

# UNIVERSITY *of* MISSOURI

DEPARTMENT OF ANTHROPOLOGY

COLLEGE OF ARTS AND SCIENCE



## Anthropology Graduate Student Handbook **(revised 9/19)**

## TABLE OF CONTENTS

<b><u>INTRODUCTION.....</u></b>	<b>3</b>
<b><u>ADMISSIONS .....</u></b>	<b>3</b>
<b>APPLICATION MATERIALS.....</b>	<b>4</b>
<b>DELAYED ENROLLMENT.....</b>	<b>4</b>
<b><u>PROGRAM OVERVIEW.....</u></b>	<b>4</b>
<b>TRACK 1: MA STUDENTS.....</b>	<b>4</b>
<b>TRACK 2: PhD STUDENTS REQUIRED TO COMPLETE MA REQUIREMENTS .....</b>	<b>4</b>
<b>TRACK 3: PhD STUDENTS WITH MA OR MS IN HAND .....</b>	<b>5</b>
<b>SUGGESTED TIMELINE .....</b>	<b>5</b>
<b>FINANCIAL ASSISTANCE.....</b>	<b>5</b>
<b><u>TRACK 1 PROGRAM (MA STUDENTS) .....</u></b>	<b>5</b>
<b>COURSEWORK AND RESIDENCY REQUIREMENTS.....</b>	<b>6</b>
<b>MASTER'S THESIS AND COMMITTEE .....</b>	<b>7</b>
<b>APPLYING TO THE PhD PROGRAM .....</b>	<b>7</b>
<b><u>TRACK 2 PROGRAM (PhD STUDENTS WHO COMPLETE MA REQUIREMENTS) .....</u></b>	<b>7</b>
<b>OPTIONS FOR MASTER'S THESIS, DISSERTATION PROPOSAL, OR SUBMITTED PAPER .....</b>	<b>8</b>
<b>COMPLETION OF THE MA AND PROGRESSION TO THE PhD .....</b>	<b>8</b>
<b>PhD QUALIFYING EXAMINATION.....</b>	<b>10</b>
<b>COMPREHENSIVE EXAMINATION.....</b>	<b>10</b>
<b>ADVANCEMENT TO CANDIDACY .....</b>	<b>11</b>
<b>DISSERTATION .....</b>	<b>11</b>
<b><u>TRACK 3 PROGRAM (PhD STUDENTS WITH MA OR MS IN HAND) .....</u></b>	<b>12</b>

## INTRODUCTION

Welcome to the Department of Anthropology at the University of Missouri. We emphasize scientific approaches to the study of human biology, behavior, and culture across the globe and deep into prehistory. The graduate program provides rigorous coursework with a rich combination of hands-on field and laboratory research experiences during the completion of MA and PhD degree requirements. Our graduates have gone on to successful careers in government, private industry, and academia. The information below is provided to help graduate students move successfully through all phases of our program from admission to graduation. For more information please visit us at [anthropology.missouri.edu](http://anthropology.missouri.edu).

## ADMISSIONS

We encourage applicants to our graduate program who desire a broad anthropological education and who are motivated to pursue answers to scientific research questions. Anthropology faculty members work closely with graduate students to conduct collaborative research as an integral component of the graduate program. **Applicants are encouraged to contact a potential advisor to discuss research interests and confirm that the faculty member is accepting students.** Ideally the research objectives of the student as stated in the application letter will parallel those of one or more faculty members. An anthropology faculty member must agree to accept an applicant as an advisee, although this assignment may change after the student enters the graduate program.

