

# **Horizons Student Handbook**

**Department of Anthropology  
Wayne State University  
2023**

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## Introduction

Welcome to the Department of Anthropology at Wayne State University! During your degree program here you'll be meeting a lot of new people and, hopefully, discovering exciting new ways of looking at the world and developing a career in anthropology. We hope this guide will help to make your task easier. We cannot guarantee that you'll find all the answers here, but it is certainly a good place to start!

Today, human populations are linked together in a web of technological, social and economic changes as powerful and compelling as any period in human history. Anthropologists study a rich panoply of communication and information systems; economic arrangements and disparities; complex medical technologies; challenging food, resource and population problems; and a vast array of ethnic and political struggles both at home and abroad. While these phenomena present fertile ground for scientific inquiry, we, as anthropologists, find ourselves under increasing pressure to make our theories and insights both more accessible to the public and of greater application to public issues.

Anthropologists, as *social scientists*, *life scientists*, and *humanists*, bring unique perspectives to these challenges. Our discipline, while complex, focuses on the very heart of most human dilemmas -- the cultural relations within and among communities and organizations both now and in the past. A greater understanding of human cultures and the dissemination of that cultural knowledge and its practical application in the contemporary world are the real challenges for anthropologists today.

A thorough grounding in anthropological theory and method with a strong orientation to anthropology's practical applications are the basic building blocks for the courses, research programs and other initiatives in Anthropology at Wayne State University. This emerging orientation to both theory and practice should be a welcome sign for graduate students who hope to find training that can prepare them for the type of anthropology that will become commonplace in the 21<sup>st</sup> century and the kind of employment opportunities that will be available in the coming decade. Once, most jobs in anthropology were academic and required, at a minimum, a Ph.D. Students were trained to be university professors and jobs beyond that narrow orientation were few and far between. Today's employment picture is just the opposite. Most jobs in anthropology (and today there are a lot more of them) are outside academia, with new applications for anthropological knowledge in business, government, medicine, museums, cultural organizations, non-profits and elsewhere.

Anthropology at Wayne State is now well established within this broadening field of applications that is transforming the discipline. We are one of the foremost interdisciplinary research departments within the College of Liberal Arts and Sciences as evidenced by the level of external funding regularly secured by Anthropology faculty and by the range of research projects, publications, international study programs and other activities carried out by our students and faculty.

*Horizons* is a kind of "operator's manual" for navigating a graduate program in anthropology at Wayne. Central to your advancement through this program and the degree process are the student-advisor or student-committee relationships. Avail yourself of the assistance provided by your faculty advisor, the Graduate Director, and the Anthropology administrative staff. Most problems can be avoided by finding out what an acceptable course of action is before making your plans final. Try to allow for enough time to consider alternative options. It outlines specific procedures for MAs and PhDs, and an assortment of Departmental policies and procedures that govern your ability to move toward graduation in a timely manner. The best advice we can give you at this point is to plan ahead and be proactive. Take the time now to familiarize yourself with all the issues governing the degree process at the beginning of your studies and avoid time-consuming problems later on. We, as a department, wish you the best of luck in the coming endeavor and look forward to working and learning with you during your time at Wayne State.

## Computer Access

The Anthropology Department maintains computer labs for Anthropology student use. The department has a lab in 1143 Old Main that is available to all anthropology students, and a second lab in 3008 FAB that is only for graduate students. In addition, the University provides students with computer access at various Educational Support Labs located in the libraries on campus.

The University provides free e-mail to all students. Your Access ID (two letters followed by four numbers) @wayne.edu is your default email address. Students should keep this account active, since the Anthropology Department and other departments (e.g., financial aid) send students important notifications by e-mail. All email communication will be through your university email. If you prefer to use a personal email address, make sure to forward your Wayne mail.

## Valuable Websites

Students can log in to the **Academica** system with their Wayne State AccessID to register for classes, view their class list, get their transcript, and other functions: <https://academica.aws.wayne.edu/>. Academica is the main website for interacting with Wayne State systems and data management. On the **CANVAS** system, you can view information about your specific classes, download posted documents, and communicate with other students in the class: <https://canvas.wayne.edu/>

Anthropology Department Home Page: <http://www.clas.wayne.edu/anthropology/>

University Graduate School Website: <https://gradschool.wayne.edu/>

Schedule of Classes: <https://wayne.edu/registrar>

Graduate Bulletin: <https://bulletins.wayne.edu/graduate/>

American Anthropological Association: <https://www.americananthro.org/>

College of Liberal Arts and Sciences: <http://www.clas.wayne.edu>

## University Resources

The **OneCard** system allows students access to the library, parking structures and copy machines. All students should obtain a OneCard. The OneCard Office is located in the Welcome Center.

The University **Library** system has access to a wide range of books, journals, and other resources both in print and electronically (<http://library.wayne.edu/>). The anthropology department's library liaison is Monique Oldfield ([ag3808@wayne.edu](mailto:ag3808@wayne.edu)) and is available to help graduate students with research questions.

Wayne State is consistently among the safest college campuses in the country. The **Wayne State Police Department** can be reached at 313-577-2222 in an emergency or for non-emergency concerns at <http://wayne.edu/safety/>.

If you are seeking counseling or psychological services, the WSU **Counseling and Psychological Services (CAPS)** can be reached at 313-577-3398 and is located in the Student Center or at <http://caps.wayne.edu/>.

All WSU students are members of the Mort Harris **Recreation and Fitness Center** just around the corner from the department. Find out more at <http://rfc.wayne.edu/>.

Wayne State has substantial parking available for students. **Parking and Transportation Services** can be reached at 313-577-1979 or at <http://parking.wayne.edu/>.

## FACULTY AND STAFF

The entire Anthropology Department works in unison to make your progress toward earning the degree as smooth as possible. The professors you will encounter on a regular basis include the following individuals. We also have many part-time faculty with a diversity of specializations, whose numbers fluctuate from one semester to the next.

In your progress towards the degree, you will deal closely with the following staff and faculty members.

**Dr. Yuson Jung (Director of Graduate Studies, DGS); Dr. Julie Lesnik (Interim DGS, Fall 2023)**

The DGS supervises the administration of all departmental graduate degree programs in consultation with the Graduate School, Graduate Committee and faculty members. It is the DGS who monitors the academic progress of all graduate students, assuring that degree requirements are met. Students are encouraged to see the DGS if they experience difficulties in their progress through the graduate program, or need additional mentoring.

**Blake Pierce (Graduate Coordinator / Secretary):** Blake Pierce works in conjunction with the DGS and individual faculty members on student matters and academic advising. You should consult her to schedule exams (PhD students), permissions, and waivers or any administrative matters regarding the program.

**Harmony Durden (Administrative Assistant):** Harmony Durden is the Department Administrative Assistant. She manages the departmental budget and personnel matters (including matters related to contracts for GTA/GRA), and processes travel reimbursements. She is also the person who manages grants for everyone in the department including graduate students who receive research grants.

**Faculty Advisor:** Before registering for courses, you should talk to your primary advisor (refer to faculty list). Your advisor will help you plan your long-term class requirements so you can plan ahead. In addition, your advisor can help smooth out potential obstacles in your academic path before they become major hurdles.

**Meet with your advisor a regular basis:  
*at least once a semester.***

**Graduate Committee:** This committee administers and oversees all policy matters relating to graduate student admissions and training. The Director of Graduate Studies chairs the Graduate Committee. Any exceptions to department and Graduate School requirements must be processed through the Graduate Committee.

## Contact List

### Administrative Staff

Krysta Ryzewski, Chair	3043 FAB	313.577.6961	<a href="mailto:krysta.ryzewski@wayne.edu">krysta.ryzewski@wayne.edu</a>
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Harmony Durden, Administrative Assistant	3307 FAB	313.577.0402	<a href="mailto:harmonydurdend@wayne.edu">harmonydurdend@wayne.edu</a>
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Andrea Sankar	3031 FAB		<a href="mailto:asankar@wayne.edu">asankar@wayne.edu</a>
Jonathan Stillo	3013 FAB		<a href="mailto:gc4943@wayne.edu">gc4943@wayne.edu</a>

### Departmental Resources

Gordon L. Grosscup Museum of Anthropology	1227 Old Main; 313.577.2598
Anthropology Library	1224 Old Main
Graduate Student Computer Lab	3008 FAB
Anthropology Computer Lab	1143 Old Main
Anthropology Community Room	3040 FAB
GTA Office	3020 FAB
Part-Time Faculty Office	3030 FAB
Departmental Conference Room	3049 FAB

## GENERAL POLICIES AND PROCEDURES

If you are a graduate student, there are three sources that govern your graduate career and which you should consult frequently. These are:

- the University **Graduate Bulletin** (<https://bulletins.wayne.edu/graduate/>)
- this document, the ***Horizons* student handbook**
- the **Graduate School website** (<https://gradschool.wayne.edu/>)

It is the University's regulations that are the most general; these are laid out in the Bulletin and on the Graduate School website. The Anthropology Department requirements occasionally require a higher standard than those of the Graduate School. Under these circumstances, Departmental requirements, laid out here in *Horizons*, take precedence.

You will also need to access the Graduate School website for current policies, procedures and forms. This website includes samples of the various Graduate School forms that you will need to use. It will also answer many of your questions about such matters as transferring credits, residency requirements, time limits, constituting a committee, the guidelines for the MA and PhD Plan of Work, PhD qualifying exams, candidacy forms, prospectus, preparing the dissertation, and defending the dissertation.

