowship Award is an annual source of research support for senior graduate students. Funds from this endowment are used to support graduate students who are engaged in dissertation research, usually involving fieldwork. A student interested in applying for a Hill Fellowship should consult his or her committee chair or the DGS. The application should follow the format of an NSF Doctoral Dissertation Improvement Proposal. Decisions on who receives funding will be made each spring at a meeting of the GAC. There are two levels of Hill awards: 1) small grants awarded prior to the completion of the comprehensive examination to explore the feasibility of research for the doctoral dissertation, and 2) regular grants intended to support approved dissertation research after the comprehensive examination has been completed. Release of funding as part of a regular award is usually contingent upon successful completion of all phases of the doctoral program excluding the dissertation itself (ABD status). The student is required to submit the proposal to NSF or some other suitable funding agency or organization as a requirement for receiving a Hill Fellowship.

ACADEMIC INTEGRITY

All Penn State policies regarding ethics and honorable behavior apply to the Department of Anthropology as well. For any material or ideas obtained from other sources, including but not limited to books or online sources, a source reference must be given. You must not plagiarize; that is, you must not appropriate the writing of others and present it without attribution as your own. For more information on academic integrity, please visit <http://laus.la.psu.edu/current->

[students/academics/academic-integrity](#). All student material will be checked for plagiarism and collusion on www.turnitin.com.

Furthermore, all exam answers must be your own, and you must not provide any assistance to other students in exams. Students violating these simple policies will receive a failing course grade, and the issue will be pursued further under the University's regulations concerning academic integrity.

Penn State defines academic integrity as the pursuit of scholarly activity in an open, honest and responsible manner. All students should act with personal integrity; respect other students' dignity, rights, and property; and help create and maintain an environment in which all can succeed through the fruits of their efforts (Faculty Senate Policy 49-20). Dishonesty of any kind will not be tolerated in the program. *Dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.* Students who are found to be dishonest will receive academic sanctions and will be reported to the University's Office of Judicial Affairs for possible further disciplinary sanctions.

Penn State's Academic Integrity Policy 49-20 can be found online at <http://www.senate.psu.edu/policies/47-00.html#49-20>.

GRADING

Students should be familiar with the Graduate School policy on grading as outlined in *The Graduate Bulletin* at http://bulletins.psu.edu/bulletins/whitebook/academic_procedures.cfm?section=procedures6.

At the 400, 500, and 600 levels, grades of A, B, and C denote graduate credit, whereas D and F are failing grades for graduate students. A grade of F indicates doubt in the judgment of the instructor of the student's potential for further graduate study.

A minimum grade point average of 3.00 for work done at the University is required for continued funding, doctoral candidacy, admission to the comprehensive examination and final oral examination, and graduation.

When a student's grade-point average for any semester falls below 3.00, he or she should consult with his or her adviser immediately. A student whose grade-point average drops below 3.00 for each of two consecutive semesters is normally dropped from the program. The *Graduate Bulletin* states under Unsatisfactory Scholarship, "A graduate student who fails to maintain satisfactory scholarship or to make acceptable progress in a degree program will be dropped from the University. One or more failing grades or a cumulative grade-point average below 3.00 for any semester or session or combination of semesters and/or sessions may be considered as evidence of failure to maintain satisfactory scholarship. Action may be initiated by the department or committee in charge of the graduate major or by the chair of the student's doctoral committee."

DEFERRED GRADES

In accordance with Graduate School procedures, the following policies pertain to deferred grades.

If work is incomplete at the end of a semester because of extenuating circumstances, the instructor may report DF in place of a grade, which will appear temporarily on the student's record. It is not appropriate to use the DF either casually or routinely to extend a course beyond the end of the semester or to extend a course for a student who has failed so that the individual can do extra work to improve the grade. The DF must be removed (i.e., the course must be completed) within twenty-five weeks after the course end date, with two possible exceptions: (a) a completion deadline longer than twenty-five weeks may have been previously agreed upon by the instructor and student, with a memo on the agreement having been sent to the Office of Graduate Enrollment Services, 114 Kern Building, for inclusion in the student's file; or (b) as the twenty-five week deadline nears, it may become evident that an extension is warranted. The instructor then sends a request for an extension (to a specified date) to the dean in the Office of Graduate Enrollment Services, with a justifying statement.

