

GRADUATE STUDENT HANDBOOK



DEPARTMENT OF ANTHROPOLOGY

ANTHROPOLOGY
SDSU

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1) INTRODUCTION

This document is intended to guide graduate students through the M.A. program. It provides specific procedures and regulations and other important information. Although it is not a formal contract, graduate students are expected to follow these guidelines. We welcome any comments or suggestions you may have to improve this handbook.

The overall goal of our department is to enable students to better understand human biological and cultural diversity; across space and time—past, present, and future. The department fully embraces an integrated, four-field approach. This approach provides students with knowledge and training in all four subfields of anthropology and enables them to understand the biological, social, linguistic, historical, and humanistic dimensions of human diversity.

The department offers an M.A. degree through two specializations, general anthropology and applied anthropology. The *general anthropology* specialization is for students who anticipate additional work leading to a doctoral degree in anthropology or direct placement in an academic or research setting. The *applied anthropology* specialization is primarily for those who plan to seek employment in the nonacademic sector. This specialization trains students to apply anthropological principles and methodologies to solve real-world problems.

One of the most important ingredients for successfully completing the M.A. program is your thesis chair and committee. These faculty members will serve as your most important mentors throughout your academic and professional careers. You are encouraged to select your chair and committee members as soon as possible.

Faculty

Archaeology

Todd Braje, Professor

Office: HT-137A Phone (619) 594-5668 Email tbraje@mail.sdsu.edu

Archaeology of maritime societies, historical ecology of maritime ecosystems, complex hunter-gatherer-fisher studies, peopling of the Americas, early coastal migrations, Channel Islands archaeology, North American archaeology, Caribbean archaeology, California archaeology, tribal consultation and collaboration

Seth Mallios, Professor, Director of South Coastal Information Center (SCIC)

Office: AL-472 Phone: (619) 594-4748 Email: smallios@mail.sdsu.edu

Historical archaeology, economic anthropology, contact in the Americas, ethnohistory, intercultural exchange systems, American material culture, quantitative methods, regional approaches to archaeology, cultural resource management and the gift, North America

Isaac Ullah, Assistant Professor

Office: AL 480 Phone: (619) 594--7296 Email: iullah@sdsu.edu

Computational Archaeology, Geoarchaeology, GIS and Image Analysis, Quantitative Methods, Simulation and Agent-Based Modeling, Social-Ecological Systems, Mediterranean and Eurasia, Neolithic, Human Subsistence Systems, Houses and Households

Biological Anthropology

Arion Mayes, Associate Professor

Office: AL-413 Phone: (619) 594-4708 Email: amayas@mail.sdsu.edu

Skeletal biology, dental anthropology, forensic anthropology, health and subsistence, North America, Mesoamerica, African Diaspora

Erin Riley, Professor

Office: AL-457 Phone: (619) 594-8628 Email: erpriley@mail.sdsu.edu

Ethnoprimatology, Primate ecology and behavior, primate conservation, anthropology of conservation and natural resource management, environmental anthropology; Southeast Asia

Casey Roulette, Assistant Professor

Office: AL-484 Phone: (619) 594-2271 Email: croulette@sdsu.edu

Evolutionary anthropology, human behavioral ecology, substance use, toxin regulating mechanisms, contemporary hunter-gatherers and pastoralists; Sub-Saharan Africa

Sociocultural Anthropology

Matthew Lauer, Professor, Co-director of SDSU Sustainability Program

Office: AL-417 Phone: (619) 594-0978 Email: mlauer@mail.sdsu.edu

Environmental anthropology, sustainability, demography, international development, political ecology, and applied anthropology; Amazonia, Latin America, and Oceania

Erica Robb Larkins, Associate Professor, Director of J. Keith Behner and Catherine M. Stiefel Program on Brazil

Office: AL-626 Phone: (619) 594-5028 Email: erika.larkins@sdsu.edu

Urban anthropology, violence and inequality, crime, drug policy, security, police, incarceration, political economy, tourism, and public anthropology; Brazil, Latin America

Ramona Pérez, Professor, Director of Center for Latin American Studies

Office: AL-377J Phone: (619) 594-1155 Email: perez@mail.sdsu.edu

Political anthropology; feminist anthropology; gender, race and ethnicity; community studies; identity studies; health and moral economy; urban anthropology; rural to urban migrations; tourism and development; community museums; archival research and development; and oral histories.