### Your Advisor

When you were admitted, you were assigned to an advisor, on the basis of a match between your interests and the faculty member's expertise. Alternatively, you may have requested a particular advisor. Your advisor is a full-time faculty member with whom you should share some intellectual and research interests and who is your primary contact person on scholarly matters. You should meet with your advisor regularly to consult them about what courses to take, projects or opportunities to pursue, and in general about your progress in the program. The relationship between advisors and graduate students should be one of mutual respect, professionalism, and trust.

Throughout your time in the program, you are encouraged to meet and discuss your work with multiple faculty members, not only your advisor. If you are a PhD student, your interactions with other faculty will be helpful in selecting a PhD dissertation committee. If you are an MA student, doing so can help you in selecting your second reader for the Essay or Thesis.

#### REMEMBER!

**If you want or need to do something, there is a procedure for it.  
Be sure to find out what that procedure is and follow it.**

### Changing Advisors

If, over time, your interests have changed focus or are altered, your initial advisor may not be the most appropriate person to serve as your advisor and you should feel free to consult with the Director of Graduate Studies or any other full-time faculty member regarding changing your advisor. It is *your right and your responsibility* to find another full-time faculty member who is willing to be your permanent advisor. If you cannot do so in a reasonable amount of time, you should not expect to continue in the graduate program.

After you have identified a new advisor and they have agreed to serve in this capacity, you should send an email to the Director of Graduate Studies as well as *both* the new and former advisors, indicating your intent to change advising. In most cases there is no additional paperwork. For PhD students who are at or beyond the level of candidacy, there is

additionally a form to be completed and signed by all parties, which can be obtained from the Graduate School's website under "PhD forms".

## Grading

Grades at the graduate level are intended to reflect higher standards of critical and creative scholarship than those applied at the undergraduate level. This standard of excellence entails that work that was adequate in your previous studies may not be adequate in this program.

The university requires all graduate students to maintain a 3.0 overall GPA across all graduate courses taken at Wayne State. This includes courses taken in other WSU graduate programs. If your overall graduate GPA drops below a 3.0, you will be automatically placed on probation and a hold will be placed on course registration. You will then need to petition the Graduate Committee in writing requesting that the hold be removed. If your GPA remains below a 3.0 for more than one semester, this is cause for removal from the program.

The department also requires you to achieve a minimum of a B grade in all classes listed on your Plan of Work. Grades of B- and lower, and grades of WF (Withdraw-Fail) are counted as failing grades for the purpose of evaluating your ability to continue in the program. If you receive two or more failing grades in courses, or if you fail the same course twice, this is cause for removal from the program.

## Registration Overrides

For some courses for which there is a prerequisite, or for which enrollment is full, you may request a course override to allow you to register. The normal procedure for requesting an override is to email the Graduate Coordinator (Blake Pierce) as well as the course instructor for which you want permission to register. In some cases, the Graduate Coordinator may require written permission of the instructor in order to grant the override. If the course you want to register in is in a different department, permission from that department may be necessary. In all cases, you should make sure to inform your primary advisor what courses you are hoping to take in any given semester. If you are a PhD student registering for dissertation research credits or maintenance credits (9991-4 or 9995), you request the override directly to the Graduate School through this link: <https://forms.wayne.edu/616d8d1192b95/>

## Repeating Courses

You must repeat any courses in which you received a grade of B- or below in order for them to count towards your degree. The original grade for the course will remain on your transcript, but only the second repetition of the grade will be used in calculating your GPA.

The online course registration system only allows one registration per course and will prevent you from registering for the same course a second time. In order to repeat a course, you will need to email the Graduate Coordinator (Blake Pierce) and CC the Director of Graduate Studies to request an override. You may have a maximum of two overrides throughout your entire graduate program for the purpose of repeating failed courses.

## Grade Scale

<b>A</b>	4.00	<b>B-</b>	2.67
<b>A-</b>	3.67	<b>C+</b>	2.33
<b>B+</b>	3.33	<b>C</b>	2.00
<b>B</b>	3.00	<b>C-</b>	1.67



**I - Incomplete** The mark of "I" (Incomplete) is given when a graduate student has not completed all of the course work as planned for the term and when there is, in the judgment of the instructor, a reasonable probability that the student will complete the course successfully without again attending regular class sessions. The student should be passing at the time the grade of "I" is given. A written contract specifying the work to be completed should be signed by the student and instructor. Responsibility for completing all course work rests with the student. The mark of "I" will be changed to a letter grade when the student completes the course work as arranged with the instructor or, if the instructor has left the University, with the Chair of the department or other instructional unit. Work must be completed within one calendar year. There will be NO extensions. Any unchanged mark of "I" will automatically be replaced with a grade of "F" after one year.

**Y - Deferred** is a temporary grade that is given for PhD dissertation credits, MA essay credits, and directed study courses, when the work of the course is planned to continue beyond the semester. This is a perfectly normal grade that the instructor / advisor changes to a letter grade at the completion of the work, and the Y does not appear on your transcript after that.

**W - Withdrawal** Withdrawals are granted when a student requests a withdrawal and the instructor grants it, in accordance with University policy. The withdrawal period for full-term classes ends at the end of the tenth week of the term. Please check the Schedule of Classes for specific dates. Dropping a class can happen up to the second week of classes, and is different from Withdrawals. It is recommended to consult with Financial Aid and your advisor to learn how withdrawing a course will specifically impact you financially and academically.

## Course Equivalencies and Waivers

Some students, due to prior coursework or other experiences, may petition for special consideration with respect to their degree program. This can take two forms: a waiver of a required course, or a course equivalency.

A course equivalency is basically a graduate transfer credit, granted when you have taken graduate-level courses at Wayne State or elsewhere, and want to transfer credit from that program directly to your program here at Wayne.

- You can only request it for graduate courses; the university never, ever allows undergraduate courses to count towards a graduate degree.
- If you are a MA student here but previously earned a master's degree elsewhere, you can't get an equivalency for courses from your first master's. If you just took a couple of courses, then you can be granted equivalencies - just not if the courses counted towards your first master's. If you're a PhD student here, though, you can get equivalencies for MA courses, where appropriate, regardless of whether you earned the degree.
- The course for which you are granted equivalency goes on your Plan of Work. If you already have an existing plan of work, you'll need to change it separately.
- The course counts for credit towards your degree (thus, you need to take fewer credits here).
- You can use a course equivalency for your electives.

A waiver is granted when you have some experience or coursework such that it is judged that you don't need to fulfill a particular requirement of your program.

- You can request it based on undergrad coursework or other experiences.
- It does not give you course credit towards your degree— instead of the course you were originally required to take, you take a different course here at the 5000 or higher level.
- The waived course doesn't go on your Plan of Work (but the course you add in its place does).
- It can't be used for electives (since it doesn't give you credit, just waives a requirement).

Either way, the procedure is the same: you need to submit a 'Request for Graduate Course Equivalency or Waiver' form at <http://clas.wayne.edu/Anthropology/Graduate-Programs> to the Director of Graduate Studies so that it can be reviewed, along with course syllabi or other documentation of your prior courses or experience. Once submitted to the Director of Graduate Studies, your request must be signed both by the faculty member most relevant to the applicable course, and by the Director of Graduate Studies.

### **Course Alternations and Substitutions**

Graduate study is, by its nature, intended to allow you to flexibly pursue the training of greatest utility to you. One of the advantages of anthropology is that it is a very broad discipline. Because of course scheduling, course cancellations, or your own interests, you may wish to substitute a requirement for a similar course at Wayne State or elsewhere. It is frequently possible to arrange with an instructor to take a 5000-level class, in conjunction with some extra work (an extra paper or major assignment) in order to have it qualify as a 7000-level seminar for the purposes of your degree program. You should contact both the instructor and the Director of Graduate Studies if you wish to do so. Substitutions are rarely possible for core required courses within the MA and PhD programs. Contact the Director of Graduate Studies if you have specific questions.

### **Course Offerings and Schedule**

Our core courses (those required for MA or PhD students) are offered on a regular basis, annually or biannually depending on enrollment. We make an effort to schedule required core courses throughout the week, so that they do not overlap with one another in time. We also schedule classes across both daytime and evening time slots. There are no courses that are guaranteed to be offered in the evening at any specific year, and you should expect to be flexible in your availability for required courses. Talk to the Director of Graduate Studies if you have specific questions about scheduling.

### **Directed Studies**

Directed studies may be authorized provided the area of interest is an integral part of the student's graduate program and is not covered by scheduled courses. They range from 1-9 credits and in general, the departmental expectation is that you will produce a minimum of 10 double-spaced pages of written work for every credit hour taken.

You may request a directed study with any member of the full-time faculty. If the faculty member agrees, you and the faculty member then work out your plans and expectations for the course. You will also need an override from the Graduate Coordinator (Blake Pierce) along with the written approval of the faculty member responsible. When you register, be sure to specify the number of credits (default is 1) through the drop-down menu option.

### **Graduate Enrollment at Other Institutions**

WSU has a dual enrollment policy with the University of Michigan, which allows graduate students at either institution to take courses at the other while receiving credit on your WSU graduate transcript. If there is a course at the University of Michigan (in anthropology or in some other discipline) that is not offered at WSU, and that you and your advisor agree is appropriate for your research program, you should consult the Director of Graduate Studies for more information. You should allow at least two months for all the appropriate permissions to be obtained to allow you to pursue this option. For students wishing to take courses at other Michigan institutions, the MIGS (Michigan Intercollegiate Graduate Studies) program allows graduate students to take courses at other Michigan universities. MA students are limited to one semester of study and PhD students are limited to two. If you are interested in this program then you should contact the Director of Graduate Studies for more information.

