GRADUATE STUDENT HANDBOOK

DEPARMENT 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. Our program embraces an integrative anthropology approach with a strong emphasis in both
theoretical and applied dimensions of the discipline, thereby preparing our M.A. students for:
1) Teaching positions in Anthropology
2) Doctoral training in Anthropology and allied fields (e.g., Geography, Public Health, Primate Conservation Biology, etc.)
3) Professional careers in public and private sectors and non-profit organizations (e.g., cultural resource management, urban planning, program evaluation, administration, healthcare, marketing, and sustainable resource management and economic development)

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. Upon admission to our program, you are assigned a faculty mentor who will assist you in developing your thesis research ideas. Generally, your faculty mentor will become your thesis chair, although this is not necessarily a requirement.

Faculty
Archaeology

> Seth Mallios, Professor, Director of South Coastal Information Center (SCIC)
> Office: AL-472; Email: smallios@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

Nicole Mathwich, Assistant Professor
Office: AL 486; Email: nmathwich@sdsu.edu
Zooarchaeology, archaeology of colonialism, Spanish borderlands, human-animal relationships, historical ecology, social-ecological systems, cultural landscapes, water management, isotopic analysis, North American archaeology, historical archaeology, quantitative methods, museum studies and NAGPRA

Isaac Ullah, Associate Professor
Office: AL 480; 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; Email:
amayes@sdsu.edu
Skeletal biology, dental anthropology, forensic anthropology, health and subsistence, North America, Mesoamerica, African Diaspora

Oliver Paine, Assistant Professor
Office: AL-459; Email: opaine@sdsu.edu
Paleoanthropology, paleoecology, hominin evolution, nutritional ecology, savannah plant communities, human evolution, Eastern Africa, South Africa

Erin Riley, Professor
Office: AL-457; Email:
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Ethnoprimatology, Primate ecology and behavior, primate conservation, anthropology of conservation and natural resource management, environmental anthropology; Southeast Asia

Casey Roulette, Associate Professor
Office: AL-484; Email: croulette@sdsu.edu
Evolutionary anthropology, human behavioral ecology, substance use, toxin regulating mechanisms, contemporary hunter-gatherers and pastoralists; Sub-Saharan Africa

Sociocultural Anthropology

Amanda Kearney, Professor,
Office: AL-421, Email: ajkearney@sdsu.edu
Applied Anthropology/Engaged Anthropology, Socio-cultural Anthropology, Ethnography, Indigenous land and sea rights,

Erica Robb Larkins, Professor, Director of J. Keith Behner and Catherine M. Stiefel Program on Brazil
Office: AL-626; 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

Matthew Lauer, Professor, Department Chair
Office: AL-417; Email: mlauer@sdsu.edu
Environmental anthropology, sustainability, demography, international development, political ecology, and applied anthropology; Amazonia, Latin America, and Oceania

Vijayanka Nair, Assistant Professor
Office: AL; Email: vnair@sdsu.edu
Anthropology of science and technology, the state and politics, the body and embodiment, morality and ethics, personhood; South Asia, East Asia.

Ramona Pérez, Professor, Director of Center for Latin American Studies
Office: AL-377J; Email: perez@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; 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@sdsu.edu

Resource Librarian
Ashley Wilson, Social Sciences Librarian
Email: aswilson@sdsu.edu

Departmental Organization

The ***Anthropology Departmental Office*** is generally 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*** (**AC**): Iris Isla. The AC 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. The department typically hires student assistants to assist the AC 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: 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
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.

Nutritional Ecology Lab
Location: Storm Hall 23*
The Nutritional Ecology Lab allows researchers to efficiently analyze the nutritional properties of organic materials related to a broad range of anthropological questions. Standard nutritional data such as crude protein, crude fat, fiber fractionations, and mineral content can be analyzed with equipment regularly used by agribusiness and the USDA. While the lab mainly focuses on questions regarding ancient hominin feeding ecology through the lens of modern African savanna landscapes, the methods and protocols used can be easily applied to questions about modern human and non-human primate nutrition/health. Major analytical equipment: Leco FP828 nitrogen analyzer, Ankom XT 10 lipid extractor, Ankom Delta fiber analyzer, Daisy II incubator, Retsch ZM 300 centrifugal mill, muffle furnace. The lab also has an FLS II portable mechanical properties tester for measuring the toughness and/or modulus of materials.

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.