Elisa Sobo, Professor

Office: AL-411 Phone: (619) 594-6591 Email: esobo@mail.sdsu.edu

Health and illness, childhood, risk, medical systems, organizational cultures, methods;
Caribbean, USA, England

Staff

Iris Isla, Administrative Coordinator Office: AL- 448 Phone: (619) 594-5527. Email:
anthro@mail.sdsu.edu

Resource Librarian

Email: Bruce Harley, Research Librarian

Office: Love Library 108D Phone: (619) 594-5014 Email: bharley@mail.sdsu.edu

Departmental Organization

The *anthropology departmental office* is open M-F from 8-4:30 pm. It is located in Arts and Letters 448, Phone: (619) 594-5527 Fax: (619) 594-1150. Photocopying and printing facilities are for faculty use only.

The *department chair* serves as a liaison between the faculty and the administration, communicating the department's needs to the administration, and keeping the faculty and staff informed of university policies, procedures, and initiatives.

The *graduate program advisor* is the official liaison between students, the department, and Graduate Affairs. She has signature authority for all university forms and ensures that students have met all departmental requirements. You may contact the graduate advisor during regular office hours or via email.

The *graduate student office* is in Arts and Letters 476. Students can request a key from Iris Isla to access the office. The office has PC computers with internet access.

Our department has one *administrative coordinator*: Iris Isla. She handles all administrative tasks including key requests, printing and photocopying, course paperwork requirements, administration of Graduate Assistant (GA) and Instructional Student Assistant (ISA or reader) positions, payroll, and many more duties. Typically the department hires student assistants to assist Iris with running the departmental office.

We have an active *Anthropology Graduate Student Association* ([AGSA](#)). Their purpose is to facilitate a unified graduate student voice for the department and provide peer support for graduate students in academic and professional settings. They elect officers annually, hold regular meetings, administer student travel grants, and organize social gatherings.

The *Friends of Anthropology* ([FOA](#)) is the department's alumni organization. It seeks to promote the appreciation, relevance, and understanding of the diversity of the human experience. The FOA is a collaborative group built on the continuing legacies of SDSU's outstanding students, alumni, faculty, and community members. Objectives include creating community interest in anthropology, linking students with practical experience and job opportunities, building partnerships within the community, and creating learning and training opportunities in applied anthropology. Fundraising will support these objectives for outreach and student opportunities through a speaker series, student scholarships, internships, faculty development, academic programs, community educational training, socials, and events

Department Research Facilities

Biological Anthropology Lab

Location: Storm Hall 225, 227, 229 and 231; AL 463 (Primate Wing)

Directors: Arion Mayes, Erin Riley, and Casey Roulette

Website: <https://bioanthlabsdsu.weebly.com/>

The biological anthropology lab serves as the primary location for teaching and research in biological anthropology at SDSU. The set of collections housed in the lab represents one of the best in the region. This set includes: a human anatomy collection of 15 articulated and 20-25 unarticulated skeletons; paleopathology casts; forensic casts depicting trauma, malnutrition, aging and sexing; a faunal collection used to compare human and nonhuman morphology; a human origins collection that includes a replica of the Laetoli footprints, more than 30 hominin casts, and articulated “Lucy,” *Homo erectus*, and Neandertal skeletons; and, an extensive nonhuman primate collection of six articulated skeletons and >30 skulls and casts. The lab also houses PC and Mac computers with GIS, Adobe, and SPSS software, a TV for behavioral coding, and key research equipment including an x-ray machine and processor for radiographic analysis of bone and artifacts, anthropometric equipment used in skeletal analysis, an electronic microscope, a skeletal digitizer, and a centrifuge.

The Computational Archaeology Lab

Location: Hardy Tower 62/66

Director: Isaac Ullah

Website: <http://isaacullah.github.io/CompArchLab/>

The main focus of the lab is on research into the origins of coupled human and natural systems using open-science computational approaches such as Open Source GIS, Agent Based Modeling, Imagery Analysis, and Statistical Computing. A second focus of the lab is on geoarchaeology, micro-refuse analysis, and sediment analysis. Facilities include six Ubuntu Linux computer workstations with installations of GRASS GIS, QGIS, Image-J, R, Scientific Python, Open Drone Map, Meshlab, NetLogo, RePast, PyABM, and much more. Additional resources include a Puget Systems “Peak” HPC workstation for parallel and high-performance computing, an aerial drone with multispectral camera, an artifact photography/photogrammetry station, high precision bluetooth GPS units, mobile tablets for field data collection, a full set of nesting geologic sieves, a mechanical sieve shaker, a precision balance, USB microscopes, wacom digitizing tablets, and other geoarchaeological, archaeological, and computational lab tools.