## **Program Withdrawal**

The Graduate School does not formally recognize leaves of absence; a student has 6 years (MA) or 7 years (PhD) to complete their degree, regardless of whether they took semesters off from coursework, with the possibility of time extensions if supported by the department. However, we feel it is important for students' progress to be clear about our expectations and so that students understand their rights and responsibilities, so we use a departmental *Request for Graduate Leave of Absence* form ([https://clas.wayne.edu/anthropology/docs/ws\\_u\\_anthropology\\_request\\_for\\_graduate\\_leave\\_of\\_absence.pdf](https://clas.wayne.edu/anthropology/docs/ws_u_anthropology_request_for_graduate_leave_of_absence.pdf)) to cover students who decide to take one or more semesters entirely away from the program (i.e. not taking any credits at all). Complete the form and attach a one-page letter explaining the reason for your request, and, if appropriate, any other documentation. You, your faculty advisor, and the Director of Graduate Studies must all approve it. An approved leave will guarantee your place in the program for the duration of the leave.

If you do not register for courses for two years (i.e. any four consecutive academic terms, excluding summer) for any reason, then you will be considered to have withdrawn from the program, and your student file will be made inactive. If, after this time, you wish to resume your studies, you will need to re-apply for admission into the program. The department may, if it chooses to readmit you, require that you retake any or all graduate courses that you had taken before your withdrawal.

## **Student Code of Conduct**

A high standard of student conduct plays a major role in creating an environment of excellence, and the Student Code of Conduct is used to maintain these high standards. The policy 1) establishes the expectations that students are accountable for their behavior; 2) describes acceptable student conduct, both academic and non-academic; 3) describes disciplinary policies and procedures; 4) specifies the rights of students and other parties; 5) specifies prohibited conduct and sanctions to be imposed if such conduct occurs. Examples of prohibited conduct subject to the Student Code of Conduct include, but are not limited to: academic dishonesty, knowingly furnishing false information to the University, disorderly behavior, theft, damage of property, illegal drugs, weapons on campus, false report of emergency, unauthorized entry, violation of criminal law, etc.

The University Student Conduct Officer, housed in the Dean of Students Office (DOSO), monitors the student disciplinary process and is responsible for coordinating matters involving student discipline; describing the disciplinary procedures; and informing students and other parties of their rights. Copies of the Student Code of Conduct are available from the Dean of Students Office, Room 351 Student Center or from the Offices of the Deans of each School and College. An electronic copy of the code may be found at <https://doso.wayne.edu/conduct>.

## **Resolving conflict**

In every work environment, there are conflicts. These need to be addressed directly and in a professional manner to maintain a positive work environment and collegial relationships. It is often ineffective to approach a workplace dispute by focusing on who is right or wrong in the situation or by seeking immediate punitive consequences without first engaging in conflict resolution processes.

Resolution of conflict between students and faculty and/or staff should be managed through the following steps: (1) attempt to address your conflict with an individual by talking to them directly, and with the objectives of establishing a plan to move forward and maintain collegial relationship. In doing so, focus on the shared interests or tasks you share with the individual; (2) engage with your Anthropology faculty advisor to identify additional conflict resolution strategies that are appropriate for the situation and in step with the university policies or laws; (3) seek consultation or

mediation involving the Director of Graduate Studies (DGS) and the individual when conflict continues after attempting steps 1 and 2.

When managing a conflict, it is important to initiate communication through appropriate channels *within the department*. Except for an emergency or potentially criminal incident where the WSUPD should be the first point of contact, appealing first to higher-level administrators or officials outside of the department (e.g., Deans, Provost, President, etc.) will not initiate a “top-down” solution to the problem. Higher-level administrators will involve department-level leadership in addressing the situation.

### **University Administrative Structure Relevant for Graduate Students**

*Graduate School:* All matters regarding graduate studies including admission and funding. All paperwork for PhD students ([phdstudents@wayne.edu](mailto:phdstudents@wayne.edu)). The Associate Dean of the Graduate School is the contact person for graduate student affairs.

*CLAS Graduate Office:* All paperwork for MA students ([clasgrad@wayne.edu](mailto:clasgrad@wayne.edu)). The CLAS Dean’s Office does NOT get involved in graduate student affairs.

*Department Chair:* Manages and oversees departmental affairs, and delegates graduate matters to the Director of Graduate Studies and undergraduate matters to the Director of Undergraduate Program. The department chair may be consulted for graduate student affairs by the DGS, but the matters are handled by the Graduate Committee chaired by the DGS.

*Director of Graduate Studies:* Manages and oversees all graduate student affairs, and leads the graduate committee.

*Dean of Student Affairs (DOSO):* Assists with any issues or concerns a student (including graduate students) may have ([doso@wayne.edu](mailto:doso@wayne.edu)). Student conduct issues, academic misconduct, sexual misconduct (Title IX), complaints about campus experiences (in and out of the classroom), as well as student CARE reports are all handled by DOSO. Students can find links to different form/report that they can submit at: <https://doso.wayne.edu/conduct>.

### **Student CARE Report**

Any student who is concerned about basic needs (food, housing insecurity etc) or physical/emotional wellbeing of a WSU student (a student in your class, someone you live with/near, someone in your student organization etc), may submit a CARE (community advocacy referral engagement) report to share the concerns. CARE reports help the University engage individuals within the University community and to connect students with support and services. More information on when you may consider submitting a CARE report can be found here: <https://doso.wayne.edu/conduct/student-support-intervention>

If you believe there is an imminent safety threat or emergency, you should immediately contact the WSU Police at 313-577-2222.

### **Social Media**

Social media are powerful and effective means of disseminating scholarly information, promoting events, and building a professional profile. Their use also carries some risk, as material (words, pictures, video, etc.) published online can have repercussions on your or others’ professional lives far beyond the moment.

Graduate students who teach or assist in the instruction of courses should also be aware of the Family Educational Rights and Privacy Act (FERPA) which governs what information you may distribute about a student's grade or behavior to anyone other than the student. You should avoid commenting on or quoting from student papers, assignments, class work, or behaviors in a public medium. It is not considered a professional best practice to use your *personal* social media accounts to connect with current students in your classes through direct messaging, posts, etc.

Use of your social media account or "anonymous" accounts for sharing personal information about other students, faculty, or staff, such as interpersonal conflicts within the department, displaying others' contact information, or posting background information about others, is strongly discouraged. Not only does such dissemination neglect due process and damage other peoples' reputations, but the content in such postings could violate the Student Code of Conduct and/or carry legal ramifications (defamation, slander, etc).

In general, you should presume that anything you write or display on the internet could be seen by anyone and could be reproduced and transmitted far beyond its initial context.

## GUIDELINES FOR MA STUDENTS

### Coursework

The MA degree requires that students complete all required courses at the graduate level. Twenty-four credit hours must be taken in residence at WSU. Twenty-four credit hours must be in departmental anthropology classes. *All courses must be completed with a grade of B or higher; B- and below are not passing grades at the graduate level.* Please also see the Graduate Bulletin for additional guidelines. The following courses, or their equivalents, are required for completion of the MA degree:

<u>Course</u>	<u>Hours</u>	<u>Notes</u>	<u>Total</u>
<b>Core</b>			<b>15</b>
ANT 7005 Proseminar in Anthropology I	3	Every Fall	
ANT 5320 Language and Societies	3	Every Winter	
ANT 5140 Biology and Culture	3	Every Fall	
ANT 5270 Archaeological Theory & Techniques	3	Every Winter	
ANT 5700 Applied Anthropology	3	Every Fall	
<b>Methods (choose one)</b>			<b>4</b>
ANT 5210 Anthropological Methods	4	Every Term	
ANT 5280 Archaeological Field Methods	4	Every Other Fall	
<b>Electives (at least one 7000+ level)</b>			<b>12</b>
Elective	3		
Elective	3		
Elective	3	may be non-anthro	
Elective	3	may be non-anthro	
<b>plus one of the following graduation requirements:</b>			<b>3</b>
ANT 7900 Synthesis (Plan C)	3	Every Winter	
ANT 7999 Essay (Plan B)	3		
<b>TOTAL CREDITS</b>			<b>34</b>

If you enter the MA program with a BA from WSU and have completed any of the core classes as an undergraduate (with a grade of B or better) **you do not need to repeat them.** You must replace them on your plan of work with any other graduate level course that you and your advisor agree will help you achieve your career goals.

If you have prior graduate training in anthropology upon entering the MA program, you may request a Course Equivalency (see above) from the Graduate Committee, which, if approved, allows you to count those credits towards your graduate degree.

## Electives

You should choose your electives carefully, in consultation with your advisor. There are many elective courses in anthropology, as well as in other related programs, that may be of interest to you. **Only courses at the 5000 level or higher, and only courses that are able to be taken for graduate credit, can count as electives towards your degree.**

If you are intending to apply for the PhD program, you are strongly encouraged to take ANT 7010 (Proseminar II), the second semester of theory, as an elective. For the student who does not intend to pursue a PhD, this course is also recommended for a comprehensive understanding of anthropological thought today.