Students with bachelor's or master's degrees (not limited to anthropology) may apply for admission. Earning all 3 degrees (e.g., BA, MA, and PhD) in anthropology from MU is strongly discouraged. Students who have earned their BA from MU should apply to other universities for graduate training, although they can apply to the MA program without special permission. Recognizing the possibility of extenuating circumstances, special appeal to the Graduate Studies Committee must be made at the time of application for admittance to the PhD program if the BA and MA have been previously earned at MU. A student who has earned the BA and MA from MU and who wishes to complete the PhD at MU is required to attend another university as a full-time student for no less than one academic year prior to earning the PhD degree. The student's advisor and Doctoral Program Committee will approve the university attended and the general scope of the course of study to be completed at the other university.

### *Application materials*

Students are admitted in both Fall (August) and Spring (January) semesters. The application deadline is January 10 for Fall admission and October 15 for Spring admission. Application instructions along with other relevant materials are available on our website under the Graduate Program link. With the exception of Graduate Record Examination (GRE) test results, an applicant for the graduate program in anthropology first sends all requested information to MUs Office of Graduate Studies ([www.gradstudies.missouri.edu](http://www.gradstudies.missouri.edu)) who will then forward this information to the Anthropology Department. GRE scores are sent directly to the Anthropology Department. The GRE is given multiple times a year on most college campuses (see [ets.org/gre](http://ets.org/gre)). The applicant should plan to take the GRE far enough in advance so that the results will be reported in time for the application to be considered.

Applications to the graduate program are reviewed and evaluated by the department's Graduate Studies Committee which is composed of at least 3 faculty members. The decisions of the committee are reported to and voted on by all regular faculty members within the department. Any faculty member can call for a re-evaluation of an admission decision.

### *Applicants with a Bachelor's Degree*

The department has the following 4 guidelines for admission:

- 1) GPA of 3.25 or higher for the last 60 hours of undergraduate work,
- 2) GPA of 3.25 or higher for all undergraduate anthropology courses,
- 3) Combined GRE score of at least 300 (verbal plus quantitative), and
- 4) 3 favorable letters of recommendation preferably from faculty members familiar with the applicant's undergraduate work.

### *Applicants with a Master's Degree*

The department has the following 3 guidelines for admission:

- 1) GPA of 3.5 or higher in graduate courses,
- 2) Combined GRE score of at least 300 (verbal plus quantitative), and
- 3) 3 favorable letters of recommendation, at least 2 of which are from faculty members familiar with the applicant's graduate work.

### *Delayed Enrollment*

A student that fails to enroll in classes within one year of admission must reapply to the program for admission. Reapplication to MUs Office of Graduate Studies is not necessary.

## **PROGRAM OVERVIEW**

All requirements for advanced degrees from MU are available at the Office of Graduate Studies' website ([www.gradstudies.missouri.edu](http://www.gradstudies.missouri.edu)). A student considering graduate work at MU should read all the relevant policies and become familiar with the general degree requirements, including all forms. In brief, to maintain good standing in the graduate program the student must:

- 1) Maintain a GPA of 3.0 or better for all graduate work attempted at MU,
- 2) Maintain a GPA of 3.5 or better for all anthropology courses for which the student receives graduate credit (normally numbered 7000 and above),
- 3) Make satisfactory progress towards completion of degree requirements every year while enrolled (as evaluated by the student's advisor), and
- 4) Document all achievements in the Graduate Student Progress System ([gsps.missouri.edu](http://gsps.missouri.edu)) by May 31<sup>st</sup> of each year.

The sections that follow detail the requirements established for MA and PhD degrees in anthropology. Incoming graduate students will be admitted into one of the following 3 tracks:

### *Track 1: MA Students*

Students admitted to Track 1 will be classified as MA seeking students with MUs Office of Graduate Studies. These students will complete all requirements for the MA degree as currently outlined in this handbook, including completing a thesis (not a proposal or publication as for Track 2, see below, although publication of the thesis with advisor consent is encouraged). Upon completion, the student can, if eligible, apply to the Anthropology program for acceptance as a PhD seeking student.

