

# GRADUATE STUDENT HANDBOOK



AUGUST 2009

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*

Joseph Ball, Professor

Office: AL-446, Phone: (619) 594-5658 Email: [jwball@mail.sdsu.edu](mailto:jwball@mail.sdsu.edu)

Ceramic analysis, contextual analysis, depositional analysis, archaeological method and theory, archaic states, Mesoamerican culture history, Maya archaeology; Maya ethnology, Eastern Mesoamerica and Central America

Seth Mallios, Professor and Department Chair

Office: AL-448A Phone: (619) 594-4748 Email: [smallios@mail.sdsu.edu](mailto: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

#### *Biological Anthropology*

Arion Mayes, Assistant Professor

Office: AL-413 Phone: (619) 594-4708 Email: [amayes@mail.sdsu.edu](mailto:amayes@mail.sdsu.edu)

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

Erin Riley, Assistant Professor

Office: AL-457 Phone: (619) 594-8628 Email: [eriley@mail.sdsu.edu](mailto:eriley@mail.sdsu.edu)

Primate ecology and behavior, primate conservation, ethnoprimateology, anthropology of conservation and natural resource management, human ecology; Southeast Asia

### *Linguistics*

Philip Greenfeld, Professor

Office: AL-474 Phone: (619) 594-6480 Email: [pgreenfe@mail.sdsu.edu](mailto:pgreenfe@mail.sdsu.edu)

Linguistics, cognitive anthropology, history of theory, Athapaskan speakers; US Southwest, Northern Mexico

### *Sociocultural Anthropology*

Frederick Conway, Assistant Professor and Undergraduate Adviser

Office: AL-484 Phone: (619) 594-5643 Email: [conway1@mail.sdsu.edu](mailto:conway1@mail.sdsu.edu)

Applied anthropology, sustainable development, political ecology, religion; Caribbean, Latin America

Matthew Lauer, Assistant Professor and Graduate Adviser

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

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

Ramona Pérez, Associate Professor

Office: AL-377 Phone: (619) 594-1155 Email: [perez@mail.sdsu.edu](mailto: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](mailto:esobo@mail.sdsu.edu)

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

### **Staff**

Kathy Peck, Administrative Coordinator

Office: AL- 448 Phone: (619) 594-6520 Email: [kpeck@mail.sdsu.edu](mailto:kpeck@mail.sdsu.edu)

Bruce Harley, Research Librarian

Office: Love Library 108D Phone: (619) 594-5014 Email: [bharley@mail.sdsu.edu](mailto: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*, Prof. Seth Mallios, 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 adviser*, Prof. Matthew Lauer, is the official liaison between students, the department, and Graduate Affairs. He has signature authority for all university forms and is insures that students have met all departmental requirements. You may contact Prof. Lauer during regular office hours or via email.

*Graduate student cubicles* are allocated each semester to students assigned GA or ISA (reader) positions. The cubicles are located in Arts and Letters 483.

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

Our department has one *administrative coordinator*: Kathy Peck. 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 a student assistant to assist Kathy 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

### ***Environmental Anthropology Lab (EAL)*** ([website](#))

Location: AL 473

Director: Prof. Matthew Lauer.

The lab is devoted to understanding human-environmental relationships through time and space. Facilities include an Intel PC and an Apple Macintosh that have GIS, remote sensing, and statistical software including ArcGIS and SPSS. 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.

### ***Discourse Lab***

Location: AL 104

Director: TBA

The Discourse Lab is designed for the study of interactive discourse and for teaching methods of discourse documentation and analysis. The lab has 14 Intel iMac computers each equipped with iMovie, iDVD, the iLife series, and the Elan audio-visual system. It also provides access to multiple mobile recording devices, DVRs, microphones, VCRs and DVD players. This equipment enables students and researchers to conduct fine-grained studies of communicative interaction. Discourse analysis researchers frequently need to publicize the data on which their analyses are based. In some cases, this involves presenting a video segments or frame grabs of the interactions under discussion or providing the sound files of the data segments discussed in a given paper. The lab provides students and researchers access to equipment and computers that will allow them not only to acquire high-quality recordings, but also to digitize, frame-grab, compile and video-edit their data.