Environmental Anthropology & Archaeology Lab (EAAL)

Location: Hardy Tower 135 and 137

Directors: Todd Braje and Matthew Lauer

The lab is devoted to understanding human-environmental relationships through time and space. Facilities include a HP Designjet 510 48in large-format plotter, two PCs that have GIS, remote sensing, and statistical software including ArcGIS and SPSS, and three Trimble Geoexplorer GPS receivers. The EAL shares facilities with the geography department’s Center for Earth Systems Analysis Research ([CESAR](#)) lab. CESAR has extensive resources such as graphics (Adobe Photoshop), remote sensing, and modeling software, large format color plotters (HP 5500ps Designjet), and mapping-grade scanners and digitizers.

Historical Archaeology/Maya Research Lab (HAMR)

Location Hardy Tower 70 and 70A

Directors: Seth Mallios and Joseph Ball

The Historical Archaeology/Maya Research Lab is a dual teaching/research work space for studies in Historical and Maya Archaeology. The Historical Archaeology Lab contains collections from the Nate Harrison (2004-08) and Whaley House (2007-11) excavations as well as material from the San Diego Gravestone Project and the Archaeology of SDSU Project. The Maya Research Lab houses several extensive reference and study collections of archaeological ceramics and lithic artifacts from southeastern Mexico (Campeche and Yucatan), northern Belize, and western Belize available both for comparative purposes and for individual independent research projects. There is also an ethnographic collection of Maya domestic pottery, incensarios, and other material culture made in the late 1960s and early 1970s. On site equipment includes two computer setups with accompanying scanners and printers, both computers with Access and Paradox database software and standard Office applications, and both holding the extensive artifactual and contextual catalogues and databases from the 1984-1994 and 1997-2000 SDSU Belize archaeological programs and the 2003-2005 SDSU-Universidad Autónoma de Campeche archaeological field program.

San Diego State University Collections Management Program

Location: Hardy Tower 69 and 71

Director: Jaime Lennox

Website: <http://cmp.sdsu.edu/>

The mission of the collections management program is to preserve and curate artifacts and their associated documents for academic research, public education, and use by Native Americans and others. Archaeological collections curated at SDSU represent a significant resource for research and education. Collections management has an active research program with opportunities for undergraduate and graduate students to undertake independent studies and internships.

Opportunities to learn about local archaeology, artifact identification, exhibitions, curation, and federal and state regulations are abundant. The collections management program also has an active education outreach program where experienced graduate students bring artifacts to the classroom for an interactive hands-on experience.

South Coastal Information Center

Location: Arts and Letters 106

Director: Seth Mallios and Jaime Lennox (Coordinator)

Website: <http://scic.org/>

SCIC operates under contract with the State Office of Historic Preservation in response to federal (National Environmental Policy Act and National Historic Preservation Act) and state legislation (California Environmental Quality Act) enacted to provide for the preservation of historic resources. The major function of the SCIC is to accumulate and distribute archaeological and historical information in the form of archaeological site records, maps, reports, and electronic data for the San Diego and Imperial counties.

2) MASTER'S OF ARTS DEGREE PROGRAM DETAILS

Program Unit Requirements

The minimum unit requirement for the M.A. is 33. Courses must be from the 500, 600, or 700 level. Courses used to fulfill the language or statistics requirements are *in addition to* the minimum of 33 units required for the M.A. degree.

You are free to take elective courses in other departments that may be applicable to your degree program. You are encouraged to work with specific faculty and pursue specialized topics of interest through ANTH 798 (Special Study) or ANTH 795 (Internship). These courses are taken with the credit/no-credit option only. No more than three units of 798 or three units of 795 may apply towards the 33 units required for the degree.

Grade Requirements and Academic Probation

No grade below a B is acceptable for coursework on your program of study. In addition, you must maintain at least a 3.0 GPA in all other courses applied to the M.A. degree including any transfer credit. Note that ANTH 795, 797, 798, and 799 are only given with CR/NC (credit/no credit).

If you receive a B- or lower or an incomplete in any course from your POS you will be placed on academic probation. Only where evidence is presented of very unusual non-academic circumstances are incompletes allowed, although incompletes cannot be given for ANTH 795, 797, 798, and 799. If you receive a B- or lower or incomplete in any course it is your responsibility to hold a meeting with the graduate program advisor and your faculty mentor and inform them about it. Your case will then be reviewed and evaluated during a faculty meeting. If you do not clear an incomplete from your record within one year it will automatically revert to an incomplete charge (IC), which is equivalent to a F grade on your transcripts.