Some courses that we recommend, in general, as electives for students in different specialties include:

Linguistic Anthropology: ANT5900, ANT7010, ANT7420, ANT7665, ANT7995, LIN5210, LIN5700, LIN5770

Biological Anthropology: ANT5180, ANT5500, ANT5510, ANT5565, ANT5600, ANT6510, ANT6555, ANT6570, ANT7010, ANT7420, ANT7620, ANT7625, ANT7650, ANT7995

Archaeological Anthropology: ANT5180, ANT5500, ANT5510, ANT5565, ANT5600, ANT6510, ANT6555, ANT6570, ANT7010, ANT7420, ANT7620, ANT7625, ANT7650, ANT7995

Museum Anthropology: ANT5180, ANT5500, ANT5510, ANT5565, ANT5600, ANT6510, ANT6555, ANT6570, ANT7010, ANT7420, ANT7620, ANT7625, ANT7650, ANT7995

Business Anthropology: ANT5165, ANT5800, ANT6420, ANT7010, ANT7420, ANT7630, ANT7635, ANT7700, ANT7995

Medical Anthropology: ANT5400, ANT5410, ANT7010, ANT7420, ANT7605, ANT7630, ANT7680, ANT7690, ANT7995

Cultural Anthropology: ANT5060, ANT5370, ANT5450/7450, ANT6290, ANT7010, ANT7420, ANT7630, ANT7995

Applied and Public Anthropology: ANT5060, ANT5180, ANT5600, ANT5800, ANT6555, ANT6993, ANT7010, ANT7420, ANT7995

## Plan of Work

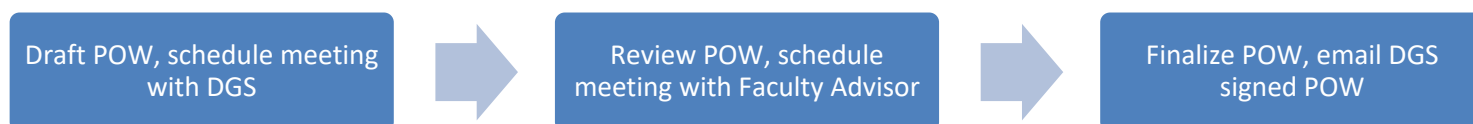
Ideally at the end of your first semester, but no later than the time you have completed 12 hours of graduate coursework, the University requires you to file a MA Plan of Work (POW). If you do not file a POW, the University will place a hold on your record that will prevent you from registering for classes. Several funding opportunities for MA students also require an approved Plan of Work, so you should do your POW as soon as possible. When the completed MA POW form is accepted by the Dean's Office, you move from the status of MA *applicant* to MA *candidate*.

The Plan of Work is a PDF form which you download at:

[https://clas.wayne.edu/forms/ws\\_u\\_clas\\_masters\\_plan\\_of\\_work\\_form.pdf](https://clas.wayne.edu/forms/ws_u_clas_masters_plan_of_work_form.pdf)

Fill in all of the required courses you expect to take in the MA program and try to indicate the semester you intend to take the course. Use the 'Major' column for anthropology courses and the 'Minor/Cognate' column for all other courses. Total the number of overall credits. List only the credits necessary for fulfilling your degree requirements. If you were previously a WSU undergraduate and took one or more graduate program requirements as an undergraduate, do not list these classes on your Plan of Work chart. Instead, inform the DGS, who will make a note at the bottom of your plan regarding these courses.

After you have a draft, please set up a meeting with the DGS to review the draft. Then take it to your faculty advisor for input and finalize the draft. The completed POW form must be signed by your advisor (electronic signature is fine). Submit the completed form, to the DGS, who will submit it to the CLAS grad office for approval. You can email [clasgrad@wayne.edu](mailto:clasgrad@wayne.edu) to confirm that your POW form is approved.



When you complete your POW, you work in conjunction with your advisor to select Plan B (MA essay) or Plan C (Coursework). Before filing a Plan B (Essay) Plan of Work, *you must write a 1-2 page proposal for your MA essay project, including a description of the proposed research question, methodology, a tentative timeline, and a brief bibliography*. This ensures that both you and your advisor have a common ground of understanding about the project you hope to develop, well before starting the research. Your advisor will not sign off on your Plan B Plan of Work unless there is an approved proposal. Your advisor may also require you to have identified a second reader for your essay at that time. If your planned research is significantly different from the interests and skills of your faculty advisor, there may not be any common ground for a Plan B MA Essay. When you submit your Plan of Work to the DGS, you must also submit the proposal.

Students who do not have an approved project at the time of filing their Plan of Work, register in the Plan C (Coursework) stream. If you sign up for Plan C (coursework) and later find a project that you and your advisor agree upon, you must file a new Plan of Work for Plan B, with a proposal attached. If you file for Plan B originally and then change your mind, you similarly must submit a new POW for Plan C. If you sign up for Plan B (essay) and then your project changes substantially, you do not need to file a completely new Plan of Work but you must submit a new proposal to your advisor for their review. If you change advisors under Plan B, your new advisor must review and approve your essay proposal.

If you need to change or add a course to your POW, complete and submit a new POW. The Dean's Office is not as concerned with the semester a requirement is fulfilled as much as substitution of courses listed (for example, your POW lists seminar, ANT 7620, but instead you took ANT 7630 – with the approval of your advisor). A correct POW is needed to certify your degree when you complete your MA studies.

### **Coursework-Based MA (ANT7900 – Plan C)**

*A Coursework-based MA is best if your research cannot be easily conceptualized as a master's project, if you have no single research project, or if your research lies outside your advisor's direct expertise.*

The Coursework plan requires you to complete the department's 3 credit hour Synthesis course (ANT7900), which is offered each Winter term. This is a rigorous theoretical and analytical course in which you demonstrate mastery of



anthropological theory and methods across the different subfields and in your specific area of expertise. Students in the Coursework stream still meet with your faculty advisor as usual, discuss course selection, and work on mentoring and professional development. Note that several of our PhD students, and students who have gone on to PhD programs elsewhere, are graduates of the coursework-based master's program.

You must have completed at least 21 credit hours in the program prior to taking ANT7900, including ANT7005 and ANT7010 (7010 may be taken concurrently). It is thus probable, though not necessary, that you will graduate in the term in which you take ANT7900. You must still file to graduate in accordance with the deadline set for that term, but there are no additional requirements beyond the successful completion of ANT7900 with a grade of B or higher.

### **Essay (ANT7999 – Plan B)**

*An Essay is best for you if you have a well-focused research topic of interest, in an area of common interest with your faculty advisor, and for which the work can be completed in one or two semesters.*

The Essay plan requires you to complete the department's 3 credit hour Essay Direction course (ANT7999). The essay is an independent research project for which the bulk of the writing takes place in one term, or two terms at most. When you decide on Plan B along with your supervisor, you should also think about faculty members who might serve as the second reader for your essay. You must take all 3 credit hours of ANT7999 in one term, which is normally (but not always) the term in which you expect to graduate. While it is possible to conceptualize and complete an MA essay in one term, more often you would conceptualize the project and do readings in one term, and then complete the writing in the next term.

The MA essay has no minimum or maximum length but is normally 30-60 double-spaced pages, excluding bibliography and appendices, and demonstrates scholarly excellence. It most often involves original data collection in the field, lab, museum, or archive. The College of Liberal Arts and Sciences sets the regulations and formatting requirements concerning MA essays. The two key dates you need to know are the deadline to **apply to graduate**, normally around the end of the first month of term, and the deadline to **submit your essay** to the College, including all revisions and with your two readers' signatures on the cover page, normally around a month before the end of term.

You must submit a first draft of your MA Essay to your advisor three months before you expect to graduate. **Do not apply to graduate until you have a full draft in your advisor's hands.** After your advisor suggests revisions, you make changes and then submit a second draft to both your advisor and your second reader. This should be a minimum of six weeks prior to your expected graduation to give time for both readers to analyze your work and suggest changes. When both readers agree that your essay is adequate, they sign the title page, which constitutes their approval of the final document. Email the signed title page, and a PDF copy of the full final essay, to the Director of Graduate Studies. No hard copy of the full essay is required. Your advisor also needs to email a Final Report form to the DGS and change your grade for ANT7999, so that your degree can be certified. Final Report form can be found here: [https://clas.wayne.edu/docs/wsu\\_clas\\_masters\\_final\\_report.pdf](https://clas.wayne.edu/docs/wsu_clas_masters_final_report.pdf)

### **Thesis (ANT8999 – Plan A)**

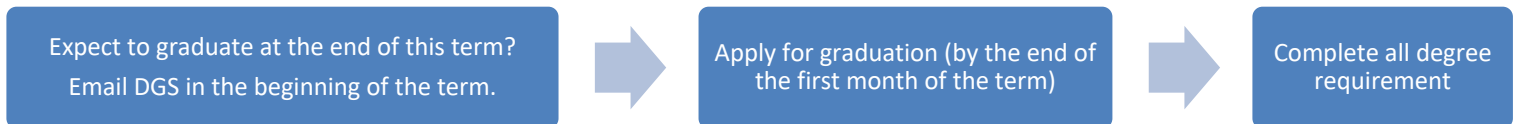
The department no longer offers a Plan A (MA thesis) option to new students. Students who want to do original research as part of their degrees should choose Plan B (MA essay).

## Annual Progress Letter

Each academic year, the department conducts a review of all master's students typically at the end of the Fall semester. Based on your progress in coursework and other academic activities, the faculty will review your work, and then the Director of Graduate Studies will write a progress letter to you, with copies going in your student file and to your advisor.

## Graduation

You must apply online to graduate on Academica in the term you expect to graduate. The deadline to file to graduate is normally around the end of the first month of each term. Consult the academic calendar website for the exact deadline. You should notify your advisor as well as the Director of Graduate Studies of your expected timeline to ensure that you meet all deadlines. We are here to ensure that you know all the deadlines and are able to meet them. **If you do not complete the requirements in the semester you file to graduate, you will need to reapply to graduate in the following semester.** For more information on applying for graduation, please consult here: <https://wayne.edu/registrar/graduation>



## From the MA to the PhD

If you are a graduate of the WSU Anthropology MA program, you must still *formally apply* for admission into the PhD program, by completing an online admission application – including all of the above components. Having an approved MA Essay is only one of the several factors considered for admission into the PhD program. MA graduates can count a maximum of 32 credit hours from their MA degree towards their PhD.

