

Department of Anthropology Assessment Plan 2016

The Department of Anthropology at the University of Arkansas is part of the J. William Fulbright College of Arts and Sciences. We are dedicated to providing a quality graduate and undergraduate education in anthropology, and the department offers many approaches to the various subfields and topics within anthropology. The program draws upon the strengths of department-based faculty members and PhD archeologists with the Arkansas Archeological Survey who have graduate faculty status with the University of Arkansas. Faculty are focused in one of three areas of specialization (Archeology, Biological/physical, and Cultural anthropology)

Learning Outcomes -- (Research/Teaching/Service)

- Students will articulate research problems, potentials, and limits with respect to theory, knowledge, and practice within the field of Anthropology.
- Students will demonstrate skills in oral and written communication sufficient to publish and present work and to prepare grant proposals.
- Students will have a research experience that results in professional publication(s), thereby contributing to the expansion of knowledge.
- Students will demonstrate a mastery of skills and knowledge at a level required for college and university undergraduate teaching and assessment of student learning.
- Students will interact productively with people from diverse backgrounds as both leaders/mentors and team members with integrity and professionalism.
- Students will foster ethical and professional conduct.
- Students will demonstrate, through service, the value of their discipline to the academy and community at large.
- Students will have professional and specialized training so that they can move into careers in academic or non-academic tracks.

Achievement of Learning Outcomes

Ph.D

- Doctoral students engage in dissertation research projects, fieldwork, and laboratory work under the supervision of a dissertation advisor.
- Students apply for extramural funding and write at a publishable level.
- Students are required to engage in teaching activities within the department before completing the program.

M.A.

- Students must demonstrate knowledge of the interrelationship of subfields by taking and passing a course in each of the subfields (Archeology, Biological, and Cultural Anthropology).
- Students are required to focus on one subfield and demonstrate advanced knowledge of that subfield by successful completion of an oral examination.

Method of Assessment

Ph.D.

- Students will successfully complete a written qualifying examination. Questions and writing prompts pertaining to the students' subfield will be written and evaluated by the primary advisor in consultation with the students' advisory committee.
- Students will successfully complete a thesis proposal to present and defend in an oral examination. Content and presentation will be evaluated by their primary advisor and the students' advisory committee.
- Students will successfully write and defend their research in a dissertation. Presentation, content, and quality will be evaluated by their primary advisor and the students' advisory committee.
- Students involved in laboratory research will provide the required laboratory notes/documentation to their supervising faculty member. The supervising faculty member will rate the student's ability to communicate clearly in the laboratory environment.
- Faculty thesis advisors will monitor student research and will work with students on IRB applications and compliance.
- Students will successfully complete Teaching Assistant (TA) training under the supervision of the instructor of record.
- Students will complete a resume-update form annually to be submitted to the DGS at the end of the academic year. (see attached form)
- Students present research results at professional conferences or other professional venues.

M.A.

- MA students will complete one of three options available (Thesis, 36 Hour, Internship – see attached handbook) to successfully attain a Master's degree.
- M.A. students involved in laboratory research will provide the required laboratory notes/documentation to their supervising faculty member. The supervising faculty member will rate the student's ability to communicate clearly in the laboratory environment.
- Faculty thesis advisors will monitor students' research and will work with students on IRB application and compliance.

- Students will successfully complete Teaching Assistant (TA) training under the supervision of the instructor of record.
- Students disseminate research results at professional conferences or other professional venues.

The Director of Graduate Studies

- Career tracking information will be collected by the DGS annually.
- Graduation rates will be collected by the DGS annually.
- The DGS will conduct exit interviews to assess the weaknesses and strengths in the program.

Time Table for Assessment

The data collected through student resume updates and exist interviews will be used to produce an annual report to be shared and discussed with the faculty to assess the Departments strengths and weaknesses and recommend changes as appropriate.