### *Track 2: PhD Students Required to Complete MA Requirements*

Students admitted to this track will be classified as PhD seeking students with MUs Office of Graduate Studies. These students will complete all course requirements for the MA. With the consent of the student's committee, a Track 2 student will complete either a thesis **OR** a proposal

formatted for a major granting agency that will serve as the student's PhD dissertation proposal, **OR** a primary-authored paper submitted for publication as a peer-reviewed journal article or book chapter. In each of these cases, the student will orally defend the work. Upon successful completion of these requirements, the student will be awarded an MA, and will then be eligible to continue work towards a PhD without the need to reapply to the program or change student status.

### *Track 3: PhD Students with MA or MS in Hand*

Students admitted to this track will be classified as PhD seeking students with MUs Office of Graduate Studies. They will not be required to complete the MA requirements and will not earn an MA during their graduate work at MU. Upon completion of the requirements currently listed for the PhD program, including coursework, qualifying examination, comprehensive examination, teaching, and dissertation, the student will be awarded a PhD.

### *Suggested Timeline*

----- Track 1 -----				----- Track 2 -----				----- Track 3 -----			
1 <sup>st</sup> year		2 <sup>nd</sup> year		3 <sup>rd</sup> year		4 <sup>th</sup> year		5 <sup>th</sup> year		6 <sup>th</sup> year	
Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr
Forms	M1	M2*	M0 M3	D1 D2				D3			D4
Exams			MA	Quals				Comps			
Defenses			MA								PhD

\*Form M2 only required of students completing a thesis

M0: Report of the MA examination (internal departmental form only)

M1: Program of study for the MA degree

M2: Request for thesis committee

M3: Report of MA thesis defense or MA examining committee

D1: PhD qualifying examination results (Quals)

D2: Plan of study for the PhD

D3: PhD comprehensive examination results (Comps)

D4: Report of dissertation defense

### *Financial Assistance*

Financial assistance packages are usually granted on a competitive basis for students who enter the program in the Fall semester. This assistance comes in the form of tuition waivers and stipends provided by Life Science Fellowships, Graduate Studies Fellowships, teaching assistantships, or graduate instructorships. Teaching opportunities are also available in other departments (e.g., Biological Sciences, Health Sciences, Psychological Sciences, Writing Center, International Center) and some pay more than Anthropology. Students should consult with their advisors to best match individual skills with potential opportunities around campus. The best package available is the NSF Graduate Research Fellowship Program for which students are eligible to apply as undergraduate seniors and in their first year of graduate school. See funding source table below for more details.

The department has modest subfield awards that are given out each year on a competitive basis to fund graduate student research. MUs Office of Graduate Studies also offers funding opportunities ([gradstudies.missouri.edu/financials](http://gradstudies.missouri.edu/financials)). With help from advisors, students are encouraged to seek external sources of funding (e.g., NSF Doctoral Dissertation Improvement Grant, Ford Foundation Fellowship, Leakey Foundation Research Grant, Wenner-Gren Dissertation Fieldwork Grant, Social Science Research Council International Dissertation Research Fellowship, Woodrow Wilson Dissertation Fellowship, SAR Weatherhead Fellowship, Horowitz Foundation Grant, Fulbright U.S.

Student Program and Fulbright-Hays) to support their research. PIVOT ([pivot.cos.com](http://pivot.cos.com)) is a useful research funding opportunities database. Crowd-source funding (e.g., [experiment.com](http://experiment.com)) is another potential venue for supporting graduate student research.

Funding Source	Application deadline	Years of support	Avg recipients in Anthro each year	More Information
NSF GRFP	October	3	1	<a href="http://nsfgrfp.org">nsfgrfp.org</a>
Life Sciences Fellowships	February	4	2	<a href="http://bondlsc.missouri.edu">bondlsc.missouri.edu</a>
Graduate Studies Fellowships	February	2 or 5	3	<a href="http://gradstudies.missouri.edu">gradstudies.missouri.edu</a>
Graduate Instructorship*	March	Varies	5	<a href="http://gradstudies.missouri.edu">gradstudies.missouri.edu</a>
Teaching Assistantship*	March	Varies	10	<a href="http://gradstudies.missouri.edu">gradstudies.missouri.edu</a>

\* Stipends in Anthropology are set at the university's minimum level; some other departments pay more.