To remove your probationary status you must retake the course in the subsequent semester and receive a B or higher. If the course is not offered in the subsequent semester you must clearly demonstrate in other equivalent graduate level courses your ability to perform at the graduate level. If you have probationary status and you fail to improve you will be released from the M.A. program. Note that retaking a course does not automatically replace your original grade. You also must submit a Graduate Petition for Retroactive Withdrawal/Add form.

Annual Student Progress Report

All students are required to complete an annual progress report at the end of each academic year. The purpose of the report is to assess your progress through the program in terms of academic achievement, staying on track to completion, research productivity, and professional development. The report form is available on the anthropology website.

Once you have completed your portion of the report, you should send the report to your primary faculty mentor and then schedule a meeting with the mentor to review the material. The “faculty mentor” is the faculty member with whom you have primarily been working (i.e., potential thesis advisor) or, if already advanced to candidacy, your thesis chair. The mentor will complete his/her portion at or before this meeting, you and the mentor will sign the document, and you then submit the signed a copy (hard or e-copy) to the Department of Anthropology’s Graduate Advisor by the due date (typically the last day of spring semester). You are welcome to discuss your report with the Graduate Advisor, but this is not required.

Thesis Chair, Thesis Committee, and Thesis Proposal

You should establish relationships with anthropology faculty who are potential thesis chairs as soon as you enter the graduate program. Your thesis chair will be your most important mentor and your relationship with him or her is essential for a successful thesis experience.

Sometime prior to advancement to candidacy (the earlier the better), you should select an anthropology faculty member as your M.A. thesis chair. Only full-time tenured or tenure-track faculty can serve as your chair. Under the mentorship of the chair, students typically register for ANTH 798 (Special Study) to develop a thesis proposal. The purpose of the proposal is to help you articulate your ideas to a point where it is clear to you and to the professor what it is you want to do and how exactly you are going to proceed. The exact format of the thesis proposal is determined by the thesis chair. In general, the department expects the thesis proposal to contain the following: title, abstract, introduction, literature review, research design and objectives, methods, significance, and references.

While a professor may agree to work with you on the thesis proposal, this does not mean that the professor is officially committed to be your chair. A signature on the Appointment to the Thesis Committee form (see below) is the official commitment to serve as chair.

Once your chair approves your proposal, you and your chair should select two additional faculty members for the committee, one from within the department, and one from another department on campus. These committee members must be full-time tenured or tenure-track faculty or emeritus faculty (retired) faculty. Typically the second member of your committee should have an interest in your thesis topic although it is not unusual for students to ask a faculty member to serve on their committee even when the thesis is outside their immediate academic interest. In most cases, the chair and the second committee member are your primary advisors. The third, as an outside member, normally serves in a less active role providing feedback on your work as it relates to the topic on a broad, interdisciplinary level. Occasionally, the third member may be more active and play a critical role in the theoretical or methodological development of your thesis. You will need to establish their level of involvement at the time you invite them to serve on your committee.

The thesis proposal is then submitted to the entire committee for approval. Once the committee evaluates the proposal as acceptable, they must sign an Appointment to Thesis Committee form. This form is available only from Graduate Affairs office (Note: Your POS must be filed before Graduate Affairs will release this form. Note that you can request the form prior to advancing to

candidacy). You then have the graduate program advisor sign the form and you submit it to Graduate Affairs. An approved Appointment to Thesis Committee form is the last requirement to advance to candidacy. You must also submit a department “Thesis Proposal Approval” form (available on the department website) along with a copy of the thesis proposal to the graduate program advisor.

Course Requirements for the M.A. in General Anthropology

Core seminars:

- ANTH 601 Seminar in Biological Anthropology
- ANTH 602 Seminar in Archaeology
- ANTH 603 Seminar in Ethnology
- ANTH 604 Seminar in Linguistics

The department highly recommends that students have the necessary preparation in all four sub-disciplines before taking the core graduate seminars. You should assess your undergraduate coursework to that you have the necessary coursework under your belt. If you need more preparation for a core seminar we offer undergraduate courses that will help prepare you. The course pairings are as follows:

Core Seminar	Prep Course
ANTH 601 Seminar in Biological Anthropology	ANTH 301 Principles of Biological Anthropology (w/ lab)
ANTH 602 Seminar in Archaeology	ANTH 302 Principles of Archaeology
ANTH 603 Seminar in Ethnology	ANTH 303 History of Ethnological Theory
ANTH 604 Seminar in Linguistics	ANTH 304 Principles of Anthropological Linguistics

Methods requirements:

One of the following: (ANTH 501) Primate Behavioral Ecology, (ANTH 505) Human Osteology, (ANTH 520) Ethnographic Field Methods, (ANTH 531) Applied Anthropology Methods, (ANTH 583) Paradise Lost? The Archaeology & Ethics of Human Environmental Impacts, (LATAM 601) Seminar on Methodology of Latin American Studies

Electives:

- Four 500/600/700 numbered elective courses from any department at SDSU determined in consultation with the student's thesis chair.