Graduate Student Resume Update
Department of Anthropology
Academic Year _____

Date Submitted _____

Name _____

Program _____

Subfield _____

Classes taken this year:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Progress:

Ph.D. Qualifying Exam – (if you have completed and passed your qualifying exam please indicate the date and names of your advisor and committee).

Date: _____

MA (Thesis, 36 Hour, Internship Option -- please indicate which option, the date you passed your oral exam, and names of your advisor and committee members).

Option: _____

Date: _____

Accomplishments (papers presented, publications, grants, etc.):

Graduation (if you are graduating please enter the date below):

Date: _____

Employment (position accepted after graduation):

Exit Interview (you are required to meet with the DGS prior to leaving the program

Date: _____



UNIVERSITY OF
ARKANSAS®

Department of Anthropology Graduate Handbook

Academic Year 2016-2017

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ABOUT THIS HANDBOOK

This handbook describes admission and degree requirements for MA and PhD degrees in the Department of Anthropology at the University of Arkansas. Students are expected to be familiar with its content as it applies to their departmental studies.

This handbook is a supplement to The Graduate School Handbook that lists all courses approved for graduate credit, as well as requirements for all campus graduate programs. The Graduate School Handbook may be accessed online at: <http://catalog.uark.edu/graduatecatalog/>

Additional information about student life, responsibilities, and University of Arkansas policies governing student conduct can be obtained by reading the Code of Student Life online at <http://handbook.uark.edu/codeofstudentlife.php>

Information related to the University of Arkansas Graduate School can be obtained from this website: www.uark.edu/depts/gradinfo/

For more information on the University of Arkansas Anthropology Department, see our website at: www.anthropology.uark.edu

ANTHROPOLOGY AT THE UNIVERSITY OF ARKANSAS

The Department of Anthropology at the University of Arkansas is part of the J. William Fulbright College of Arts and Sciences. We are dedicated to providing a quality graduate and undergraduate education in anthropology, and the department offers many approaches to the various subfields and topics within anthropology. The program draws upon the strengths of department-based faculty members and PhD archeologists with the Arkansas Archeological Survey who have graduate faculty status with the University of Arkansas.

Faculty are focused in one of three areas of specialization:

- Archeology
 - The archaeology faculty is particularly strong in the US Southeast, Great Plains, and the Middle East. Their research interests range from ethnohistory to lithic analysis, Quaternary environments, ground-based geophysical and satellite remote sensing, applications of geographical information systems technology, quantitative techniques, mortuary studies, historical archaeology, and ecology. A major emphasis, in collaboration with the Arkansas Archeological Survey, is public archaeology.
- Biological/physical anthropology
 - The biological anthropology faculty studies the present and past nature and evolution of humans and other primates. Faculty research foci include the evolution of diet and social behavior, biomechanics and functional morphology, comparative anatomy and morphometrics, ethnomedicine and biodiversity, and bioarchaeology and dental anthropology.
- Cultural anthropology
 - The cultural anthropology program focuses on such issues as gender, class, religion, and public culture as shaped by history and migration. Faculty area specialties include North America, Latin America, the Middle East, and Africa. Training is offered in popular memory, material culture, religion, performance studies, medical anthropology, and popular culture.

Department Administration

Chair: Peter S. Ungar, PhD

Associate Chair: Justin M. Nolan, PhD

Director of Graduate Studies: JoAnn D'Alisera, PhD

Tenure/Tenure Stream Faculty

JoAnn D'Alisera, PhD (Illinois 1997); Associate Professor, Cultural anthropology

Lucas K. Delezene, PhD (Arizona St 2011); Assistant Professor, Biological Anthropology

Kirstin Erickson, PhD (Wisconsin 2000); Associate Professor, Cultural anthropology

Marvin Kay, PhD (Colorado 1975); Professor, Archeology

Kenneth L. Kvamme, PhD (California-Santa Barbara 1983); Professor, Archeology

Fred Limp, PhD (Indiana 1983); University Professor, Archaeology

Jonathan S. Marion, PhD (California- San Diego 2006); Assistant Professor, Cultural anthropology