## TRACK 1 PROGRAM (MA Students)

Upon being admitted to the graduate program, the student is assigned a faculty advisor. This assignment is based on the student's expressed interests and may change accordingly during the early stages of the graduate program. In consultation with the advisor, incoming students generally enroll for 10 credit hours their first semester by taking any required courses offered that semester (Anthro 7950, Anthro 8010, Anthro 8287, Anthro 8587), a statistics course of their choice, and an additional 3-hour course relevant to their interests. Required courses should then be completed as they are offered and in consultation with the advisor. The student and advisor plan the student's course of study which is filed with MUs Office of Graduate Studies on Form M1 by the end of the second semester of graduate work. An MA checklist is available on our website and will help students record the fulfillment of degree requirements.

### *Coursework and Residency Requirements*

Coursework is tailored to each student's educational objectives and planned by the student and advisor (see **Table 1**).

Subfield	Courses
Archaeology	7620, 7240, 7640, 7826, 7828, 8287
Biological	7500, 7540, 7880, 7885
Cultural	7300, 7600, 7830, 8187, 8687

**Table 1.** Recommended graduate courses for MA students to be decided in consultation with the advisor. Course descriptions are available in the course catalog on MyZou.

Most 7000 level courses are content courses that are cross-listed as undergraduate (4000 level) courses. Most 8000 level courses are seminars for graduate students. Students must meet the following 8 coursework and residency requirements:

- 1) Completion of a minimum of 30 credit hours beyond the BA or BS degree,
- 2) Successful completion of Anthro 7950 (Surviving Graduate School), preferably during the first year,
- 3) Successful completion of the three core subfield courses: Anthropology 8010 (History of Anthropology), Anthropology 8287 (Seminary in Archaeological Theory and Method), and Anthropology 8587 (Seminar in Physical Anthropology),
- 4) At least one course in statistics, preferably taken the first year (Anthropology 8888, Statistics

7070, and Sociology 7120 are among the courses that fulfill this requirement; any statistics course taken prior to admission to the program must be approved by the advisor in order to fulfill graduate requirements),

- 5) At least 9 credit hours of courses must be 8000-level anthropology courses and seminars with at least one content course (i.e., not a readings or research course) (note: the required subfield courses satisfy this requirement),
- 6) Minimum of 3 of the 30 credit hours must be MA thesis research (Anthropology 8090); maximum of 6 hours of Anthropology 8090 may be included in the 30-credit hour minimum,
- 7) Maximum of 12 credit hours in non-thesis research (Anthropology 7990/8990) or readings courses (Anthropology 8960), and
- 8) Two consecutive 9 credit hour semesters or 3 consecutive 6 credit hour semesters within 18 months.

#### Master's Thesis and Committee

Students enrolled in Track 1 must complete the MA thesis requirement. Successful completion of the thesis will be determined by the student's advisory committee. The advisory committee for the thesis consists of at least 3 faculty members, including the advisor, another member of the anthropology department, and one member of the graduate faculty from another MU department and who holds a doctorate degree that is generally not in anthropology.

The student and advisor determine the topic of the thesis. The thesis must be read and approved by the advisory committee. The student is required to defend his/her thesis orally in front of the advisory committee. The thesis defense may not be scheduled during the last week of classes or during final exam week. The defense date must be announced 10 working days prior to the event. If students are defending during the Summer session, they should enroll in MISC 8999 at the equivalent of 1 credit hour.