No deferred or missing grade may remain on the record at those times when a student reaches an academic benchmark. Benchmarks include completion of a master's program and the doctoral candidacy, comprehensive, and final oral examinations. Graduate programs may add additional benchmarks.

There are only three circumstances under which a course grade, once assigned, can be changed: (1) If there was a calculation or recording error on the instructor's part in the original grade assignment (Senate Policy 48-30); (2) If it is a course for which an R grade has been approved and in which an initial R can be assigned and changed later to a quality grade; (3) If, as discussed above, a DF was assigned and the deadline for course completion has not yet passed.

GRADUATE STUDENT AUDITS

As mandated by the faculty, the GAC conducts an audit during the spring semester of each year that compares information from each student's file with the above model of adequate progress. The audit is designed to assure that the Standard of Progress is being followed and to address any deficiencies. A letter summarizing the yearly audit is sent to each student and copied to the adviser, and a copy is placed in each student's file. A student is responsible for checking this information for inaccuracies or omissions, for discussing the results with his or her adviser, and, if necessary, for bringing problems before the GAC.

The careers of particular students may depart significantly from the normal graduate trajectory for valid reasons (e.g., prior experience, field work opportunities). With adequate justification and documentation, these departures can be routinely accounted for in the audit with no prejudice against the student. However, a student who departs from the model of normal progress, without valid reasons, as certified by his or her adviser and the GAC, may be judged to be failing to make satisfactory progress. Funding in subsequent years is contingent upon satisfactory progress as outlined above.

NEW INTERNATIONAL TRAVEL POLICY

The University recently issued a new International Travel Requirements Policy, effective May 16, 2016, that applies to all University employees, students, and authorized volunteers travelling as part of any University-affiliated international travel regardless of the funding source. This includes individual and groups of students participating in for-credit academic study-abroad experiences.

The policy requires that all international travel (other than approved education abroad programs) commencing after July 1, 2016 be registered in the Office of Global Programs' Travel Safety Network (TSN) at least thirty days prior to travel. As part of the travel registration, students are required to attend an Emergency Preparedness Workshop conducted by the Office of Global Programs and obtain the international health and emergency coverage offered through HTH Worldwide prior to departure (see Penn State Travel Policy/Insurance). More information about this insurance and the requirement to provide proof of coverage is located in the TSN database. International travel reimbursement will not be approved without a receipt from the TSN confirming registration, completion of the Emergency Preparedness Workshop and HTH insurance coverage.

Unfamiliarity with international travel requirements will not be considered an acceptable reason for not registering in the TSN, not completing the Emergency Preparedness Workshop and for not having the required HTH travel insurance. University funds will not be approved for any costs associated with travel in such cases.

The July 1 effective date is for actual travel. If an international trip was booked before July 1, 2016 but takes place after that date, the traveler is required to register with TSN. Questions about the operation or use of the TSN system should be directed to the TSN staff within the Office of Global Programs. The TSN Staff may be reached via email at tsn@psu.edu or phone at 814-863-8788.

LEAVE OF ABSENCE

Circumstances may require the interruption of studies for a period of time, after which a student may wish to return to the program.

Pre-comprehensive exam: In the case of a student who has not yet passed the comprehensive examination, readmission is automatic if the interruption of studies is for two consecutive semesters or less (not including summer sessions), and if the student is in good academic standing (grade-point average of 3.00 or better). The student must file a Resume Study/Change of Graduate Degree or Major form in compliance with Graduate School rules. It is the student's responsibility to notify the GAC in writing about his or her intent to take a leave of absence. This notification should carry the signature of the student's adviser.