Venkatesan Natarajan (New York University 2014); Assistant Professor, Cultural Anthropology

Justin M. Nolan, PhD (Missouri 2000); Associate Professor, Biological, ecological, and medical anthropology

Michael Plavcan, PhD (Duke 1990); Professor, Biological anthropology

Jerome C. Rose, PhD (Massachusetts 1973); Professor, Biological anthropology

George Sabo III, PhD (Michigan St 1980); Professor & Survey Director, Archeology and ethnohistory

Wesley Stoner, PhD (Kentucky 2011); Assistant Professor, Archaeology
Ted R. Swedenburg, PhD (Texas 1988); Professor, Cultural anthropology
Claire E. Terhune, PhD (Arizona St 2010); Assistant Professor, Biological anthropology
Peter S. Ungar, PhD (SUNY-Stony Brook 1992); Distinguished Professor, Biological anthropology

Research Faculty

Ann Early, PhD (Massachusetts 1973); Associate Professor and State Archaeologist
Jodi Barnes, PhD (American U 2008); Assistant Archaeologist, University of Arkansas, Monticello
Jamie Brandon, PhD (Texas- Austin 2004); Associate Research Professor; University of Arkansas, Fayetteville
Elizabeth Horton, PhD (Washington U 2011); Assistant Archaeologist, Toltec Mounds Archaeological State Park
John H. House, PhD (S Illinois 1991); Archaeologist, University of Arkansas, Pine Bluff
Jamie Lockhart (PhD Arkansas 2007); Archaeologist, Arkansas Archaeological Survey Coordinating Office
Jeffrey M. Mitchem, PhD (Florida 1989); Associate Archaeologist, Parkin Archaeological State Park
Juliet E. Morrow, PhD (Washington U 1996); Archaeologist, Arkansas State University, Jonesboro
Leslie C. Stewart-Abernathy, PhD (Brown 1981); Archaeologist, Winthrop Rockefeller Institute, Petit Jean
Mary Beth Trubitt, PhD (Northwestern 1996); Archaeologist, Henderson State University, Arkadelphia

Related Programs

The Arkansas Archeological Survey operates 11 state-wide stations for archeological research, public education, and community service, both on- and off-campus. <http://www.uark.edu/campus-resources/archinfo/>

In collaboration with the Center for Advanced Spatial Technologies (CAST), students have access to extensive computational facilities and informatics resources. <http://www.cast.uark.edu/>

The King Fahd Center for Middle East Studies provides a limited number of graduate assistantships to students who have research interests in the Middle East. <http://mest.uark.edu/>

An endowed lecture series, The Robert L. Stigler, Jr. Lectureship in Archeology, brings distinguished scholars to campus every year. <http://anthropology.uark.edu/6986.php>

GRADUATE TRAINING IN ANTHROPOLOGY

The Department of Anthropology at the University of Arkansas offers Master of Arts (MA) and Doctor of Philosophy (PhD) degrees in Anthropology. Approximately 60 students are currently enrolled in these degree programs, and each year the department admits approximately 10-15 new students. Students entering the PhD program are expected to have already earned a master's degree in anthropology (or other related field). Students may receive both their MA and PhD from the University of Arkansas; however, readmission to the PhD program is required following completion of the MA degree requirements.

Additionally, the department participates in the interdisciplinary PhD program in Environmental Dynamics (ENDY). Students may pursue a PhD in either anthropology or environmental dynamics. Students wishing to inquire about the Environmental Dynamics program should visit their website at <http://endy.uark.edu/>.