### ***Physical Anthropology Lab***

Location: Storm Hall 257

Director: Profs. Arion Mayes and Erin Riley

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 hominid casts, and an articulated Lucy skeleton; and, an extensive nonhuman primate collection of 6 articulated skeletons and >30 skulls and casts. The lab also houses key equipment frequently used for research including an x-ray machine and processor for radiographic analysis of bone and artifacts, anthropometric equipment used in skeletal analysis, an electronic microscope, and a skeletal digitizer.

### ***San Diego State University Collections Management Program*** ([website](#))

Location: Hardy Tower 69 and 79

Director: TBA

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. Collection 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. 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 Coast Information Center (SSIC)*** ([website](#))

Location: 4283 El Cajon Blvd. St. 250, San Diego CA

Director: Prof. Seth Mallios.

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 County of San Diego.

## 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. Twenty-one (21) of the 33 units must be 600 or 700 numbered anthropology courses, be completed in residence, and may not include other SDSU or extension courses. Courses required to remove undergraduate deficiencies and those used to fulfill the language or statistics requirements are in addition to the minimum of 33 units required for the M.A. degree.

Courses numbered 600 and above are open only to students with classified graduate standing. In limited cases, an unclassified (see below for details about unclassified status) student may be permitted to enroll in a 600 numbered course (excluding 601-605) by permission of the instructor while concurrently making up deficiencies for classified standing. If your past work has not prepared you adequately for one or more of the graduate seminars, an instructor has the right to require you to take remedial work before enrolling.

You are free to take courses in other departments which may be applicable to your degree program, although no more than nine units outside the anthropology department may be applied towards your 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. Only three units of 798 may apply towards the 33 units required for the degree.

### Conditional Graduate Standing

Department faculty assess the academic background of each applicant during the admittance process. Applicants that meet the minimum admission requirements but who do not have a strong background in anthropology will be admitted with conditions. If you were admitted with conditional graduate standing the department determined that you lack certain preparatory courses (called "deficiencies") that are necessary before you can advance further through the program. Your admittance letter indicates your graduate status and your deficiencies.

Students admitted with conditional status usually lack upper division anthropology core courses that are required prerequisites for the core graduate seminars. The required prerequisites are as follows:

Core Seminar	Prerequisite
ANTH 601 Seminar in Physical Anthropology	ANTH 301 Principles of Physical Anthropology (with 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

If you lack an undergraduate prerequisite you are not allowed to enroll in the core graduate seminar. All prerequisites must be cleared within one year or your enrollment will be restricted.

### **Advancement to Candidacy**

Advancement to candidacy is official recognition by the department that you are qualified to conduct research and complete a master's thesis. The graduate adviser will inform Graduate Affairs that you are advanced to candidacy when you have:

- Completed all deficiency courses (needed only if admitted with conditional graduate standing)
- Completed all required coursework (except ANTH 799) with no less than a B in all courses
- Satisfy the foreign language requirement OR complete a sequence of at least one lower division and one upper division course in statistics or GIS (with a grade point average of 2.5 or better)
- Maintained at least a 3.0 GPA in all other courses applied to the M.A. degree including any transfer credit
- Inform the graduate adviser to submit a program of study
- Formed a thesis committee
- Completed a thesis proposal and had it approved by your committee
- Obtained human or animal subjects approval (if applicable)
- Submitted a signed Appointment to Thesis Committee form to the graduate adviser

### **Program of Study (POS)**

Graduate Affairs requires that the graduate adviser electronically submits an official program of study (POS) for each student. The POS summarizes the program of required coursework that will be applied towards the M.A. In most cases, each student's POS within each specialization (general or applied) will be similar except for the elective courses. Once you have passed your elective courses you should request that the graduate adviser submit your POS. The POS cannot be submitted any later than the semester prior to graduation.