A student who is forced to extend the leave of absence beyond two consecutive semesters will be regarded as a "new student," and the readmission request will be considered along with all other applications submitted for admission at that time. The GAC can grant a waiver to the student guaranteeing readmission beyond this time limit, however, and any student wishing a waiver should consult with the GAC before beginning the leave.

Students who take leaves of any length are not guaranteed funding commitments made prior to their departure (e.g. those made upon their entry into the program). The head of the department must be notified by January 15 if a student returning from a leave wishes to be considered for funding. Notifying the head does not guarantee funding.

Post-comprehensive exam: A student who has passed the doctoral comprehensive examination is obligated by Graduate School rules to register continuously from the time the exam is passed until the doctoral degree is conferred. For further information, see the *Graduate Bulletin*.

Post-comprehensive Ph.D. students can maintain registration by registering for credits in the usual way, or by registering for noncredit ANTH 601 or 611, depending upon whether they are devoting all or part of their time to dissertation preparation. Students are permitted to register for ANTH 590 (Colloquium), ANTH 602 (Supervised Experience in College Teaching), and audits along with ANTH 601. Students who want to combine course work with thesis preparation must register for ANTH 600 or 611 (i.e., not for 601, which is full-time thesis preparation). The least expensive way for a student to work full time on research and dissertation preparation is to register for ANTH 601. This clearly is the procedure of choice for international students who need to maintain status as full-time students for visa purposes.

If a Ph.D. student will not be in residence for an extended period for compelling reasons, the director of Graduate Enrollment Services will consider a petition for a waiver of the continuous registration requirement. The petition must come from the doctoral committee chair and carry the endorsement of the department or program chair.

CHANGE OF SUBFIELD

A student who wishes to change a subfield within the department after being admitted (both before and after arrival) may be allowed to do so, but may have to stay in the same Standard of Progress schedule or petition the GAC for a waiver. Faculty in the new subfield will treat the request as a new application. The student's prior performance and his or her fit to the new subfield's areas of specialization will be evaluated by the appropriate faculty.

NON-DEGREE STATUS

While the preference is for students to enroll in the regular degree program, it is recognized that non-degree enrollment is sometimes necessary.

Departmental policy on non-degree status is as follows:

1. Non-degree students may enroll in departmental courses in conformity with Graduate School regulations.
2. Non-degree students may apply for regular status (for fall semester admission) at any time they so choose. However, it is recommended that several courses at the 400-level or above be completed with at least three professors in order to provide a basis of

judgment for admission. However, only fifteen of the credits may be counted toward the M.A. degree (see the *Graduate Bulletin*).

3. Admission of non-degree students to regular status requires the approval of both the faculty in the student's specialty and the GAC.
4. Applications from non-degree students will be judged at the same time and by the same criteria as applications from students having the same background at other institutions. These criteria include complete academic records, Graduate Record Exam scores, and faculty recommendations. In itself, classroom performance as a non-degree student is not sufficient to guarantee admission as a regular student.

Appendix A

Scholarship and Research Integrity (SARI) Program Plan Department of Anthropology College of the Liberal Arts

Part 1: Collaborative IRB Training Initiative (CITI) Online Responsible Conduct of Research (RCR) Training Program.

- A. How students will be made aware of the requirement: The following statement will be added to the Department of Anthropology Graduate Handbook.

“All entering graduate students are expected to complete online training in Scholarship and Research Integrity (SARI) by no later than October 1 of their first semester in residence. The Office for Research Protections (ORP) provides the link to this training via the SARI Resource Portal on the ORP web site (www.research.psu.edu/orp). All students will be expected to complete all remaining SARI requirements during the M.A. portion of the Ph.D. program (the first two years) and their third year of study (normally the year following completion of the candidacy exams).”

Students will also be made aware of the requirement during the mandatory briefing that precedes the fall semester of their first year of study.

- B. Expected date of completion: Graduate students will be required to complete the online RCR training program provided by the Collaborative Institutional Training Initiative (CITI) by October 1 of their first year of study. Students will be expected to complete other portions of the requirement during each of their first six semesters in the program and to have finished with them at the end of that period.
- C. Student participation will be monitored by means of our formal annual spring semester evaluation and on their transcripts.