# GUIDELINES FOR PhD STUDENTS

## Overview of the PhD program

The PhD program is a highly individualized program of study designed to prepare you professionally for both academic and non-academic careers. As a doctoral student, you will make most of the decisions regarding your training and study together with your advisor (committee chair) as well as other members of your PhD committee. Because a PhD is a multi-year process with many steps, it is important to keep in close contact with faculty and staff as you advance through the program. Please review this portion of the document thoroughly and regularly to make sure you are complying with departmental policies.

The Director of Graduate Studies (DGS) and the Graduate Committee are involved in tracking and overseeing graduate student progress through the PhD program. Beyond the material in *Horizons*, PhD students are governed by policies and procedures set out by the WSU Graduate School. The Graduate School website includes information for PhD students that you should consult in addition to this document (<https://gradschool.wayne.edu/>).

## Annual Review / Individual Development Plan

Each year the University Graduate School requires that all PhD students fill out a document known as the Annual Review / Individual Development Plan (<https://gradschool.wayne.edu/phd/ar-idp>).

The *Annual Review* is designed to aid the student, the advisor, the department, and the Graduate School in effectively tracking individual PhD student progress and achievement over the previous year. The progress form is available online and should be completed in April of each academic year. The document is to be completed by you and then is forwarded to your faculty advisor, who comments on and signs the form electronically, and then on to the DGS. Failure to complete this document will result in a departmental hold being placed on your record, and you may be required to meet with the Graduate Committee prior to having it removed. Students who do not complete the Annual Progress Report will also not be eligible for departmental funding and will not be eligible for time extensions.

In May, the faculty conducts an annual progress meeting to ensure that PhD students are making timely progress and that there are no concerns. Once this review is completed, you will receive a letter from the DGS discussing your progress over the previous year, which will be emailed to your advisor and placed in your student file in the department.

The *Individual Development Plan (IDP)* portion of the document must also be completed electronically each year as part of this process. The IDP is not a progress report, but rather is a professional reflection tool designed to help you identify your strengths and fit these with your professional goals. Whereas the Annual Review is backward-looking (summarizing your progress to date), the IDP is forward-looking, aimed at your future. Because career plans vary tremendously among doctoral students, and because they change over time, thinking reflectively about your goals is a central part of your training. Once complete, the IDP is then reviewed and approved by both your faculty advisor and the departmental DGS, and then remains on file at the Graduate School. Students who do not complete the IDP for any given year will have a hold placed on their record by the Graduate School until it is complete.

## Coursework

The PhD requires 90 credits of graduate coursework, of which at least 60 must be taken in residence at WSU. Undergraduate courses are never eligible to count towards your PhD degree, including language or other specialized skills courses. The following courses, or their equivalents, must be completed with a grade of B or better:

<b>Core coursework</b> ANT 5140 Biology and Culture ANT 5210 Anthropological Methods ANT 5270 Archaeological Theory & Techniques ANT 5320 Language and Societies ANT 7005 Proseminar in Anthropology I ANT 7010 Proseminar in Anthropology II ANT 7030 Debates in Anthropology ANT 7780 Conceptualizing the Dissertation	25 credit hours
<b>Advanced methods courses</b> ANT 7200 Qualitative Modes of Inquiry and Methods or ANT 6570 Archaeological Lab Analysis	4 credit hours
Three 7000-level seminars in anthropology	9 credit hours
One graduate-level course in any other cognate field	3 credit hours
Elective credits in anthropology or other allied fields	19 credit hours
Dissertation credits ANT 9991-9994 Dissertation credits, taken in consecutive semesters	30 credit hours

### Progressing in the Degree

As you progress through the program, the following steps are required, normally in this order:

- Completion and approval of the Plan of Work
- Establishment of, and initial meeting with, the dissertation committee
- Completion of all coursework as set forth in the Plan of Work
- Completion of the foreign language requirement
- Completion of the written Qualifying Examination
- Submission of a *Recommendation for Doctor of Philosophy Candidacy Status* form
- Submission of IRB forms for human subjects research (if applicable)
- Completion of the Prospectus and an Oral Prospectus Meeting
- Submission of a *Doctoral Dissertation Outline and Record of Approval* form along with the prospectus document, IRB approval (if needed), and *Conflict of Interest* form

The completion of coursework (60 credit hours) normally takes six or seven semesters of full-time study. After that point, **you should take your qualifying exams, advance to candidacy and defend your prospectus within one year (12 months) of the completion of your coursework.** Exceptions to this rule must be approved by the Graduate Committee. Note that qualifying exams and oral prospectus meetings are not normally scheduled between May 15 and August 15.

Between finishing your coursework and advancing to candidacy, you may take up to 10 credit hours of ANT9990 Pre-Doctoral Candidacy Research credits.

### **Plan of Work**

You should complete your Plan of Work in your first or second semester in the PhD program. The Plan of Work, accessible at <https://gradschool.wayne.edu/phd/forms>, lists the courses you have taken and the courses you plan to take. If you do not complete a Plan of Work by 40 credits (including credits carried over from the MA, if applicable), you will have a hold placed on your record and be ineligible for funding. Use the required coursework listed above under “PhD Coursework” as a guide for filling out your POW, and make sure you follow all additional requirements. Consult the DGS to make sure you have filled it out properly; then submit your complete POW online which is then approved electronically by both your faculty advisor and the DGS.

### **Doctoral Committees**

In the final semester when you are finishing your coursework, you must form a **qualifying exam committee** and convene a meeting to create a timeline and set expectations for your qualifying exam and prospectus. Your committee chair is your primary faculty advisor and must be a full-time faculty member in the department with Graduate Faculty Status. Two other committee members are drawn from Wayne State faculty, at least one of whom must be in the Department.

After completing your qualifying exam, you must form a **PhD committee** who approves your candidacy and sees you through to the completion of your dissertation. This consists minimally of two members in the department (including the committee chair); a third member either inside or outside the department; and a fourth external faculty member outside the department, and may be outside the discipline of anthropology. Normally, the members of your qualifying exam committee are three of the members of your PhD committee. See <https://gradschool.wayne.edu/phd/dissertation-committee> for more information.

### **Foreign Language Requirement**

Before achieving PhD candidacy, you must demonstrate proficiency in a scholarly language other than English through completing a translation test. Competency in at least one scholarly language other than English is essential for doctoral students. Even if you are planning fieldwork in an English-language setting, many conferences and papers are in languages other than English. Also, proficiency in additional languages will permit you to conceptualize post-dissertation projects in other settings. **We encourage all doctoral students to fulfil the language requirement as soon as possible.**

In conjunction with your faculty advisor you will identify the language other than English most relevant to your scholarly work. This should be a language that has a substantial scholarly literature, such as a relevant academic journal. Complete the *Language Proficiency Form* ([https://clas.wayne.edu/anthropology/docs/language\\_proficiency.pdf](https://clas.wayne.edu/anthropology/docs/language_proficiency.pdf)) at least a week in advance of taking the exam and submit it to the DGS. Your advisor, or another faculty member in the department, will select a scholarly passage in that language, roughly 300 words in length, on a subject related to your dissertation research. If no member of the department is competent in the selected language, another WSU faculty member may select the passage. The examination is held in the Department, and should be scheduled with the Graduate Coordinator (Blake Pierce). You have 90 minutes to complete the examination with the aid of a printed bilingual dictionary, but no electronic aids.

The examination will be evaluated by the faculty advisor, or if the faculty advisor is not competent in the language, another WSU faculty member identified by the advisor will evaluate the exam. The translation should be a reasonable functional translation that demonstrates your ability to competently read the language and understand the argument of the passage. Minor errors that do not affect comprehension are permitted. A student who does not pass may retake the examination as needed.

With the concurrence of their advisor that the language in question is relevant to their research, the following students are exempt from the language examination:

- Students who have a degree or diploma from an institution taught in the language;
- Students who have taken within the past five years, an upper-division (4000-level or higher) course in composition or literature in the language;
- Students who can demonstrate proficiency from a research paper or similar work written in the language.

Students admitted to the PhD program in 2017 or earlier have the option of fulfilling the language requirement in the system in place at the time of their admission, i.e., by completing three semesters of the same foreign language at the college level before taking qualifying exams. Courses taken at other institutions including community college fulfill this requirement.

Students planning a dissertation project in a site requiring a fieldwork language other than English may be required by their committee to demonstrate field language proficiency above and beyond the above language requirements. Your PhD committee may require the completion of a written or oral test in that language.

## **Qualifying Examination**

After you have completed all PhD coursework, including the language requirement, you may complete the PhD Qualifying Examination. In this exam, you demonstrate in-depth competence in three areas of specialization relating to your dissertation topic, including mastery of a broad range of theoretical materials and an ability to think and write analytically. It is a take-home exam consisting of four essay questions: one in each area of specialization, designed by one of your first three committee members, and the fourth, common to all students, asking you to synthesize and apply the material from the first three exam questions to your dissertation topic.

In conjunction with each committee member, you will develop an appropriate reading list and the question to be asked on the exam. Final discretion for the reading list and the wording of the questions lies with your committee members. Each of your four answers should be roughly ten double-spaced pages (2500-3000 words) in length and should cite relevant literature in the area.

When you are ready to take the exam and have identified your three examiners, complete and submit the departmental 'Application for PhD Qualifying Exam' form ([https://clas.wayne.edu/anthropology/docs/qualifying\\_exam\\_proposal\\_form.pdf](https://clas.wayne.edu/anthropology/docs/qualifying_exam_proposal_form.pdf)) to the Graduate Coordinator (Blake Pierce) who will organize the exam. The exam must be completed, working independently, within one seven-day week from the time it is received. Your committee will read and evaluate the exam. Answers will be assessed on the quality of critical analysis and mastery of the relevant literature.