Goals of the Graduate Program

Graduate training in anthropology at the University of Arkansas is designed to provide a high quality,

comprehensive graduate education that will prepare successful students for a range of career options, including academia, applied anthropology, and beyond. Students are expected to focus their studies in a particular subfield of anthropology, but are encouraged to take courses in other complimentary areas of study both inside and outside of the department. Professional development and research ethics training is also a critical component of any graduate program. Students are required to adhere to the University of Arkansas policies regarding Academic Integrity (<http://grad.uark.edu/dean/governance/academichonesty.php>), and are encouraged to further their professional and academic development through participation in departmental activities, attendance at colloquia, and attendance at regional and/or national conferences.

APPLYING TO THE GRADUATE PROGRAM

Program Requirements

Admission decisions are based on grade point average, letters of recommendation, Graduate Record Examination (GRE) scores, writing samples, and the department's ability to accommodate an applicant's interests. No student will be accepted if s/he does not have a faculty sponsor who is willing to provide initial program guidance.

All students interested in applying to either the MA or PhD programs in the Department of Anthropology must first be admitted to the Graduate School. Requirements for admission to the Graduate School are outlined on the Graduate School website (<http://grad.uark.edu/>).

Additionally, students applying to the Department of Anthropology must meet the following requirements:

- 1) Satisfactory undergraduate preparation in anthropology (or other related field as determined by the graduate admissions committee)
- 2) Satisfactory GRE scores

Students who do not meet these requirements may be admitted conditionally. Students with course deficiencies may be required to enroll in undergraduate courses to make up these deficiencies. Decisions regarding deficiencies will be made by the Director of Graduate Studies in consultation with the faculty advisor.

Application Process

Separate applications are required for the Department of Anthropology and the University of Arkansas Graduate School. For guidelines on how to apply to the Graduate School, please visit the Graduate School website at <http://grad.uark.edu/>.

To apply to the Department of Anthropology, the following items are required:

- 1) A completed departmental application form (available at anthropology.uark.edu).
 - a. Please note that you will be asked to list up to three anthropology faculty with which you are interested in working. These faculty members should be either tenure or tenure stream faculty (i.e., assistant professors, associate professors, or full professors), or research faculty affiliated with the Arkansas Archaeological Survey. Please see the list of faculty provided above.
- 2) A statement of purpose (no longer than two pages in length) describing your interest in your chosen field and your research goals in the program.
- 3) A single writing sample demonstrating your ability to produce original, analytical work.
- 4) Three letters of reference from persons competent to judge your potential for graduate studies.
- 5) Official copies of transcripts from every college attended.
- 6) An official report of your GRE score(s).

Application materials should be addressed to the Director of Graduate Studies and submitted via email to anthgrad@uark.edu. All documents should be provided in Adobe pdf or Microsoft Word format. Letters of reference, official transcripts, and official GRE score reports should all be provided under separate cover and may be delivered either electronically or in hard-copy.

The deadline for receipt of applications to both the Graduate School and the Department of Anthropology is **DECEMBER 1**.

Students are strongly encouraged to contact faculty with which they are interested in working **prior** to submitting their application to the program.

Questions regarding the application process may be directed to the Director of Graduate Studies at anthgrad@uark.edu.

Financial Assistance

All admitted students will be automatically considered for funding in the Department of Anthropology and Graduate School. Awards are competitive, based on faculty evaluation of the academic abilities and professional promise of applicants and the teaching needs of the department. Departmental graduate assistantships carry a stipend and tuition waiver. Duties will vary depending upon the position but may include preparing and teaching courses, assisting faculty by developing classroom activities, grading, and holding review sessions. Students may be awarded funding for up to two years for MA students and up to four years for PhD student, although renewal from year to year is contingent upon department needs and the academic standing of the student.

Other sources of financial support for anthropology graduate students may include:

- Arkansas Archeological Survey
- King Fahd Center for Middle East and Islamic Studies
- Center for Advanced Spatial Technologies (CAST)
- Other departments (e.g., Biological Sciences, Chemistry, etc.)
- Graduate School Doctoral Dissertation and Doctoral Academy Fellowships

Students selected to receive financial assistance will be notified of their status by the Director of Graduate Studies following their acceptance to the program. Limited funds for travel to regional or national conferences and/or for graduate research are also available through the Graduate School. For more information about possible funding sources through the Graduate School please visit <http://grad.uark.edu/future/funding/index.php>.