Research requirement:

- ANTH 797 Research (credit/non-credit only). Can be taken before or after advancing to candidacy.

After advancing to candidacy and submitting an approved Appointment of Thesis Committee form:

- ANTH 799A Thesis (Credit/Satisfactory Progress/No-credit only)

Course Requirements for the M.A. in Applied Anthropology

Core seminars:

- ANTH 605 Seminar in Applied Anthropology
Three of the following:
 - ANTH 601 Seminar in Biological Anthropology
 - ANTH 602 Seminar in Archaeology
 - ANTH 603 Seminar in Ethnology
 - ANTH 604 Seminar in Linguistics

The department highly recommends that students have the necessary preparation in all four sub-disciplines before taking the core graduate seminars. You should assess your undergraduate coursework to ensure that you have the necessary coursework under your belt. If you need more preparation for a core seminar we offer undergraduate courses that will help prepare you. The course pairings are as follows:

Core Seminar	Prep Course
ANTH 601 Seminar in Biological Anthropology	ANTH 301 Principles of Biological Anthropology (with
ANTH 602 Seminar in Archaeology	ANTH 302 Principles of Archaeology
ANTH 603 Seminar in Ethnology	ANTH 303 History of Ethnological Theory
ANTH 604 Seminar in Linguistics	ANTH 304 Principles of Anthropological Linguistics

Internship requirement. Complete internship relevant to thesis topic through:

- ANTH 795 Internship

Methods requirements (same as general anthropology).

Electives:

- Three 500/600/700 numbered elective courses from any department at SDSU determined in consultation with the student's thesis chair.

Research requirement:

- ANTH 797 Research (credit/non-credit only). Can be taken before or after advancing to candidacy.

After advancing to candidacy and submitting an approved Appointment of Thesis Committee form:

- ANTH 799A Thesis (credit/satisfactory progress/no-credit only)

Foreign Language or Statistics/Geographic Information Systems/Computer Programming Requirement

To be awarded an M.A degree, students in both the general and applied specializations must satisfy the “foreign language requirement.” The department offers four options: demonstrate upper division competency in 1) a foreign language, 2) statistics, 3) Geographic Information Systems (GIS), or 4) a computer programming language. Once you have completed the requirement, submit the [“Report of Foreign Language Completion”](#) form to the graduate advisor.

- 1) **Foreign language:** Pass an oral proficiency exam demonstrating a working knowledge of an appropriate foreign language or complete an upper division course in a foreign language (2.5 minimum GPA). Courses taken as an undergraduate can be used to satisfy the requirement. If you intend to pass a proficiency exam to satisfy the language requirement, contact SDSU Office of Testing Services (619-594-5216; testing.sdsu.edu) or the appropriate SDSU language department and arrange an exam (e.g., French). You must achieve an intermediate-low (ACTFL) or higher oral language proficiency level to satisfy the requirement.
- 2) **Statistics:** Demonstrate upper division competency (i.e., 300-level and above) in statistics. If you have no previous training, you would complete one lower division and one upper division course in statistics with a 2.5 minimum GPA. Some possible course sequences include: Biology 215 and 597A or 597B; Sociology 201 and 406 or 407; or Statistics 250 and 350A
- 3) **GIS:** Demonstrate upper division competency (i.e., 300-level and above) in GIS. If you have no previous training, you would complete one lower division and one upper division course in GIS with a 2.5 minimum GPA. Some possible course sequences include: Geography 104 and 484 or equivalent courses in other departments.
- 4) **Computer programming:** Demonstrate upper division competency (i.e., 300-level and above) computer programming. If you have no previous training for example, you would complete one lower division and one upper division course in computer programming with a 2.5 minimum GPA. A possible course sequence includes: Computer Science 100 or 107 and Linguistics 572.