If the exam is found to be satisfactory, you will receive written confirmation from the DGS. If it is found to be unsatisfactory, you may be asked to rewrite any or all of the answers and resubmit the exam. If it is found to be unsatisfactory a second time, you may not continue in the program. Qualifying exam questions or answers will be kept on file electronically in the department and added to your student file.

## Candidacy

After passing your qualifying exams, you become eligible to become a PhD candidate, which lets you start taking dissertation research credits and makes you eligible for certain external funding opportunities. To become a candidate, all four of your committee members (including the external member) sign the “Recommendation for Candidacy Status” form (<https://gradschool.wayne.edu/phd/forms>). These forms are sent to the Graduate School and confirm your Candidacy status. Once you have reached Candidacy status, you can begin to take dissertation credits in the sequence ANT 9991-9994.

## Dissertation Credits

Dissertation credits are the sequence of four courses, ANT 9991 – 9994 (7.5 credits x 4). Dissertation credits that will count toward the PhD degree cannot be taken until you have attained candidacy. Once you have attained candidacy, you must register in the following semester for ANT 9991 and complete the 9991-4 sequence over consecutive semesters (registration in spring/summer is optional). Each semester you take dissertation credits, you must contact the PhD office of the Graduate School by filling out this form: <https://forms.wayne.edu/616d8d1192b95/> to request a registration override for the appropriate course (9991-9994). Please allow at least 3-5 business days to receive the override. Late registration of these 999x sequence is subjected to the late registration fees.

ANT9990 credits are Pre-Doctoral Candidacy Research credits and do not count toward the total 30 dissertation credits required for the PhD degree; in addition, no more than 10 credits of 9990 may be taken. You may take these after you are finished your other coursework but before you achieve PhD candidacy, in order to maintain your student status and library privileges.

If you complete all four dissertation courses before graduating, you should register for candidacy maintenance (ANT9995) to maintain access to university resources. Maintenance credits are far less expensive than ordinary tuition and are not eligible for tuition support. You must be enrolled (e.g., in 9995) the semester you defend their dissertation and graduate. You will also need an override to register for 9995 – please use the same form above.

## Prospectus and IRB approval

Your dissertation prospectus outlines the scope, theoretical framework, significance, and methodology of your proposed dissertation research. It is often 20-30 pages in length although there is no firm minimum or maximum length. You work with your advisor, as well as your other committee members, on various drafts of the document and then you defend your prospectus in an oral prospectus meeting. Typically a complete prospectus draft is expected by your dissertation committee at least 4 weeks before your oral defense meeting. This is normally a brief (15-20 minute) presentation of material from your prospectus. After the presentation, your four committee members meet with you, ask further questions, and, if necessary, request changes. Once approved, they sign the “Doctoral Dissertation Outline and Record of Approval” form (<https://gradschool.wayne.edu/phd/forms>).

If your project involves research on human subjects, you must also have completed the IRB human subjects approval process, including a completed Medical/Behavioral Protocol Summary Form, and have received IRB approval for your project, before your prospectus can be fully approved. Even if you have orally defended your prospectus, the prospectus forms cannot be submitted to the Graduate School until your IRB is approved. More information on the IRB forms and submissions requirements can be found here: <https://research.wayne.edu/irb/forms-requirements-categories>

## **Conflict of Interest**

When you submit your prospectus for approval, and again just prior to your dissertation defense, you must also submit a Conflict of Interest form, signed by all committee members and yourself, disclosing any financial or personal conflicts of interest, or affirming that there are no such conflicts (<https://gradschool.wayne.edu/phd/forms>). Your prospectus cannot be approved, and you cannot defend your dissertation, without this signed form.

## **Time Extension**

The time limit for the PhD program is 7 years from the end of your first semester as a PhD student (i.e., if you start the program in September 2020, your time expires at the end of December 2027). If you are going to exceed this limit, you must submit a request for a time extension to the Graduate Committee, which if approved will be forwarded for approval by the Graduate School. Failure to demonstrate timely progress in fulfilling program requirements is grounds for removal from the program. The Graduate School does not automatically grant extension requests and you need to provide justification for your request as well as a feasible plan for completing the degree. At the beginning of semester when your time expires, you should meet with your advisor to initiate the extension. Complete the online Time Extension Request form (<https://gradschool.wayne.edu/phd/forms>) which must then be electronically approved by your entire committee and the Director of Graduate Studies. You must have completed your most recent Annual Review / Individual Development Plan in order for your extension to be approved.

If you are granted a time extension, and then you exceed 10 years from the end of your first semester in the PhD program, you will be required by the Graduate School to retake your qualifying exams. Under no circumstance can you exceed 12 years in the PhD program.

## **The Defense Year**

In the first month of the semester BEFORE you plan to defend your dissertation – at the beginning of your defense year – you should convene a meeting of all your committee members (locally or online), in which you:

- a) discuss the scope and plan of the final writing stages of your dissertation;
- b) outline the roles of various committee members in evaluating portions of the dissertation;
- c) set expectations for communication with and among the dissertation committee members;
- d) address potential outstanding problems in writing, analysis, and methodology;
- e) set a potential defense date.

You must submit a complete dissertation draft to your advisor no later than six months before you plan to defend, although you are expected to send draft chapters individually to your advisor throughout the writing process. Depending on the composition of your committee and your dissertation's structure, it may also be important to submit individual chapters to specific committee members other than the advisor.

You must submit a complete dissertation draft to all your committee members no later than two months prior to your planned defense (preferably earlier). You must have your advisor's approval for the entire draft dissertation before doing so.

Please note that the latest you can defend a dissertation is normally in early November for December graduations and in mid-March for May graduations. You can defend after that point, but you will not graduate until the next term.



## Defending the Dissertation

The doctoral dissertation is a piece of substantial, independent, and original field or laboratory research. While there is no minimum or maximum length set by the university, most successful dissertations in anthropology are over 200 double-spaced pages in length (excluding bibliography and appendices) and reflect multiple years of sustained work. The process of writing and defending a work of this scope is extensive and you should budget at least a year if not more to complete it. A dissertation defense is a confirmation of the excellence of your scholarship, an opportunity to publicly present your work to your colleagues and to the community, and an endpoint in a long process.

There are numerous important procedures set by the Graduate School relating to defending your PhD (see <https://gradschool.wayne.edu/phd/policies>). Deadlines for various steps in the process from term to term. Notify the Director of Graduate Studies well in advance of your intention to complete the degree requirements and before proceeding with the degree application process.

You must apply to graduate by the deadline to file degree applications. This is the same as the deadline for MA students, normally at the end of the first month of the term. You should file only if you expect to complete all degree requirements including submission of the final manuscript in the current term.

A minimum of two weeks before you plan to defend, you must complete the following steps:

- You must submit your final dissertation manuscript electronically to the Graduate School for a Format Check;
- You must email your final dissertation manuscript to all committee members – this is the version of the dissertation you will be defending;
- You must email your final dissertation manuscript to the departmental Director of Graduate Studies for a check using plagiarism detection software;
- You must submit the Conflict of Interest form to the Graduate School disclosing any conflicts or affirming that there are none, signed by all committee members including the external member. You must resubmit the form even though you previously submitted it when you submitted your prospectus.
- You must submit the first portion of the Final Defense Report form to the Graduate School, signed by all committee members including the external member. This form is then returned to the department to be completed at the defense.
- After consulting with the Graduate Coordinator (Blake Pierce) to book a room at the appropriate time, you submit a copy of the public announcement of your defense to the department (which will also be distributed electronically to students and faculty).

You can schedule your defense at any point between August 15 and May 15; however, there is a deadline, usually around two months before the end of each term, after which you can still defend your dissertation but will not graduate in that term. In other words, you can defend in December but then the earliest you can actually receive your PhD is the following May.

The first part of the Final Defense is a public presentation in which the candidate presents the research question, methodology, and results of the investigation to the committee and the audience, and responds to their questions. In the second part, the candidate meets with the committee and responds to further questions about the research and dissertation. The final phase is the evaluation, in which the committee discusses the candidate's performance, agrees on any revisions the candidate should make to the manuscript, and determines whether or not they passed. The

committee's decision is conveyed to the Graduate School via the Final Defense Report form. The candidate is informed of any required revisions.

A member of the Graduate Committee who is not a member of your dissertation committee will be present at the public portion of your defense to complete a Public Defense Assessment form. This form does not name you and is not part of your student record – it is part of the department's program assessment rather than an evaluation of you as a PhD student.

### **After the Defense**

It is normal for minor revisions to be required following a successful defense, ranging from correcting typos to adding additional analysis. The scope of these revisions will be communicated to you by your committee following the defense.

You should complete these revisions within a maximum of one term from the date of your defense. If you expect to graduate in the term in which you defend, there is a deadline set by the Graduate School, normally about six weeks before the end of term, for all materials to be received and forms completed relating to the final manuscript. Otherwise, you will graduate in the term following your defense (and will need to re-apply to graduate the next term). If your revised manuscript is not submitted by the Graduate School's deadline the term following your defense, you must re-defend your dissertation. If you defend your dissertation in the semester when your time to complete the PhD expires, you do not need a new time extension to submit your post-defense revisions in the subsequent term.

When you submit your final, revised manuscript, you must complete several additional steps. See the Graduate School website for more specific information.

- You upload the final manuscript to the ProQuest/UMI site;
- You submit an original signed title page to the Graduate School;
- You complete and submit the Survey of Earned Doctorates;
- You complete the Dissertation Title and List of Previous Degrees form online;
- You submit the permission form to have your dissertation archived with WSU Libraries.