### **Course Requirements for the M.A. in General Anthropology**

Core seminars:

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

Methods and data analysis requirements:

- ANTH 580 Anthropological Data Analysis  
One of the following:

- ANTH 500 Primate Social Behavior
- ANTH 505 Human Osteology
- ANTH 520 Ethnographic Field Methods
- ANTH 531 Applied Anthropology Methods
- ANTH 560 Advanced Archaeological Field Methods
- ANTH 561 Archaeological Lab Methods

Electives:

- One 600 or 700 numbered elective course in anthropology.
- Two 500/600/700 numbered elective courses from any department at SDSU.

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 Physical Anthropology
  - ANTH 602 Seminar in Archaeology
  - ANTH 603 Seminar in Ethnology
  - ANTH 604 Seminar in Linguistics

Internship requirement. Complete internship relevant to thesis topic through:

- ANTH 795 Internship

Methods and data analysis requirements (same as general anthropology).

Electives:

- Two 500/600/700 numbered elective courses from any department at SDSU.

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 Requirement**

To be awarded an M.A degree all students must:

- Pass an examination demonstrating a working knowledge of an appropriate foreign language or complete a sequence of at least one lower and one upper division course in a foreign language (2.5 minimum GPA). If you intend to pass a proficiency exam to satisfy the language requirement, contact the appropriate SDSU language department and arrange an exam.

OR

- Complete one lower division and one upper division course in statistics or GIS with a 2.5 minimum GPA. Note that ANTH 580 does not satisfy the upper division statistics course requirement. Some possible course sequences include:
  - Biology 215 and 597A or 597B
  - Sociology 201 and 406 or 407
  - Statistics 250 and 350A
  - Geography 104 and 484
  - Equivalent courses in other departments

Note that coursework used to fulfill the foreign language or statistics/GIS requirement cannot be included in the 33 units required for the M.A..

## **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 adviser 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.

## **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). You then have the graduate adviser 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.

## **Human or Animal Subjects**

If your thesis research involves human or animal subjects a protocol must be submitted and approved by the Institutional Review Board prior to submitting the thesis committee form and conducting research. For more information see the [Human Research Protection Program](#) section of the Graduate Affairs website.

## 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 adviser. Most students need two semesters to complete their thesis. Completing the thesis in one semester is difficult because Graduate Affairs requires four to six weeks to review your proposal 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, conduct research over the summer so you will need to check faculty availability prior to planning a summer thesis defense. After the defense the committee members sign the final version of the approved thesis. You must report your successful defense to Graduate Affairs by submitting a Report of Final Examinations form. This form must be signed by the department chair and graduate adviser.

If you do not successfully complete your thesis and defense in the semester or summer term that you enrolled in 799A, your thesis chair must give you an SP grade (Satisfactory Progress) for 799A and you must enroll in ANTH 799B (Thesis Extension, 0 units, CR/NC) to finish and defend the thesis. You must enroll in 799B and complete the thesis within two years of enrolling in 799A. NOTE: Students registered only for ANTH 799B may lose student privileges (e.g., library) and the course does not qualify for financial aid. For information on re-filing for graduation and thesis extension, contact Graduate Affairs. In most cases, students save money and enroll in ANTH 799B through extended studies.

Consult the university's [academic calendar](#) to determine the last date you can submit the thesis for review by Graduate Affairs. **The final day to submit a thesis is typically four to six weeks before the end of the semester.** If you submit a thesis after that date it is considered "at-risk", meaning Graduate Affairs does not guarantee that it will be processed in time for graduation and you may have to resubmit the thesis the following term.