Note: There is no unit number requirement for the foreign language/statistics/GIS/computer programming requirement; rather you must demonstrate intermediate level proficiency (foreign language) or upper division competency (i.e., 300-level and above). This means that if you have had relevant undergraduate coursework that has prepared you to take the upper division course offered, there is no need to take the sequences outlined above; you can just take the upper division course.

How do I register for classes?

Registration for classes is completed online through Web Portal. However, prior to registration, required fees must be paid. Payment may be made either (1) by check made payable to SDSU; (2) online (<http://www.sdsu.edu/sfs>) using personal checking account information or with a credit card through CASHNET SmartPay (http://commerce.cashnet.com/sdsu_sp). Once fees are paid, you may access registration through your Web Portal account.

What is Program of Study (POS), when should it be submitted, and can it be altered?

The Program of Study (POS) is a contract between the student, the department, and the university. The POS consists of the complete list of courses a student will take in order to satisfy the requirements for the degree. It includes both required coursework and electives. The POS can only be submitted by students with classified graduate standing. The graduate advisor and student consult about the Program of Study. Once an agreement is reached, the advisor submits the POS to the Graduate Division electronically for review. If the POS meets all university requirements it is given final approval by the Graduate Dean and becomes binding.

You should meet with the graduate program advisor during your 3rd semester to submit your POS. The POS cannot be submitted any later than the semester prior to graduation.

If you wish to alter an approved POS, a [Petition for Adjustment of Academic Requirements](#) must be supported by the graduate advisor and approved by the GRA. You must complete the Petition, obtain the signature of the graduate advisor, and submit the Petition to the GRA. When approved, a copy will be mailed to you.

How do I enroll in ANTH 795, 797, 798, and 799?

ANTH 795 (Internship):

How to enroll: fill out [ANTH 795 form](#), submit to supervising faculty member and graduate advisor for approval, obtain schedule number from supervising faculty.

ANTH 797 (Thesis Research)

How to enroll: fill out [ANTH 797 form](#), get thesis chair to sign, submit to graduate advisor for approval, then obtain schedule number from thesis chair. *NOTE: if your research involves human and/or animal subjects then you must have IRB and/or IACUC approval, respectively, to enroll in 797.*

ANTH 798 (Special Study)

How to enroll: fill out [ANTH 798 form](#), submit to supervising faculty member and graduate advisor for approval, obtain schedule number from supervising faculty member.

ANTH 799 (Thesis)

How to enroll: You must be advanced to candidacy to enroll in ANTH 799 (see below). Obtain schedule number from Graduate Affairs. Credit is issued for 799A if the final version of the thesis (approved by Montezuma Publishing) is submitted, paid for and published by that semester's publishing deadline. If the thesis is not published by the deadline, a grade of "RP" is assigned. RP means "Report in Progress." If you do not successfully complete your thesis and

defense in the semester or summer term that you enrolled in 799A, then you must enroll in ANTH 799B (Thesis Extension, 0 units, CR/NC) to finish, defend, and submit your thesis. In most cases, students save money and enroll in ANTH 799B through the College of Extended Studies (CES). Note though that by registering through CES, students are no longer paying student fees, and hence, lose student privileges (e.g., library).

How do I advance to candidacy?

A student who has been advanced to candidacy has been officially recognized by the university as a candidate for the degree. The graduate program advisor will inform Graduate Affairs that you are “advanced to candidacy” when you have:

- Completed all required coursework (except ANTH 797 and 799) with no less than a B in all courses
- Satisfied the “foreign language requirement” and submitted a “Report for Foreign Language Completion” [form](#) to the graduate advisor
- Maintained at least a 3.0 GPA in all other courses applied to the M.A. degree including any transfer credit
- Met with graduate program advisor to submit a “Program of Study” (POS)
- Formed a thesis committee
- Completed a thesis proposal and had it approved by your committee, and submitted the [“Thesis Approval Form”](#) to the graduate advisor
- Obtained human and/or animal subjects approval (if applicable)
- Submitted a signed “Appointment to Thesis Committee” form (must be picked up at Graduate Affairs) to the graduate program advisor

Human and/or Animal Subjects

If your thesis research involves human or animal subjects a protocol must be submitted and approved by the Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC), respectively, prior to submitting the thesis committee form and conducting research. For more information see the [Research Compliance](#) section of SDSU Division of Research Affairs website. Allow 4-6 weeks for IRB review and approval.

Note that for Animal Subjects review through IACUC, your thesis chair is the PI (Principal Investigator) and hence must submit and sign the paperwork on your behalf. For Human Subjects review (IRB), the student is the PI but the thesis chair is ultimately responsible, so it is critical that you gain their approval of your proposed research before you submit your proposal for review. Allow 4-8 weeks for IACUC review and approval.