## STUDENT FUNDING

The Anthropology Department administers its own internal funding competition each winter. Application forms for these awards are normally distributed electronically in the late fall, and the deadline is normally in mid-January. Doctoral students who have not completed the most recent year's annual progress report are not eligible to be considered for these sources of funding. The following awards are available:

- One (or rarely more) Rumble Fellowships, covering tuition, stipend, and benefits, with no teaching or service obligations; (PhD students only)
- Several Graduate Teaching Assistantships, covering tuition, stipend, and benefits, with teaching obligations in the fall and winter semesters; (PhD students only)
- One Graduate Teaching Assistantship dedicated specifically to work in the Grosscup Museum, and including tuition, stipend, and benefits (MA or PhD students)
- Additional awards for graduate travel or research, including
  - o Barbara Aswad award, directed at students conducting field research in the Middle East
  - o Dion Award, directed at students doing archaeological research
  - o Bolger/Rottenberg Award, directed at students doing applied / community-engaged research
  - o Anthropology Professional Development Awards, for student conference expenses

### PhD Funding Packages

All newly admitted PhD students are guaranteed a minimum of three consecutive years of funding, assuming satisfactory progress towards the degree. Students needing tuition plus a stipend will be funded through fellowships (Rumble, Dean's Diversity), GTAships, or GRAships, as available, all of which require full-time attendance.

Students who will work full-time throughout their studies (and thus who would be ineligible for fellowships/assistantships) will be guaranteed three years' support minimum through the Graduate Professional Scholarship program, presuming they meet the requirements for that award. Out-of-state and international students will be responsible for the difference from in-state tuition for years they are funded by the GPS.

Applicants who are seeking a stipend but are not offered a three-year funding package will be placed on a waitlist for admission. If funded students decline the offer, the waitlist will move and these students will get admitted with funding. Admission to the doctoral program is solely on the basis of academic merit and fit with our faculty. The Department commits to not admit students seeking a stipend to whom no such stipend can be offered.

Every year, all students on stipend will undergo a review by the Graduate Committee, in conjunction with the student's faculty advisor. If a student is making satisfactory progress (completing all courses, performing job duties adequately), they should expect renewal for the next year.

Students who earn external stipend-bearing fellowships (NSF, NIH, etc.) are still eligible for the full three years of departmental funding even though it is interrupted by their external fellowship. Any extra years of funding are added to the end of the external fellowship period. However, no student may hold a stipendiary fellowship / assistantship while taking dissertation maintenance credits.

Students at the end of their three-year packages are eligible to apply for, in the fourth or fifth year of the program (prior to finishing dissertation credits), GRAships funded on faculty grants (faculty retain the right to hire the best-qualified student), and Rumble Fellowships in the Continuing / Completion categories, in the event that no Rumble fellowship is awarded to an incoming student, or GTAships, and in the event that there are any not assigned to students in years 1-3.

If a student on a stipend takes a year off through the formal *Leave of Absence* process, the normal presumption is that they have surrendered the right to resume their stipend if they return. Exceptions to this would be made for a leave for a serious medical condition.

## **Scholarships, Fellowships, and Assistantships**

### **Graduate Teaching Assistantship (GTA)**

At the time of starting a GTAship, GTAs must have completed an MA in anthropology from any institution, or a minimum of 18 credit hours of WSU anthropology doctoral coursework across at least two anthropological subfields. Exception: at the time of starting a GTAship at the Grosscup Museum of Anthropology, a student must be a MA or PhD student in good standing in the program. A student may normally hold a GTAship for a maximum of three years.

GTA assignments are normally three courses across a nine-month appointment (August 15 – May 15): one in one semester and two in the other. These assignments may be as an assistant to a full-time faculty or, after having worked as an assistant for a course, as an instructor of record teaching that course independently. It is not normally possible to divide GTA teaching responsibilities across all three semesters as GTAs are nine-month employees. However, it is sometimes possible for GTAs to teach in the spring/summer semester as an additional (overload) teaching assignment.

The specific assignments for any GTA are decided on the basis of departmental need, including specific courses taught, number of courses taught per term (1 or 2), as well as meeting dates/times. The department is not able to meet requests for specific assignments with two exceptions: we will ensure that a GTA does not teach at a time when they themselves are registered in a course, and we will not require a GTA to teach online courses if they do not wish to do so.

Students who have a GTAship are permitted, by the GEOC union contract, to hold other employment outside Wayne State so long as that work does not exceed 20 hours per week and does not conflict with their duties as a GTA. GTAs may also, with written permission, hold other employment at Wayne State (instructional or otherwise); the form requesting this is at [https://gradschool.wayne.edu/funding/additional\\_service\\_form.pdf](https://gradschool.wayne.edu/funding/additional_service_form.pdf). In a semester when a GTA has two teaching assignments, this request will normally be denied as it would exceed the allowable workload.

### **Rumble Fellowship**

The department has one (occasionally more) Rumble Fellowship to be awarded to an incoming or continuing student in one of three categories: Recruitment, Continuing, or Completion. This fellowship includes tuition, a stipend, and benefits and carries no teaching or service responsibilities for the academic year. Continuing students apply for the Rumble Fellowship at the same time as they apply for GTAships, using the same form. Students who hold a Rumble Fellowship are not permitted to hold any external employment or to teach courses in the department during the tenure of their award.

At the time of starting a Rumble Fellowship, fellows must be PhD students in anthropology who meet the minimum requirements for the Rumble fellowship category they are receiving (following Graduate School policies). Rumble Fellows who are continuing students (past their first year) are required to submit an abstract for the annual Wayne State Graduate Research Symposium, which is normally held in March. A student may only receive the Rumble Fellowship once throughout their doctoral studies.

## **Graduate Research Assistantship (GRA)**

Graduate Research Assistantships are positions that report to a single faculty member in which a student receives tuition, stipend, and benefits, and works for an average of 20 hours per week. GRAships may be 9-month (Aug-May) or 12-month (Aug-Aug), depending on the funding source.

Faculty members are presumed to have the right to select the GRA most appropriate to the available position, and the GRA reports to and is reviewed by them directly. There is no formal application process within the Department for GRAs. Students who have a GRAship are unionized and the terms of their employment are set out in greater detail in the GEOC contract. They are permitted to hold other employment outside Wayne State so long as that work does not exceed 20 hours per week and does not conflict with their duties (see above, under GTAs).

## **Aswad Award**

This award was endowed by the late Professor Emerita Dr. Barbara Aswad to support pre-fieldwork travel or language training for anthropology graduate students. Preference for this award is given to Ph.D. students in cultural anthropology doing fieldwork in the Middle East. The amount of the award has been \$1,500 over the past several years. At the conclusion of the work sponsored by the award, recipients should write a one-page letter describing their experience and its relevance to their broader intellectual project, to be added to your student file. The Aswad award may be held in conjunction with any other fellowship or award. A student may only receive the Aswad Award once throughout their doctoral studies.

## **Dion Award**

The Dion Awards are given once or twice a year to support scholarly endeavors in archaeology: survey, excavation, archival research, collections / museum research, etc. One or more awards of up to \$1500 are awarded to MA or PhD students on the basis of a competitive proposal. At the conclusion of the work sponsored by the award, recipients should write a one-page letter describing their experience and its relevance to their broader intellectual project, to be sent to the donor (Michael Marie Dion) and added to your student file. The Dion award may be held in conjunction with any other fellowship or award. A student may only receive the Dion Award once throughout their studies.

## **Bolger/Rottenberg Award**

The Bolger / Rottenberg Award provides funding to support scholarly endeavors in community-oriented and public anthropology in any subfield: internships, workshops, community outreach, public programming/exhibits, conferences, etc. One or more awards of up to \$1250 are awarded to MA or PhD students on the basis of a competitive proposal. At the conclusion of the work sponsored by the award, recipients should write a one-page letter describing their experience and its relevance to their broader intellectual project, to be sent to the donors (Rory Bolger and Helen Rottenberg) and added to your student file. The Bolger/Rottenberg award may be held in conjunction with any other fellowship or award. A student may only receive the Bolger/Rottenberg Award once throughout their studies.

## **Graduate Professional Scholarships (GPS)**

The GPS is awarded competitively to incoming or continuing MA or PhD students on the basis of academic merit, professional potential, and demonstrated need. Applications for the GPS are due in early March to the Graduate School (separately from the process above for GTAships and the Rumble), and awards are announced in May. It covers up to 10 credits of tuition at the in-state rate for each of the Fall and Winter semesters. GPS recipients must take a minimum

of 6 credit hours each semester. There are no teaching, service, or other requirements for the award, and recipients may hold other employment at Wayne State or elsewhere.

### **Instructional Assistantships (IA)**

Instructional assistantship (IA) positions are offered occasionally on the basis of merit to MA or PhD students who are not GTAs, but who have instructional expertise in some field, and assist a full-time faculty member in teaching and/or grading for a specific course (typically grading). If interested, send Harmony Durden ([harmonydurden@wayne.edu](mailto:harmonydurden@wayne.edu)), an email and include your CV to be included in the IA pool. Then she will verify that you are in the pool to be selected if a course becomes available. If you are accepted into the pool, you will be in the pool for the rest of the academic year. This is on a first-come, first-serve basis. When a request for an IA is provided by a faculty to Harmony Durden, she will reach out to the potential IA and offer the position with the details of the position. The IA will have the opportunity to accept, or decline based on your availability and course load.