Part 2: Five hours of discussion-based RCR education:

- A. Type of program(s) to be offered (e.g. workshop, seminar series, credit offering, ORP workshop, etc.) and frequency of offering: The required RCR education beyond the online component can be obtained from required coursework, but there are other options that students can explore. All students are required to take a current literature seminar (journal club) during each of at least the first six semesters of study (more if the candidacy exams are delayed past the fourth semester). Each current literature seminar is worth 1 credit and they generally meet once a week for one hour per meeting. A minimum of one class meeting will be dedicated to RCR education in each current literature seminar every semester, providing at least the University-required five hours in this setting. In addition, all students are required to take ANTH 509, the study design course, during the third year of study. A minimum of one class meeting (1 1/2 hours) will be dedicated to RCR education in this course, because ethical issues must be dealt with in research studies. Students can also receive up to two hours of discussion credit from other

RCR-related workshops or credit for participating in classes dedicated to relevant issues, if discussion was involved and they obtain faculty confirmation of their attendance in the class.

- B. RCR topics to be discussed: While general topics span all of anthropology, many of the most important ones are dealt with separately by our sub-disciplines. Biological Anthropology will be concerned primarily with proper materials ownership and transfer procedures, confidentiality of DNA data, confidentiality of computer records of all kinds, issues related to the ownership and permissions associated with proprietary materials, proper informed consent in obtaining and interpreting DNA and other materials such as urine, interviews, etc., proper treatment of animals in the lab and field. Archaeology is mainly concerned with ethical treatment of human remains, stewardship of the archaeological record, ethics in cultural resource management, and other issues covered by the seven ethical standards of the Society for American Archaeology. Demographic and behavioral anthropologists are concerned primarily with informed consent (particularly with non-literate subject individuals), and record confidentiality. An overview of the IRB approval process is also provided as a key component of ANTH 509.
- C. How discussion will be facilitated: All RCR education will take place in the context of seminar sessions in which students participate. Most faculties participate as instructors in courses in which such training can be delivered.
- D. How the needs of doctoral student in the Anthropology program will be met: See the detailed explanation following the topics question above. There are significant sub-disciplinary differences within anthropology. Biological anthropologists deal with physical issues, so the approach there will be similar to biomedical standards. Archaeologists deal with deceased individuals, federal and state statutes such as the Native American Graves Protection and Repatriation Act, and issues that are of concern to descendant communities. Demographers and cultural anthropologists deal with living individuals and their cultures, which in turn entail a very different set of ethical concerns. By dividing our approach between the current literature seminars we will make sure that all students receive training that is appropriate to their sub-disciplines.

Appendix B

THE DEPARTMENT OF ANTHROPOLOGY'S GRADUATE QUANTITATIVE REQUIREMENT Revised 3.31.10

There are several options for fulfilling the statistics requirement, and we try to tailor them to the student's needs. That means that all students must consult with Dr. Wood early in their graduate education to design a plan of action, as well as later if their research focus or statistical needs change. Be prepared to show him syllabi and (if possible) textbooks used in any past statistics courses you have taken, including at other institutions.

To meet the department's requirement you must *first* take or have taken an appropriate introductory-level applied statistics course (which you may already have taken as an undergraduate). *Second*, you must take at least one more-advanced course approved by Dr. Wood. Waivers of the requirement are possible for those who have already had sufficient coursework in statistics (at the appropriate level), but all such waivers must be approved by the Graduate Affairs Committee in consultation with Dr. Wood and the student's adviser. No one but the GAC can grant such a waiver.

There is a two-course sequence that, along with an introductory applied statistics course, will always and automatically fulfill the requirement:

Statistics 414 (Introduction to Probability Theory)

and

Statistics 415 (Introduction to Mathematical Statistics)

Both courses, however, require introductory-level calculus.