If you do submit the thesis prior to the at-risk deadline but it is not processed in time for graduation, you will not need to register for 799A or 799B again but you will need to reapply for graduation the following semester. Once your thesis has passed the Graduate Affairs review you then submit it to Montezuma Publishing for printing and binding. We request that you submit one hardbound copy of the final approved thesis to the anthropology department office.

Some students opt to have their theses professionally formatted. This gives you more time to complete the thesis because you can submit it during the “at risk” period. If you choose a recognized company to format the thesis, Graduate Affairs usually (no guarantees) applies an accelerated review process and thus approves it in time to deposit it to Montezuma Publishing for printing.

To graduate you must also pay a fee and file an application for graduation with Graduate Affairs. The deadline for this application occurs very early, usually the second week of classes. If you do not graduate in the term you apply, you must reapply in the term you expect to graduate.

### **Continuous Registration and Program Time Limit**

University policy allows students to take one semester off (called a “stop out”) without officially requesting a formal leave of absence. If you take more than one semester without prior formal approval you will need to reapply to the program if you wish to continue your studies.

You are permitted to take up to four semesters of approved educational leaves of absence when you are engaged for the majority of the leave time in an activity that is directly learning to their formal academic careers or contributes to specific academic goals. You must apply for each semester you are absent and request a leave of absence through web portal. For more information go to the [Office of the Registrar’s website](#).

You must complete all degree requirements within seven 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).

### 3. FUNDING OPPORTUNITIES

The department offers two competitive, internal scholarship programs: the *Norton Allen Scholarship* and the *Al Sonic Biological Anthropology Scholarship*. The Norton Allen Scholarship is worth \$750 and is awarded to one student each semester. To be eligible students must be advanced to candidacy and have a 3.5 minimum GPA. Applicants must submit a CV and a 500-word essay summarizing their research and how it relates to their career goals. The deadlines are November 1 and March 1. The Al Sonic Biological Anthropology Scholarship is worth \$500 and is awarded once a year in the spring (deadline is March 1). Applicants must be working in the field of biological anthropology, have submitted their POS, and have a 3.5 minimum GPA. Application requirements include a current CV and a 2-page 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. Both 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 liaison is Dr. Pat Huckle from Women's Studies ([huckle@mall.sdsu.edu](mailto:huckle@mall.sdsu.edu)). Contact her for more information. You will receive periodic emails from her notifying you of the current funding cycle.

If you are interested in indigenous populations of Latin America, there are [Foreign Language and Area Studies Fellowships \(FLAS\)](#) available for summer language and culture programs through the [Center for Latin American Studies](#). In addition, the center for Latin American studies offers academic year FLAS grants that focus on the study of a foreign language as part of a larger research project. The language does not need to be a indigenous language, but must be a language of Latin America. The grant covers all of your tuition costs and provides \$14,000.00 for research.

#### **Teaching Associate, Graduate Assistants and Instructional Student Assistants**

A limited number of Teaching Associate (TA), Graduate Assistant (GA) and Instructional Student Assistant (ISA or reader) positions are available every semester. Interested students must submit an application (see Appendix G) and a cover letter each semester that they seek a TA, GA, or ISA. The cover letter should indicate the hours during the semester you are available for work and the name of one reference (faculty member) currently in the department.

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, and be registered for at least six units of graduate courses. The hourly wage is \$10.40 and students can work a maximum of 20 hours per week during the semester. Graduate Affairs also provides a limited number of out-of-state tuition waivers for TAs and GAs (not for ISAs). To be eligible for an out-of-state tuition waiver you must be hired as a TA or GA for at least 5 hours a week (with a maximum of 20 hours/wk).