### **Anthropology Professional Development Award (a.k.a. Conference Travel Award)**

Each year the department provides this award to reimburse both MA and PhD students for travel to professional peer-reviewed conferences where they are presenting papers or posters. A student may receive one such award per year. The total amount available for student travel each year varies, but in the past few years has been around \$250. In order to request travel funds, you must email the Director of Graduate Studies and your faculty advisor, providing evidence (i.e. a conference program or acceptance letter) that you will be presenting at the conference. Your advisor must be aware of the request for funding or it will not be approved. It is recommended that you email your request as soon as you receive your acceptance notification from the conference organizers. Once your request is approved, a staff of the Department will be in touch regarding reimbursement processes for your expenses.

### **King-Chavez-Parks Future Faculty Fellowships**

The King-Chavez-Parks program (KCP) is run by the Graduate School and supports PhD students from groups who have not traditionally been well-represented in the academy. Applicants must be US citizens and Michigan residents, and must apply online to the Graduate School at <https://gradschool.wayne.edu/fellowships/kcp>. The KCP award is up to \$35,000 over a three-year period and carries an obligation to work as a college-level instructor for at least three years after completing the PhD, and if the terms of the fellowship are not met then it becomes a repayable loan.

### **Master's Scholarships**

Each semester, the Graduate School and the College of Liberal Arts and Sciences hold a competition for scholarships that fund a portion of a master's student's tuition for the upcoming academic term. These include scholarships for recruitment (new students), AGRADE students (BA/MA program students entering the MA), retention (continuing students entering their second or later term, but not yet completing the degree), and completion (students expecting to finish the degree). Be alert for emails outlining the application process and deadlines for each semester. To apply, you will need a letter from the DGS confirming that you are in good standing as a student in the MA program.

### **External Fellowships**

It is an expectation that all doctoral students, as well as MA students where appropriate, will apply for external fellowship funding at some point during their studies. There are hundreds of funders to whom you might apply for funding – some of these are very general and open to almost all anthropology PhD students, while others are highly specific. Because these carry enormous weight with employers, applying sensibly to several funders at appropriate

stages in your career, working closely with your advisor, is highly recommended. Some of the fellowships for which our students have applied include:

- NSF Graduate Research Fellowship
- NSF Doctoral Dissertation Improvement Grant
- NIH Predoctoral fellowship
- Social Science Research Council fellowship
- Wenner-Gren Foundation doctoral fellowship
- Social Sciences and Humanities Research Council (Canada)
- Blue Cross Blue Shield Foundation
- Ford Foundation Fellowship
- Fulbright-Hays Doctoral Dissertation Award
- AAUW Dissertation Fellowship
- Edward Wise Dissertation Fellowship
- Kosciusko Fellowship
- Robert Wood Johnson Foundation

The Graduate School in conjunction with the OVPR has an incentive program, fundable once in a student's academic career, providing a \$1000 incentive for applying for a major external fellowship (fellowship amount is roughly the value of a GTAship or greater) and an additional \$1000 incentive for students who actually receive the fellowship. Students who receive a major external fellowship are also eligible for tuition support from the Graduate School, if their fellowship does not cover tuition. Contact the Director of Graduate Studies for more information.

### **Research Funding Application Procedure**

Please refer to the attached flowchart on the last page of this handbook. Discuss with your faculty advisor when you have identified a funding source. You may also consult the DGS. You must follow this process carefully, or you will risk your funding application not being submitted on time and correctly.

## FORMS

All forms that are required throughout your graduate studies are online. You can either find them on the Anthropology website [www.clas.wayne.edu/anthropology](http://www.clas.wayne.edu/anthropology), the Graduate School website [www.gradschool.wayne.edu](http://www.gradschool.wayne.edu), or the College of Liberal Arts and Sciences website [www.clas.wayne.edu](http://www.clas.wayne.edu) Here are the links to a few of the most common forms.

MA Plan of Work - [https://clas.wayne.edu/forms/wsu\\_clas\\_masters\\_plan\\_of\\_work\\_form.pdf](https://clas.wayne.edu/forms/wsu_clas_masters_plan_of_work_form.pdf)

MA Essay Format and Guidelines - <https://clas.wayne.edu/students/masters-essay>

MA Time Extension – [https://clas.wayne.edu/docs/wsu\\_clas\\_masters\\_time\\_extension\\_form.pdf](https://clas.wayne.edu/docs/wsu_clas_masters_time_extension_form.pdf)

PhD Plan of Work – <https://gradschool.wayne.edu/students/phd/forms>

PhD Time Extension - <https://gradschool.wayne.edu/students/phd/forms>

PhD Candidacy - <https://gradschool.wayne.edu/students/phd/forms>

PhD Prospectus and Record of Approval - <https://gradschool.wayne.edu/students/phd/forms>

PhD Change of Committee - <https://gradschool.wayne.edu/students/phd/forms>

PhD Final Defense - <https://gradschool.wayne.edu/students/phd/forms>

Directed Study Form – [https://gradschool.wayne.edu/phd/phd\\_coursework\\_directed\\_study.pdf](https://gradschool.wayne.edu/phd/phd_coursework_directed_study.pdf)

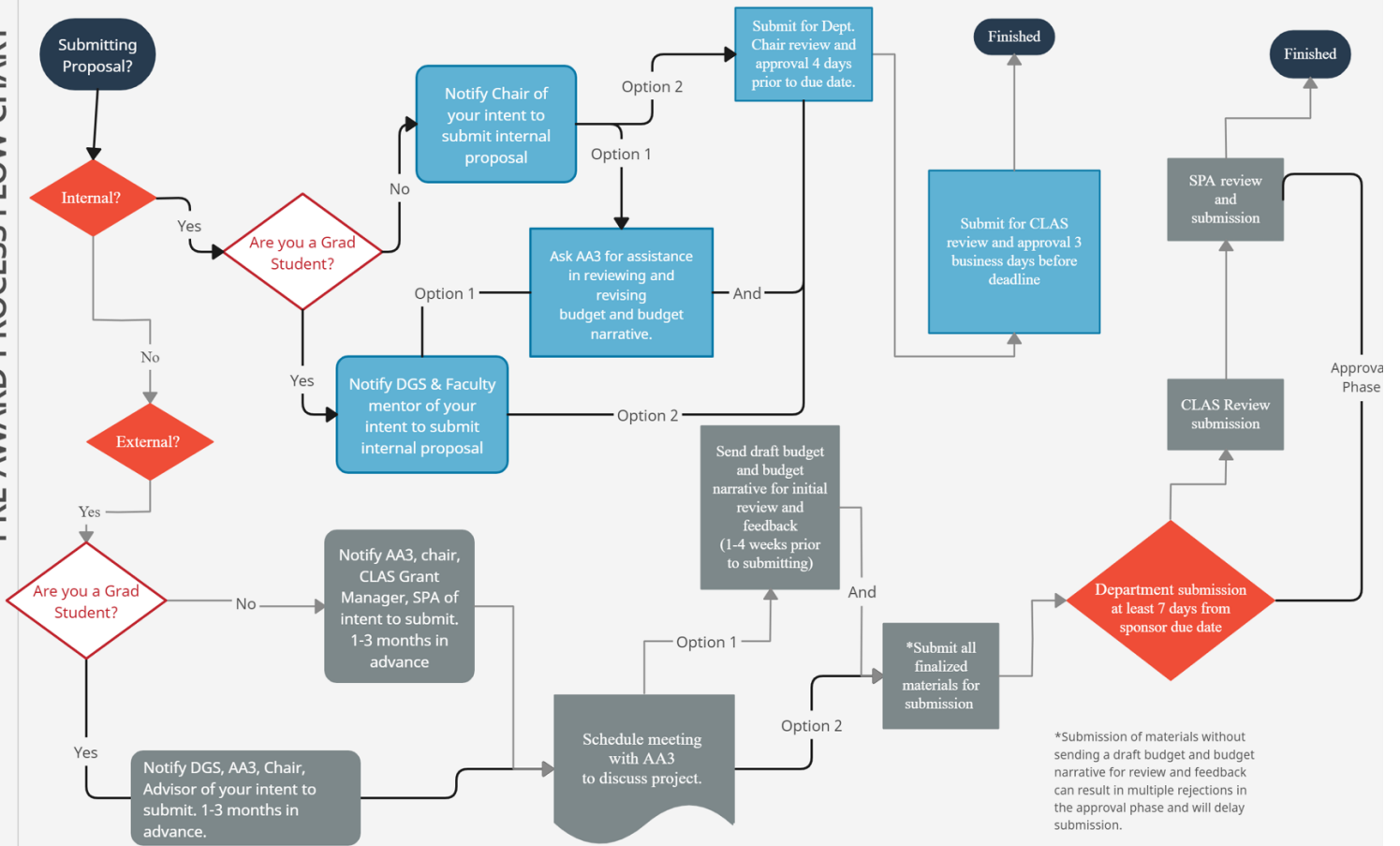
Language Proficiency Form - [https://clas.wayne.edu/anthropology/docs/language\\_proficiency.pdf](https://clas.wayne.edu/anthropology/docs/language_proficiency.pdf)

Application for PhD Qualifying Exam - [https://clas.wayne.edu/anthropology/docs/qualifying\\_exam\\_proposal\\_form.pdf](https://clas.wayne.edu/anthropology/docs/qualifying_exam_proposal_form.pdf)

**Please note – This document is updated regularly. The contents of this document are for informational purposes and represent neither a contract nor an offer to contract. The Anthropology Department reserves the right to change any provision or requirement at any time without notice.**



PRE-AWARD PROCESS FLOW CHART



DGS= Director of Graduate Studies, SPA= Sponsored Program Administration (Department), AA3= Administrative Assistant III, CLAS= College of Liberal Arts and Sciences