Archaeology graduate students and others with strong interests in geospatial data can, if they wish, automatically fulfill the statistics requirement by taking the following two-course sequence, in addition to an introductory applied statistics course:

Geography 463 (Geospatial Information Management)

and

Geography 464 (Analysis and GIS)

Note that Geography 463 requires the student to have had some prior experience with GIS. Anthropology 421 (Introduction to Geospatial Science in Anthropology and Archaeology) can provide that experience.

Examples of other courses that *may* meet the requirement, along with an introductory applied statistics course (and with Dr. Wood's approval), include but are not limited to:

Statistics 416 (Stochastic Modeling)

Statistics 460 (Intermediate Applied Statistics)

Statistics 462 (Applied Regression Analysis)

Statistics 463 (Applied Time-Series Analysis)

Statistics 501 (Regression Methods)

Statistics 502 (Analysis of Variance and Design of Experiments)

Statistics 504 (Analysis of Discrete Data)
Statistics 506 (Sampling Theory and Methods)
Statistics 515 (Stochastic Processes)
Statistics 525 (Survival Analysis)
Statistics 565 (Multivariate Analysis)
Statistics 597 (Spatial Models)
Statistics 598 (Bioinformatics I)
CSE/Statistics 597 (Bioinformatics II)
IBIOS 598 (Current Research in Statistical Genomics)
Sociology 575 (Statistical Models for Non-Experimental Research)
Sociology 576 (Applied Mathematical Demography)
Sociology 577 (Techniques of Event-History Modeling)
Sociology 578 (Multilevel Regression Models)
Sociology/Anthropology 579 (Spatial Demography)

It is the responsibility of the student to determine when any approved course is scheduled to ensure that it can be taken in a timely fashion.

Finally, the student's adviser or committee has the right to require additional statistics coursework related to the student's area of specialization if deemed necessary.

Appendix C

Schreyer Integrated Undergraduate/Graduate Program (IUG)

The Penn State Schreyer Honors College (SHC) offers an Integrated Undergraduate/Graduate Program (IUG) that is designed to enable exceptional undergraduate students enrolled in SHC to complete bachelor's and master's degrees simultaneously in five years. Details of this program, including instructions for applying through SHC, can be found online at www.shc.psu.edu/students/iug/program/.

Students may apply to this program in their fourth, fifth, or sixth semesters of study. Prior to applying, students are expected to have identified a faculty member in the Department of Anthropology who will serve as their graduate mentor and to have discussed their plans with their proposed mentor and with the Department Honors Adviser. To be considered for this IUG program, students must be in good standing in SHC with a minimum cumulative GPA of 3.40.

Application materials must be submitted and reviewed by the Department of Anthropology prior to submission of the completed application packet to SHC. To ensure a timely review of the application prior to the SHC deadlines, students should submit the following materials to the Department of Anthropology no later than the **first Friday** of their fourth, fifth, or sixth semester of study:

- Online Graduate School Application
- Two letters of reference submitted via the online Graduate Application
- Personal statement
- Transcript and Degree Audit
- Current resume or curriculum vita
- Honors Adviser nomination letter
- Research Mentor nomination letter
- Plan of Study (to be completed in consultation with Honors Advisor)
- Thesis Proposal Report (sixth semester students only)

GRE scores are not required. The above application materials will be reviewed by the entire faculty as part of the normal graduate admissions process.

The requirements for the completion of the IUG program include maintaining good standing with SHC, submitting semester reports to the Graduate School each semester, successfully completing all required coursework at both undergraduate and graduate levels, completing a thesis by the end of the fifth year of your undergraduate degree, and following both the Graduate School AND Schreyer Honors Thesis Office deadlines.