Students interested in other forms of financial assistance should contact the Office of Financial Aid, 114 Silas Hunt (479) 575-3806 or online at <http://www.uark.edu/admin/fininfo>.

ACADEMIC DEGREE REQUIREMENTS

Graduate Advisory Committee

Upon admission to the MA or PhD programs, students are assigned to an advisor. In consultation with this advisor, students must then form an advisory committee during their first semester in the program. The Graduate School requires you to file a form notifying them of your committee membership. These forms can be obtained from the

department office. Faculty members selected for these committees must be either tenure or tenure stream faculty (i.e., assistant professors, associate professors, or full professors), or research faculty affiliated with the Arkansas Archaeological Survey. Please see the list of faculty provided above. In special cases, you may wish to add an additional person to your committee (e.g., an adjunct faculty member or faculty member from another department). Adjunct faculty are added to committees on a case-by-case basis and must be approved for graduate status before they can serve. Allow ample time for forms to be processed. Typical MA advisory committees consist of three faculty members, while PhD advisory committees may include between three to five members. It is the responsibility of the advisor and advisory committee to meet periodically with students to make sure that they are making satisfactory progress toward the degree.

Master of Arts Program

The Master of Arts program is designed to provide advanced training in archeology, biological anthropology, and cultural anthropology. Students are expected to complete their MA in four semesters (two years).

MA Thesis Committee

In consultation with their advisor, students enrolled in the MA program must form a MA Thesis Committee by the end of their first year of coursework. This committee may or may not be the same as the Graduate Advisory Committee.

Responsibilities of this committee may include:

- Reading outlines and drafts of internship reports, thesis manuscripts, and offering constructive feedback
- Conducting oral and written examinations as appropriate
- Advising about career options and opportunities

General Requirements of the MA

All students enrolled in the Anthropology MA program must complete the following as part of their coursework:

1. The 5000-level Method & Theory course in their area of specialization (ANTH 5103 for cultural, ANTH 5203 for archaeology, and ANTH 5303 for biological) These courses are designed to review the history of anthropological subfields; recent theories and practical implications and applications of various methods of acquiring, analyzing and interpreting anthropological data.. Your advisory committee may identify additional method and theory courses for you to take.
2. At least one “core course” in each of the other two subfields of anthropology. A list of courses that will fulfill these requirements will be provided each semester. Although course offerings will vary, a core course will typically include material that is considered foundational for that subfield.

Additional information regarding the courses listed above, as well as other courses provided in the department, can be found in the Graduate Catalog of Studies (<http://catalog.uark.edu/graduatecatalog/programsofstudy/>).

MA Degree Options

In consultation with their advisor, students should choose one of the three options listed below to satisfy the requirements for a Master of Arts degree in Anthropology beyond the core coursework requirements listed above.

MA Option 1: Thesis

- A total of 30 semester hours (24 hours of coursework and 6 hours of thesis), including the required courses listed above
- A thesis plan that will be submitted to your thesis committee by the time you have completed 18 hours of graduate courses.
- An MA thesis or equivalent scholarly work. After completing the necessary research, you will write the thesis in the format as described in the *Manual for Graduate Theses and Dissertations* (http://grad.uark.edu/dean/commencement/GTandDD_Guide.pdf), and submit it to your major advisor for approval. You must distribute your thesis to the rest of your thesis committee at least four weeks before the final oral examination.
- An oral thesis defense conducted by your thesis committee. Students should consult the Graduate School deadlines for thesis defense and graduation. After passing this examination and negotiating any necessary final requirements or revisions with your committee, you should prepare the final manuscript and obtain approval signatures from your advisor and thesis committee. Consult the Director of Graduate Studies and the Graduate School for proper guidelines for submitting final degree paperwork.