Zooarchaeology and Borderlands Archaeology Laboratory (ZoBAL)
Location: Hardy Tower 137
Director: Nicole Mathwich
The ZoBAL is a research and teaching space for studies in zooarchaeology and the study of animal remains at archaeological sites. The lab contains 30+ reference specimens and collections used for student research, and students will find support for their work in training and lab resources. Facilities include modern reference skeletons, microscope, scales, calipers, micro-drill, osteology reference books, photography equipment, and computer work station with Image-J, R, Adobe Creative Suite, and SPSS. As the newest archaeology lab space, the ZoBAL is eminently adaptable to student interests in zooarchaeology.

2) MASTER'S OF ARTS DEGREE PROGRAM DETAILS

Program Unit Requirements[1]

The minimum unit requirement for the M.A. is 30. Courses must be from the 500, 600, or 700 level. Courses used to fulfill the "foreign language requirement" are *in addition to* the minimum of 30 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; however, only 9 units of elective coursework can be outside of anthropology. 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 30 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

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[1] For students who began the M.A. program prior to Fall 2019 and who wish to follow the old path of a specialization in either General Anthropology or Applied Anthropology the minimum unit requirement is 33.

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 (or thesis chair) 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 their 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. The Graduate Advisor will also review the report to assess progress in the program.

Degree Evaluation and the Program of Study (POS)
The Degree Evaluation (also called the Degree Audit report) is a resource for students and advisors to track requirements for graduation. The report includes Program of Study (POS), GPA and advancement to candidacy requirements. You can access your Degree Evaluation via my.SDSU. The degree evaluation is a "living document," meaning it updates regularly as you satisfy your degree requirements. It is a great resource to help you track your progress toward degree completion! Instructions for how to access your Degree Evaluation are available here. Students should run a degree audit at the end of the first semester, when grades are posted, and before the beginning and at the end of each semester thereafter.

The Program of Study (POS) appears on the Degree Evaluation. 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.

You should meet with the graduate program advisor during your 3rd semester to discuss and agree on your POS. If you wish to alter an approved POS, a Petition for Adjustment of Academic Requirements (PAAR) must be supported by the graduate advisor and approved by the Associate Graduate Dean. This form can be submitted electronically.

Thesis Chair, Thesis Committee, and Thesis Proposal

As noted above, you will be assigned a faculty mentor upon admission into the program. More often than not your faculty mentor ends up becoming your thesis chair. Your thesis chair will be your most important mentor and your relationship with him or her is essential for a successful thesis experience. You should initiate contact with your faculty mentor prior to the start of your first semester. Once in the program, you should plan to regularly meet with your faculty mentor to discuss your research and plan your coursework. The Graduate Advisor is also a resource for advice regarding coursework.

Sometime prior to advancement to candidacy (the earlier the better), you should confirm who will serve as your thesis chair. Note that 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.

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 the **"Thesis Proposal Approval" form** (available on the department website) and submit it to the Graduate Advisor.

In order to register for ANTH 799 (the Thesis course) you need to be advanced to candidacy and you need to ask the Graduate Advisor to submit the **Appointment to Thesis Committee form**. The Graduate Advisor will need the following information from you in order to submit this form:
- Your name, EMPL ID
- Names, departments, and email addresses of all committee members, clarifying who the thesis chair and the others' respective roles (i.e., 2nd member, 3rd member, etc.)
- Thesis title
- Clarification as to whether the thesis will be written in a foreign language
- Clarification as to whether IRB and/or IACUC approval is required (if required send the Grad Advisor your approval letters)
- Rights to thesis data and publication
    - Option 1: All rights to data and sole publication authorship belong exclusively to the student. Primary data will be retained by the student.
    - Option 2: Student and Thesis Committee Chair have reached an alternative agreement (and send your alternate agreement to the Grad Advisor)

Course Requirements for the M.A. in Anthropology, 30 units (for students who matriculated after Fall 2019)

<u>Core seminars:</u>
Three (3) of the following (9 units)
- ANTH 601 Seminar in Biological Anthropology
- ANTH 602 Seminar in Archaeology
- ANTH 603 Seminar in Sociocultural Anthropology
- ANTH 604 Seminar in Linguistics (note: no longer offered after Fall 2024)

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 so 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 (w/a lab)
ANTH 603 Seminar in Sociocultural Anthropology	ANTH 303 History of Ethnological Theory
ANTH 604 Seminar in Linguistics	ANTH 304 Principles of Anthropological Linguistics