Appendix D

Integrated Undergraduate-Graduate (IUG) Program in Anthropology and Classics and Mediterranean Studies (CAMS)

Program Contacts

Kenneth Hirth, Anthropology (kgh2@psu.edu)

Mark Munn, CAMS (markmunn@psu.edu)

Description of the Program

The Integrated Undergraduate/Graduate program (IUG) in Anthropology and Classics and Ancient Mediterranean Studies (CAMS) offers the opportunity for academically strong students to complete a double major bachelor's degree and a master's degree in the course of five years of study. The IUG program will provide archaeology students with the option of identifying their professional interests early in their academic careers and working with faculty to tailor their academic programs to meet their professional and academic goals. It is especially applicable for students who desire professional positions in Cultural Resource Management (CRM) and Heritage Management (HM), or to compete for entry into top-tier doctoral programs in Archaeology, Classics, Ancient Near Eastern Studies, Ancient History, and Anthropology. The masters (M.A.) degree is the professional degree in CRM and HM, as well as an advanced degree that will train students interested in pursuing a career in research and university level teaching and provide them with the necessary credentials to compete for admission to highly competitive and top quality doctoral programs.

Because writing skills are crucial in *both* the professional and academic career tracks, the IUG program requires that students complete a formal written thesis. Field experience is also essential, and the program requires two field schools or field experiences, which will enable students to gain the necessary practical excavation, survey, and laboratory experience needed to conduct archaeological research anywhere in the world.

The Anthropology-CAMS IUG program is administered by co-directors, one each from Anthropology and CAMS, who are appointed by their respective departments. Co-directors are charged with overseeing and facilitating admissions, and supervising student program content. Students should check departmental websites for the names of program participants.

Program Requirements

The IUG program requires that students integrate undergraduate and graduate level coursework into a five-year program. This normally consists of completing 90 credits during years three, four, and five of the program. Students must complete a double major in Anthropology and CAMS as their undergraduate degrees. The Anthropology undergraduate major may be a B.A. in general Anthropology or a B.S. in Archaeological

Science. The CAMS undergraduate major must fulfill the requirements for the Ancient Mediterranean Archaeology option. The M.A. degree consists of 30 additional credits of 400-600 level Archaeology courses beyond the undergraduate programs (see M.A.-level Course Requirements below). The scheduling of these courses requires students to construct a Plan of Study as part of the admission process.

At the time of admission and throughout their time in the program, each student will have co-advisors: one from Anthropology and the other from CAMS. Depending on the student's interest, one of these faculty members will serve as the student's primary advisor. Students may petition the program co-directors for changes in advisors as faculty personnel or student interests evolve.

Admission to the Program

Student applicants must be enrolled as a double major, either a CAMS B.A. and Anthropology B.A., or a CAMS B.A. and Archaeological Science B.S. They should have a minimum overall GPA of 3.4 in their majors, and a minimum 3.2 GPA overall at the time of application. Students are admitted based on good progress in their double major, faculty recommendations, a coherent program trajectory, and a high GPA. Students applying to the IUG program must also apply to, and be accepted into, the Graduate School at Penn State.

Admission is selective based on criteria established by a joint faculty committee from the Departments of Anthropology and CAMS. Students shall be admitted to an IUG program no earlier than the beginning of the third semester of undergraduate study at Penn State (regardless of transfer or AP credits accumulated prior to enrollment) and no later than the end of the second week of the semester preceding the semester of expected conferral of the undergraduate degree, as specified in the proposed IUG plan of study.

Students admitted to the program will be advised by co-advisors, one from each department. The co-advisors approve the student's plan of study and supervise the completion of the written thesis. Each student will have a primary advisor who will work with the co-advisor to ensure successful completion of the degree. The primary advisor must be identified by the student at the time application to the program and must agree to serve in that capacity for the completion of the written thesis.

Plan of Study

Upon admission the student will prepare a detailed plan of study with their advisors, normally for the completion of 90 credits during years three, four, and five of the program. The plan periodically will be reviewed by the student and advisors, and revised as necessary. Each student admitted must complete two of three undergraduate majors: CAMS B.A. and ANTH B.A. or CAMS B.A. and ARCSCI B.S. While most will complete all the requirements for these degrees during the first four years, the IUGs are flexible enough to accommodate alternate-year course scheduling and the completion of some undergraduate coursework during the fifth year. At the same time, some graduate coursework will be completed during the fourth year of study, again depending upon course

scheduling. The programs are structured in such a way that credits can be “double-counted” for the undergraduate and graduate degrees depending on student interests. For the CAMS B.A., Anthropology B.A., and Anthropology M.A. degrees, nine credits of 400-500 level course work may be double counted, of which five credits must be at the 500-level. For the CAMS B.A., Archaeological Science B.S., and Anthropology M.A., twelve credits of 400-500 level course work may be double counted, of which six must be at the 500-level.