MA Option 2: Internship

- A total of 36 semester hours (30 coursework and 6 hours of internship), including the required courses listed above.
- A successfully completed internship (i.e., CAST, Arkansas Archeological Survey or other organization approved by the department)
- An oral examination conducted by your advisory committee

MA Option 3: Non-Thesis

- A total of 36 semester hours of coursework, including the required courses listed above.
- An oral examination conducted by your committee

If you choose options 2 or 3, we urge you to develop a portfolio to structure your oral examination. Your portfolio should include these items:

- Summary of graduate education, including courses taken
- Career objectives
- Bibliography (articles and books read during graduate program)
- Samples of original research papers and reports

No more than six hours of courses taken outside the Department of Anthropology may be used toward course requirements.

Doctor of Philosophy Program

The PhD program is designed to help students develop the skills necessary for independent and original research. Under the supervision of a faculty advisor and committee of their choosing, students will develop a course of study to successfully complete their PhD. Students are encouraged to complete all requirements for the PhD in five to eight years.

PhD Dissertation Committee

In consultation with their advisor, students enrolled in the PhD program must form a PhD Dissertation Committee. This committee may or may not be the same as the Graduate Advisory Committee.

Responsibilities of this committee may include:

- Reading outlines and drafts of internship reports, dissertation manuscripts, and offering constructive feedback
- Conducting oral and written examinations as appropriate
- Advising about career options and opportunities

PhD Degree Requirements

Requirements for the PhD in Anthropology include:

- 24 graduate hours of coursework beyond the MA degree
- 18 graduate hours of dissertation research credit (ANTH 700V)
- Demonstrated competence in a language other than English
- Advancement to candidacy via completion of written and oral examinations
- Successful defense of the dissertation proposal
- Completion and successful defense of a doctoral dissertation

Coursework

1. All students enrolled in the Anthropology PhD program must complete a total of 24 hours of graduate coursework beyond the MA degree including the following courses:
2. The 5000-level Method & Theory course in their area of specialization (ANTH 5103 for cultural, ANTH 5203 for archaeology, and ANTH 5303 for biological) These courses are designed to review the history of anthropological subfields; recent theories and practical implications and applications of various methods of acquiring, analyzing and interpreting anthropological data.. Your advisory committee may identify additional method and theory courses for you to take.
3. At least one “core course” in each of the other two subfields of anthropology. A list of courses that will fulfill these requirements will be provided each semester. Although course offerings will vary, a core course will typically include material that is considered foundational for that subfield.
4. At least one doctoral-level (6000-level) Proseminar course in your subfield.

Additional information regarding the courses listed above, as well as other courses provided in the department, can be found in the Graduate Catalog of Studies (<http://catalog.uark.edu/graduatecatalog/programsofstudy/>).

Students must also complete 18 hours of dissertation research credit beyond the above listed requirements. These credits may only be completed after the dissertation proposal has been successfully defended.

If you begin your doctoral study at the University of Arkansas with an MA from another university, you must take the required courses as listed above. However, a doctoral-level student that enters the program with an MA in anthropology may request a waiver for core courses outside of their subfield. They may not request a waiver for the 5000-level Method and Theory course or the Proseminar in their subfield. Students interested in requesting a waiver should contact the Director of Graduate Studies.

Students that completed their MA degree at the University of Arkansas are only required to take the Proseminar course in their subfield. They do not need to re-take the core course in their subfield or the Method & Theory courses listed above for their PhD.

Foreign Language Requirement

PhD students are required to demonstrate competence in a language other than English by passing a written or oral examination as appropriate. Check with your advisor to learn more about how to complete the language requirement.

Candidacy Examination

A student must complete Graduate School residence requirements, the foreign language requirement, and departmental course requirements before the student is eligible for advancement to candidacy. Students will notify their committees of their intention to take the examination, and their committee will construct the examination questions. The exam will be taken on campus over a period of three consecutive days.