Thesis and Thesis Defense

The thesis format must follow the guidelines stipulated in the [SDSU Dissertation & Thesis Manual: Policies, Procedures, and Format](#).

Completing a thesis in one semester takes advanced planning and close coordination with your thesis chair. Most students need two semesters to complete their thesis. Completing the thesis in one semester is difficult because Graduate Affairs requires 4 – 6 weeks to review your thesis and sets a submittal deadline early in the semester (see below for more details). In addition to this early deadline you must also provide your thesis chair *at least two weeks to review your thesis*. And this process usually involves several rounds of edits and thus several more weeks. Once the chair is satisfied, then you must provide the other two members of your committee another two weeks to read and edit the thesis. For the final version of the thesis you must also allow your committee another two weeks for review. And finally you must pass an oral examination and public defense all before the Graduate Affairs submittal deadline.

To receive the M.A. degree all graduate students must pass a final oral examination and public defense with all committee members present (Plan A). You must be enrolled in ANTH 799A or ANTH 799B during the semester or summer term of completion. Note that you must obtain the schedule numbers for these courses from Graduate Affairs. Your oral defense may be made any time of the year including summer. Many faculty, however, are only on a 10-month contract and conduct research over the summer so you will need to check faculty willingness and availability prior to planning a summer thesis defense. After the defense, the committee members sign the signature page of the approved thesis and the completed thesis with the signed signature page is submitted to [Montezuma Publishing](#) for formatting review (and you must pay \$20 thesis review fee) and printing.

Consult the university's [academic calendar](#) to determine the [deadlines](#) for submission of your thesis. Note that there are the following deadlines: the Without-Risk Deadline, Final Deadline, and the Last Day to Submit Theses Without Re-enrolling Deadline. The **Without-Risk Deadline** is the last date you can submit the thesis for **guaranteed** formatting review by Montezuma

Publishing. **This date is typically 4-6 weeks before the end of the semester.** The **Final Deadline** is the day by which your thesis must be reviewed (usually takes up to 3-4 weeks) and approved in order to graduate during the current semester. If you submit your thesis by the **Last Day to Submit Theses Without Re-enrolling Deadline** (typically the last day of the semester) you will not have to re-enroll in Thesis 799 for the following semester, but you must re-apply for graduation. Exception: If a majority of the formatting requirements as specified in the SDSU Dissertation & Thesis Manual and department style guide (including source documentation) have not been followed, your thesis will be rejected and you will be required to re-enroll

Leave of absence (LOA)

Students are permitted to take up to four (4) semesters of approved educational leaves of absence when you are engaged for the majority of the leave time in an activity that is directly leading to formal academic activities that contribute to specific academic goals.

How to request a Leave of Absence (LOA):

- 1) Apply through your webportal
- 2) Submit the “Graduate Student Leave of Petition” to Graduate Advisor for their signature
- 3) Submit above form to Graduate Affairs

LOA applications are due by the last day of the add/drop period each fall and spring semester. For more information go to the [Office of the Registrar's website.](#)

Program Time Limit

Regarding the time-to-graduate policy, students are bound to the Graduate Bulletin in effect the year they began the program. For students who began prior to Fall 2015, the policy is that you must complete all degree requirements **within seven (7) calendar years of the semester when you entered the master's program.** If you are unable to complete the program due to personal illness, you may be eligible for an extension. The extension is subject to Graduate Affairs' regulations (see degree time limitations in the Graduate Affairs bulletin).

For students who began in Fall 2015 and beyond, the policy has changed. You must complete all degree requirements **within six (6) consecutive calendar years** after initial registration. Time spent on leave of absence and stop outs is counted toward the degree time limit. For example, a student beginning in Fall 2015 would need to finish by December 2021. Students who exceed the time limit and wish to continue their studies must formally apply for new admission. If you are unable to complete the program due to personal illness, you may be eligible for an extension. The extension is subject to Graduate Affairs' regulations (see degree time limitations in the Graduate Affairs bulletin).