Tuition Charges and Financial Assistance

Undergraduate tuition rates apply as long as the student is an undergraduate, unless the student receives a graduate assistantship that would require payment of assistantship-rate graduate tuition. Students admitted to the program are eligible to receive partial financial assistance in their fifth year of study if resources are available from participating departments.

Sequence of Courses

Model side-by-side curricular tracks are included in Appendix A. These are hypothetical models and will vary upon when a student is admitted to the program and the structure of their prior coursework. These model programs assume that students will have had one fieldwork experience in archaeology upon admission to the IUG program although this will of course vary from student to student. Students in Anthropology and CAMS regularly get this experience in a variety of ways including participation in approved research projects and by enrolling in field schools regularly offered during the summers by Penn State as well as other universities. Students who want to fulfill this option in ways other than using regularly scheduled Penn State Field Schools need to get them approved before attending to ensure that they will count toward completing the fieldwork requirement. There are electives and options available in all tracks so that the programs can be structured for the specific interests of the students.

Graduate Course Requirements for the Master's Degree in Anthropology for the Anthropology-CAMS IUG

Requirements for the Master's Degree: 30 credits

Prescribed Courses: 30 credits

ANTH 493 (3). Minimum of three credits (assumes completion of a minimum of 3 credits previously as part of the BA or BS).

Two credits of ANTH 521 (1) Current Literature in Archaeology (2 credits)

Two seminars in ANTH 545 (3) Seminar in Anthropology as advised (6 credits).

ANTH 588 (3) Method and Theory in Archaeology (3 credits)

Select two of the following courses for a total of 6 credits:

ANTH 594 (1-15) Research Topics

ANTH 596 (1-9) Individual Studies

ANTH 599 (1-12) Foreign Studies

*CAMS 592 (3) Proseminar (3 credits)

*CAMS 593 (3-6) Research Seminar (3 credits)

*CAMS 596 (1-9) Individual Studies (3 credits)

ANTH 494 (1-12) or CAMS 494 (1-12) Research Project (taught jointly between

Anthropology and CAMS) (4 credits)

Thesis Research, ANTH 600 (thesis option) (6 credits)

Writing Requirement: completion and approval of the thesis to be filed with the Graduate School in the specified appropriate format.

Note: For the foreseeable future (as of spring 2014) CAMS 592 and CAMS 593 will not be offered on a regular basis. Students should discuss with their advisor using CAMS 596 to fulfil this requirement. CAMS 596 is appropriate for students working on Old World research topics for the Anthropology-CAMS IUG when they are taught by archaeologists in CAMS. The appropriateness of these courses needs to be assessed and approved by the student's dual advisers in Anthropology and CAMS.

Sub-appendix A: Model Course Sequences for the IUG

A Model Five-year IUG Course Plan for the B.A. in Anthropology, the B.A. in CAMS, and the M.A. in Anthropology

Academic Year	BA in Anthropology	BA in CAMS
First Year	ANTH 002 (3) ANTH 021 (3)	CAMS 005 (3) 3 credits in NE literature & language
Second Year	ANTH 045 (3) STAT 200 (4)	3 credits: Greek or Roman Lit 6 credits at 100 level & above in CAMS
Third Year	*6 credits in archaeology, (ANTH 420-439) 3 credits in cultural anthro, (ANTH 440-459)	ANTH 410 archaeological methods (4 credits) CAMS 440w (3)
Application and Admission to the IUG program in 3 rd year		
Third Year Summer		3 credits fieldwork (CAMS 493) *3 credits of fieldwork (CAMS 599)
Fourth Year	3 credits in biological anthro, (ANTH 400-419) ANTH 588 (3)	ANTH 594 or CAMS 593 (3 credits) , CAMS 400w
Fourth Year Summer	ANTH/CAMS 494 Research (2 credits)	ANTH or CAMS 494 Research (2 credits)
Fifth Year (10 hrs credit/semester)	ANTH 545 (3) ANTH 545 (3) ANTH 600 Thesis (3 credits)*** 2 semesters, (ANTH 521) (2 credits)	ANTH 596 or CAMS 596 (3 credits) ANTH 600 Thesis (3 credits)***
Graduation 5 th year		