## APPENDIX A: MODEL SCHEDULE FOR COMPLETING THE M.A. DEGREE

### Year 1

- Build relationships with faculty who are potential thesis chairs or committee members
- Students with conditional standing should clear all deficiencies to attain classified status
- Take core seminars and start fulfilling the methods course and data analysis requirements
- Satisfy foreign language or statistics/GIS requirement
- By the end of the first year you should have selected a thesis chair and discussed a potential thesis topic with them

### Summer

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

### Year 2

- Complete all required courses
- Write thesis proposal
- Inform the graduate advisor to submit a program of study
- Have your thesis chair approve your thesis proposal
- Select remaining thesis committee members
- Submit proposal to entire committee
- Submit IRB protocol if your research involves humans or animals
- Submit thesis committee form to Graduate Affairs with your committee members and the graduate adviser's signatures
- Advance to candidacy
- Conduct research, register for ANTH 797 (you can register in this course before or after advancing to candidacy)
- 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 a report of final examinations form to Graduate Affairs
- Submit thesis to Graduate Affairs for review
- After clearing the Graduate Affairs review submit thesis to Montezuma Publishing for printing and binding

## APPENDIX B: GRADUATE PROGRAM WORKSHEET-GENERAL ANTHROPOLOGY

Students selecting the applied anthropology specialization must complete a graduate program of 33 units of which at least 21 units must be in the 600 and 700 numbered courses in anthropology. Only 3 units of 795 Internship or 798 Special Study can be used toward the 33 unit requirement.

Name: \_\_\_\_\_

Date entered program: \_\_\_\_\_

### **Required Courses: 24 units**

ANTH 601 Semester \_\_\_\_ Year \_\_\_\_

ANTH 602 Semester \_\_\_\_ Year \_\_\_\_

ANTH 603 Semester \_\_\_\_ Year \_\_\_\_

ANTH 604 Semester \_\_\_\_ Year \_\_\_\_

ANTH 580 Semester \_\_\_\_ Year \_\_\_\_

ANTH 797 Semester \_\_\_\_ Year \_\_\_\_ (can be taken before or after advancing to candidacy)

Methods Course (circle one): ANTH 500, 505, 520, 531, 560, or 561 Semester \_\_\_\_ Year \_\_\_\_

After advancing to candidacy:

ANTH 799 Semester \_\_\_\_ Year \_\_\_\_

### **Electives 9 units**

600/700 numbered elective: ANTH \_\_\_\_\_ (ANTH only) Semester \_\_\_\_ Year \_\_\_\_

500/600/700 numbered elective: Course \_\_\_\_\_ (any dept.) Semester \_\_\_\_ Year \_\_\_\_

500/600/700 numbered elective: Course \_\_\_\_\_ (any dept.) Semester \_\_\_\_ Year \_\_\_\_

### **Foreign Language or Statistics/Geographic Information Systems (GIS) Requirement**

Lower Division Course \_\_\_\_\_ Semester \_\_\_\_ Year \_\_\_\_

Upper Division Course \_\_\_\_\_ Semester \_\_\_\_ Year \_\_\_\_

Note: ANTH 580 does not satisfy the upper division statistics course requirement. Coursework used for the foreign language or statistics/GIS requirement cannot be included in the 33 units required for the M.A..

If taking a language aptitude test in place of courses:

Language: \_\_\_\_\_ Date of Test: \_\_\_\_\_

### **Advancement to Candidacy**

Advancement to candidacy is official recognition by the department that you are qualified to conduct research and complete a master's thesis. To advance to candidacy you must:

- Complete all deficiency courses and attain classified status (if admitted with conditional standing)
- Complete all required coursework (except ANTH 799) with no less than a B in all courses
- Satisfy the foreign language requirement OR complete a sequence of at least one lower division and one upper division course in statistics or GIS (with a grade point average of 2.5 or better)
- Maintain at least a 3.0 GPA in all other courses applied to the M.A. degree including any transfer credit
- Inform the graduate adviser to submit a program of study (POS)
- Form a thesis committee
- Complete a thesis proposal and have it approved by your committee
- Obtain human or animal subjects approval (if applicable)
- Submit a signed Appointment to Thesis Committee form to the graduate adviser