3) FUNDING OPPORTUNITIES

The department regularly offers three competitive, internal scholarship programs: the *Norton Allen Scholarship*, *Al Sonek Biological Anthropology Scholarship*, and the *Pitt Warner Scholarship*. The Norton Allen Scholarship is worth \$500 and multiple awards are given each fall semester. Any graduate student in anthropology is eligible with no minimum GPA or enrollment status. Applicants must submit a CV and a 500-word essay summarizing their research and how it relates to their career goals. The deadline is the 2nd Friday of October. The Al Sonek Biological Anthropology Scholarship is worth \$500 and is awarded once a year in the spring (deadline 2nd Friday of March). Applicants must be working in the field of biological anthropology, have submitted their POS, and have a 3.7 minimum GPA. Application requirements include a current CV and a 500-word research proposal. The proposal must include goals of intended research, a brief description of methodological approach, description of preparedness for research (e.g., coursework & relevant training AND relevant permits and/or official documents needed to carry out work), and a timeline for proposed research. Any graduate student who will be registered the semester following the call for applications (usually spring semester) is eligible for the Pitt Warner Scholarship (\$400). Applicants must submit a CV, an unofficial copy of their transcript, and a 500-word essay summarizing their research and how it relates to their career goals. All applications are submitted through the [Office of Financial Aid and Scholarships \(OFAS\)](#). See their website for full details about application requirements.

Many other kinds of grants and scholarships can also be found through the [OFAS website](#). Note that many grants and scholarships require that you apply early in your academic career. SDSU has been active in the Fulbright Grant Program and our campus liaisons are Dr. Nancy Marlin (nmarlin@mail.edu) and Dr. Edith Benkov (ebenkov@sdsu.edu). Contact them for more information. You will receive periodic emails from them notifying you of the current funding cycle.

Research opportunities and funding for students interested in Latin America is also available through the [Center for Latin American Studies](#). For example, students who intend to pursue a Ph.D. can apply for a Tinker Grant to support preliminary research in Latin America. A maximum of \$2,000 will be awarded per student.

Teaching Associate, Graduate Assistants and Instructional Student Assistants

A number of Graduate Assistant (GA) and Instructional Student Assistant (ISA or reader) positions are available every semester. Anthropology courses that regularly need ISAs include ANTH 101, 102, 103, 349, 353, 355, 360, and 402. Faculty teaching other courses may also need ISA assistance depending on class enrollment. Interested students must submit an application and a cover letter each semester that they seek a GA or ISA position. The cover letter should indicate the hours during the semester you are available for work and summarize your relevant skills and experience. Students may also directly contact the faculty teaching the courses to indicate their interest in serving as an ISA.

Typical activities of TAs, GAs, and ISAs include providing assistance to faculty conducting research by collecting and arranging data, assisting in the instruction of students, conducting small discussion groups related to a large lecture course, holding office hours, preparing course materials, and assisting professors in evaluating student work and examinations. The number of positions and hours available for work per week each semester depends on course offerings, enrollment, and professor need.

To be eligible for TA, GA, or ISA positions you must be admitted at SDSU, have classified graduate standing, be registered for at least six units of graduate courses, and maintain a minimum of 3.0 GPA. The hourly wage is \$12.00 and students can work a maximum of 20 hours per week during the semester.

APPENDIX A: SUGGESTED TIMELINE FOR COMPLETING THE M.A. DEGREE

Year 1

- Build relationships with faculty who are potential thesis chairs or committee members
- Take core seminars and start fulfilling the methods course
- Satisfy foreign language/statistics/GIS/computer programming requirement
- By the end of the first year you should have selected a thesis chair and discussed a potential thesis topic with them

Summer 1

- Take any required courses or electives that are offered
- Attend field schools or assist faculty with their field research
- Complete internships
- Conduct preliminary fieldwork

Year 2

- Complete all required courses
- Work with the graduate program advisor to submit a program of study (POS)
- Write thesis proposal
- Have your thesis chair approve your thesis proposal
- Select remaining thesis committee members
- Submit proposal to entire committee
- Submit IRB and/or IACUC protocols if your research involves human or animal subjects, respectively
- Submit thesis committee form to Graduate Affairs with your committee members and the graduate program advisor's signatures
- Submit thesis approval form to graduate program advisor
- Submit "Report of Foreign Language Completion" to the graduate program advisor
- Advance to candidacy
- Conduct research, register for ANTH 797 (you can register in this course before or after advancing to candidacy)

Summer 2

- Conduct research

Year 3

- Conduct research, register for ANTH 797 (if you haven't already taken it)
- Write and complete thesis, register for ANTH 799A
- File an application for graduation with Graduate Affairs (*apply early*: the deadline each semester is during the second week of classes)
- Pass final oral examination, public defense, and obtain final thesis approval signatures from committee
- Submit thesis to Montezuma Publishing for formatting review, printing, and binding