***Students fulfilling the scholarly paper option will take 3 credits of alternate coursework in archaeology during this semester in lieu of ANTH 600

Courses in bold fulfill graduate-level requirements

Courses in bold italics fulfill both Undergraduate and Graduate Level requirements

ANTH 545 fulfills 3 of the *6 credits in archaeology required for the undergraduate degree in Anthropology (ANTH 420-439)

CAMS 596 may fulfill the *3 credits requirement of undergraduate

A Model Five-year IUG Course Plan for the B.S. in Archaeological Science, the B.A. in CAMS, and the M.A. in Anthropology*

Academic Year	BS in Archaeological Science	BA in CAMS
First Year	ANTH 002 (3) ANTH 011 (3) ANTH 021 (3) GEOSC 001 (3) BIO 110 (3) SOILS 101 (3)	CAMS 005 (3) 3 credits in NE literature & language
Second Year	ANTH 045 (3) Stat 200 (4) ANTH 421 (3) ANTH 431 (3) ANTH 146/152 (3) 3 credits (ANTH 320-339 or 440-439)	3 credits: Greek or Roman Lit 6 credits at 100 level & above in CAMS
Third Year	GeoSc 320 (3) ANTH 423 (3) ANTH 426w (3) ANTH 432 (3) 6 credits (ANTH 320-339 or 440-439)	<i>ANTH 410 archaeological methods</i> (4 credits) CAMS 440w (3)
Application and Admission to the IUG program in 3 rd year		
Third Year Summer **	3 credits fieldwork (ANTH 493)	<i>3 credits fieldwork (CAMS 493)</i> *3 credits of fieldwork (CAMS 599)**
Fourth Year	ANTH 428 (3) ANTH 433 (3) ANTH 456 (3) *3 credits of electives in archaeology ANTH 588 (3)	ANTH 594 or CAMS 593 (3 credits), CAMS 400w
Fourth Year Summer	ANTH/CAMS 494 Research (3 credits)	ANTH or CAMS 494 Research (1 credits)
Fifth Year (10 hrs credit/semester)	ANTH 545 (3) ANTH 545 (3) ANTH 600 Thesis (3 credits)*** 2 semesters, (ANTH 521) (2 credits)	ANTH 596 or CAMS 596 (3 credits) ANTH 600 Thesis (3 credits)***
Graduation 5 th year		

*Combining a double major of Archaeological Science and CAMS requires a student to take between 15-16 credits per semester over their first four years to fulfill both general education and major requirements

** These courses are often cross-listed with CAMS so the field research requirement can be fulfilled under different numbers depending on student interests.

***Students fulfilling the paper option will take three credits of alternate coursework in archaeology during this semester in lieu of ANTH 600

Courses in italics fulfill undergraduate credits in both CAMS and Archaeological Science. Includes cross-listed courses.

Courses in bold fulfill graduate-level requirements

Courses in bold italics fulfill both undergraduate and graduate requirements

ANTH 545 fulfills the *3 credits of electives in archaeology required for the undergraduate BS degree in Archaeological Science

CAMS 596 may fulfill the *3 credits requirement of undergraduate fieldwork

This Publication is available in alternative media on request.

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, genetic information, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status and retaliation due to the reporting of discrimination or harassment. Discrimination, harassment, or retaliation against faculty, staff, or students will not be tolerated at The Pennsylvania State University. Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Director, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802-5901; Tel 814-865-4700/V, 814-863-0471/TTY.

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