<u>Methods requirement (3 units):</u>
- One of the following:
- (ANTH 501) Primate Behavioral Ecology
- (ANTH 505) Human Osteology
- (ANTH 520) Ethnographic Field Methods
- (ANTH 531) Applied Anthropology Methods
- (LATAM 601) Seminar on Methodology of Latin American Studies
- (ANTH 560) Advanced Archaeological Field Techniques
- (ANTH 561) Archaeological Laboratory Methods
- (ANTH 562) Comp Arch
- (ANTH 563) Anthropogenic Landscapes
- (ANTH 564) Zooarchaeology Methods

Note: Other methodologically oriented courses may be approved by the Graduate Advisor, but will require submission of a Petition for Adjustment of Academic Requirements (PAAR)

<u>Electives (12 units):</u>
- Four 500/600/700 numbered elective courses from any department at SDSU determined in consultation with the student's thesis chair.
   - Note: only 9 units can be taken outside of anthropology
   - Only 3 units can be credit/no-credit (i.e. 798 or 795, not both)

<u>Research requirement (3 units):</u>
- 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) – (3 units)

Course Requirements for the M.A. in General Anthropology (**only for students who matriculated prior to Fall 2019)

Core seminars:
- ANTH 601 Seminar in Biological Anthropology
- ANTH 602 Seminar in Archaeology
- ANTH 603 Seminar in Sociocultural Anthropology
- 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 Sociocultural Anthropology	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 (**only for students who matriculated prior to Fall 2019)

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 Sociocultural Anthropology
  - 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 lab)
ANTH 602 Seminar in Archaeology	ANTH 302 Principles of Archaeology
ANTH 603 Seminar in Sociocultural Anthropology	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 must satisfy the "foreign language requirement." The department offers four options to meet this requirement: 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, initiate the Graduate E-form "Report of Foreign Language Completion" which will then be routed to the graduate advisor. Instructions on how to submit this E-form is available here.

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.

How to enroll in ANTH 795 (internship), ANTH 797 (Research), or ANTH 798 (Special Study)

> 1) Access the appropriate form online (Anthropology Website > Graduate Program > Forms and Documents)
> 2) Make sure you fill out all relevant information, including names and emails of thesis chair or supervising faculty etc.
> 3) Once the form is filled out, email the form to Iris Isla (the AC), asking her to route it for signatures. Again, make sure the form is filled out with all required information. Do not send incomplete forms to Iris.
> 4) Once the form has been signed, Iris will provide you the appropriate class schedule code for you to enroll. Each faculty member has a unique code for each of these courses so you will need to be sure to use the correct code.

How to enroll in ANTH 799A (Thesis) and/or ANTH 799B (Thesis Extension Course)

ANTH 799 (also known as 799A) is the thesis course. Graduate Studies is the only entity that can enroll you in this course. In order for you to be eligible for enrollment you must be advanced to candidacy and your thesis committee appointment form must already be approved by Graduate Studies. Contact the Graduate Advisor for advancing to candidacy and submitting the thesis committee appointment form. 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 have already enrolled in ANTH 799A, but you did not complete your thesis during the term you were enrolled, you will need to enroll in the Thesis Extension Course, 799B during the semester that you intend to finish your thesis and submit it to Montezuma Publishing (MP). 799B can either be taken via main campus as ANTH 799B or it can be taken via Global Campus as INT 799B. In most cases, students save money by enrolling in 799B through the Global Campus. Note though that by registering through Global Campus, students are no longer paying student fees, and hence, lose student privileges (e.g., library). Either way, Graduate Studies is the entity that assists with enrolling in the thesis extension course.

Note: You can only take 799B through Global campus if you have completed all other coursework and the extension course is the only course you need (because you must be enrolled in it to submit your thesis to MP).

Know your status

Conditional Admission vs. Classified: Every graduate student is admitted to SDSU with a specific classification, which is listed on your unofficial transcript under "Student Standing". Students admitted with classified standing have met all university and department requirements for admission. Classified

students are fully eligible to proceed with courses for their graduate program of study, and should not be required to take any prerequisites or meet any additional requirements beyond those listed in the Graduate Bulletin for all students in the program. Students admitted conditionally have not met all program requirements for admission. Conditionally admitted students are typically required to take prerequisite courses or maintain a minimum GPA during their first 1-2 semesters of attendance. The specific conditions are set by the student's department and approved by Graduate Affairs. If you have been admitted conditionally, your graduate advisor should inform you of your specific conditions and when they must be completed. Students who do not meet their admissions conditions may be dismissed from their graduate program. As described below, a graduate student's "Standing" will later change from Classified to **Advanced to Candidacy**, when the necessary conditions have been fulfilled.