Your committee will construct your written examination questions generally according to these guidelines:

- Section 1 will cover theory and method in your subfield of anthropology
- Section 2 will pertain to the subject area that you plan to pursue for your dissertation research
- Section 3 will examine research methods and analytical techniques that you will need to know to successfully conduct your dissertation project

The student's committee, in consultation with other faculty as needed, will evaluate the written answers. The student's committee chair will meet with the student and provide relevant feedback, including any weaknesses in the written examination that might need to be addressed in the oral examination.

The committee chair will then schedule an oral exam with the student's committee. After the oral exam, the committee will meet and make one of the following recommendations:

1. The student has demonstrated the knowledge, skills, and abilities to proceed with his/her dissertation. The student is then advanced to candidacy.
2. Remedial work is necessary. Remedial work may include taking portions of the qualifying exam again, writing another paper, taking an additional course or independent study, or other options as appropriate. Upon successful completion of this remedial work, the student will be advanced to candidacy.
3. The student is not advanced to candidacy.

The committee recommendations will be communicated in writing to the student, Director of Graduate Studies, and the Department Chair. The Graduate School will be notified in writing when students have passed their candidacy examinations.

Dissertation Proposal Defense

Following advancement to candidacy the student is expected to prepare a PhD proposal that will outline the research to be conducted for the dissertation. To demonstrate competence and preparedness for the dissertation, the dissertation committee will conduct an oral proposal defense. This proposal defense must be taken no later than the end of the fall or spring semester after completing the written qualifying examinations.

Dissertation and Dissertation Defense

Following the dissertation proposal defense, the student will undertake their proposed research and prepare an original dissertation on a topic within their subfield of specialization. The completed dissertation should be submitted to the dissertation chair and dissertation committee within time limits specified by the Graduate School.

It is the responsibility of the dissertation committee to evaluate the quality of the research and ensure that it meets departmental, university, and professional standards. It is the primary responsibility of the advisor to oversee and follow the progress of the research. Once research is completed and the dissertation is written in the proper format, the student should submit their dissertation to the dissertation advisor for comments and suggestions. After making appropriate modifications and upon approval of the advisor, the dissertation should be distributed to the remaining members of the dissertation committee. The dissertation defense should only be scheduled in consultation with the dissertation advisor, and the committee as necessary. The Graduate School should be notified of the defense at this time.

With prior consent from your dissertation committee, you will prepare a memorandum announcing the time and location of your final examination and submit this memorandum to the department office and Director of Graduate Studies. This memorandum should include a short (less than 250 word) abstract of your dissertation, and a list of your committee members and dissertation chair. This announcement must be distributed no later than ten days before the final examination.

The final examination will be oral and primarily a defense of your dissertation, but it may also include other aspects of your graduate study. After passing the defense and negotiating any necessary final requirements or revisions with your committee, you should prepare the final dissertation and obtain approval signatures from your advisor and dissertation committee. Consult the Director of Graduate Studies and the Graduate School for proper guidelines for submitting final degree paperwork.

If the examination is failed, you must petition the faculty for re-examination; otherwise, you will be dismissed from the program.

Teaching Requirement

Although the PhD is primarily a research degree, communication skills are critical to professional development. Therefore, students will be required to engage in teaching activities within the department before completing the program.

ANNUAL GRADUATE STUDENT REVIEW

Each MA and PhD student will be reviewed annually based on (1) course completion, (2) GPA, and (3) progress in completing additional requirements (i.e., exams, theses, dissertations, etc.). If possible, the review will be conducted face-to-face with your advisor. If this is not possible, your advisor will conduct the review by email or phone. Students will need to complete an annual review to register for classes the following semester.

GRADUATE SCHOOL FORMS AND POLICIES

Check the Graduate School web site for downloadable forms and policies. Be alert to policies that will affect your ability to get insurance, summer access to the library, and fulfill residence requirements.