Within your my.SDSU record, your "Student Status" must change from Classified to Advanced to Candidacy before you can complete your degree. A student who has been advanced to candidacy is officially recognized by the university as a candidate for the degree. In order to be advanced to candidacy, a student must have an approved Program of Study (POS) on file, completed a minimum number of POS units, and meet minimum grade requirements (see Requirements below). Students are typically nominated for advancement by their department, and reviewed for advancement by GRA at the time the POS is submitted.

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:

- Met with graduate program advisor to review your Program of Study (POS)
- Completed at least 18 units of POS coursework
- Completed the required core classes
- Maintained at least a 3.0 GPA in all courses applied to the M.A. degree including any transfer credit
- Formed a thesis committee
- Completed a thesis proposal and had it approved by your committee, and submitted a signed "Thesis Approval Form" to the graduate advisor
- Obtained human and/or animal subjects approval (if applicable)

Research Involving 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.

Human Subjects
Research with human subjects must be approved in advance by the Institutional Review Board

(IRB). You will need IRB review and approval if you will obtain information from people (survey, interview, observation or experimentation), or you will analyze human information, records, tissues or samples previously collected by someone else.

Visit https://newscenter.sdsu.edu/researchaffairs/hrpp.aspx/ . Submit your protocol and obtain approval in advance of subject recruitment or analysis of existing data. After submission, you will be sent an email verifying that the review is underway**. Print this email and submit it with your thesis committee form and 799A registration**. These forms can be processed simultaneously with the review. But note that all human subjects activities associated with theses, dissertations or intended for publication require approval by the IRB in advance of subject recruitment or analysis of existing data. If you do not obtain prior approval, your thesis cannot be published, and your degree will not be issued. Allow **4-6 weeks for IRB review**. Contact the IRB at <**irb@sdsu.edu**> or **619-594-6622**.

Animal Subjects

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.

Research involving vertebrate animals must be approved by the Institutional Animal Care and Use Committee (IACUC). Prior approval of protocol is required in advance of any work in the field or laboratory. This includes handling or observing vertebrate animals or their tissues. It may include research with vertebrate tissue samples, even if you did not personally collect them. Together with your research mentor/thesis advisor, submit your protocol for advanced review, and complete training modules. For initial inquiries, email <iacuc@sdsu.edu> email a brief description of your project including what you propose to do with vertebrate animals or their tissues, the reason for animal use, species, whether wild or laboratory, number of individuals, timeframe for the project and who your faculty sponsor/mentor/thesis advisor will be.

See https://newscenter.sdsu.edu/researchaffairs/animalcare.aspx for additional information. Protocol approval and all necessary training must be completed prior to beginning work. **Allow 4-8 weeks** for IACUC review and approval. Contact the Animal Care and Use Program at 619-594-0905 with additional questions. For other research-related issues including export control and intellectual property, see the Division of Research Affairs website: http://newscenter.sdsu.edu/researchaffairs/default.aspx

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 Montezuma Publishing 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 public defense of the thesis 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. 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 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 Thesis 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. IMPORTANT NOTE: You cannot continue IRB-approved research while on a LOA. You must be an enrolled student.

How to request a Leave of Absence (LOA):
1) Apply through your my.SDSU or through [this from through the Registrar](#).
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](#).

Do I need to apply for a LOA?
Yes, if you are in a main campus graduate program, are not registered for one or more main campus courses, and wish to remain matriculated (active in your graduate program).

How do I graduate?
 Graduation is not automatic upon completion of your degree requirements! Applying for graduation You must declare your intention to graduate by filing an Application for Graduation with an Advanced Degree. The application is due 3-6 months before the official diploma date. Application deadlines are posted in the Graduate Affairs office and on the web page: http://gra.sdsu.edu. Applications are submitted through your my.SDSU account, and a $112 fee is required (subject to changes). If you do not graduate in the term that you applied for, you must reapply in a future term but you won't have to pay again.. If you have missed the deadline for graduation applications, contact Graduate Studies to determine whether it is possible to petition for a late application.

 Program Time Limit

Regarding the time-to-graduate policy, students are bound to the University Catalog 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***. Anthropology students are also eligible for the **Louise and Raymond Clark Endowed Scholarship**. 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@sdsu.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 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 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. 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 build 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 Studies (*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