A student's thesis must follow the stylistic format established by MUs Office of Graduate Studies and generally follow the format and reference style of a leading anthropology journal in the student's chosen area of interest. It is the student's responsibility to ensure that the thesis is in the proper format prior to submission the Office of Graduate Studies. Students must submit their thesis electronically to the Office of Graduate Studies following all of their guidelines and including a public abstract. An unbound hard copy must be submitted to the department. The paper should be acid-free, archival-quality paper. This means 25, 50 or 100% cotton, 20-pound, watermarked white bond paper with a plain finish. Subsequent to passing the thesis defense and submitting the thesis, the candidate is granted an MA in Anthropology.

#### *Applying to the PhD Program*

All students in Track 1 are required to first fulfill requirements for the MA degree before proceeding to the PhD program. Those students in Track 1 receiving an MA in Anthropology from MU must apply in writing to the department for admission to the PhD program. Once admitted, the student completes a Transfer of Division Application with the Office of Graduate Studies.

#### **TRACK 2 PROGRAM (PhD Students Required to Complete MA Requirements)**

The first several years of the Track 2 program closely resembles that of Track 1 above. Track 2 students will have an assigned faculty advisor to help plan the student's course of study on the M1 form. Students will complete all of the same coursework and residency requirements (see all 8 items under Track 1 program above).

### *Options for Master's Thesis, Dissertation Proposal, or Submitted Paper*

Track 2 students will first complete all course requirements for the MA. With the consent of the student's committee, a Track 2 student will then complete either a thesis (same requirements as above for Track 1) **OR** a proposal formatted for a major granting agency (e.g., NSF Doctoral Dissertation Research Improvement Grant) that will serve as the student's PhD dissertation proposal, **OR** a primary-authored paper submitted for publication as a peer-reviewed journal article or book chapter (evidence of submission required before Form M3 is submitted). Form M2 is only required if the student is completing a thesis and not if writing a proposal or paper.

Under each of the above 3 choices, students must orally defend their work. Successful completion of the master's degree will be determined by the student's advisory committee. As above, the advisory committee consists of at least 3 faculty members, including the advisor, another member of the anthropology department, and one member of the graduate faculty from another MU department and who holds a doctorate degree that is generally not in anthropology. Upon successful completion of all requirements, the student will be awarded an MA and will be eligible to continue work towards their PhD without the need to reapply to the program or change student status.

### *Completion of the MA and Progression to the PhD*

Students enrolled in Track 2 will begin the PhD program the semester following completion of the MA degree, although courses taken during the MA count towards PhD requirements (see below). The PhD degree is primarily oriented toward professional academic competence. Therefore, the student is judged on research promise and ability. The objective is to develop into a professional anthropologist with some competence in all 3 subfields and a special competence in a chosen field for purposes of teaching, research, and evaluation of other's research. Students are expected to make satisfactory progress in their program and each student's performance is reviewed by the advisor at the end of each year.

Students seeking a PhD in anthropology must fulfill all Office of Graduate Studies' requirements within the time period specified in the graduate catalog. A PhD checklist is available on our website to help students record the fulfillment of degree requirements. These steps include elevation to applicant status after completion of the qualifying examination, formation of a dissertation committee, completion of course work, advancement to candidate status after successful completion of the comprehensive examination, and completion (including defense) of the dissertation.

### *Coursework, Residency, and Teaching Requirements*

The Doctoral Program Committee (see below) assists the student in developing a plan of study (**Table 2**), but a formal meeting of the committee is not required for official approval of the PhD Plan of Study (Form D2). Each candidate should, however, negotiate the proposed plan of study with each individual member of the advisory committee. Any modification at the request of one committee member requires starting over with the negotiation process.

Subfield	Specialization	Courses
Archaeology	n/a	Any 2 of 7620, 7650, 7700; plus 7826, 7828, and 8287 (required)
Biological		7500, 7540, 8187, and 8587 (required)
Biological	Skeletal Biology	7520, 7885, 7890, PathAS 4222 (human gross anatomy)
Biological	Population Biology	7360, 7580, 7880, 7885

Cultural	n/a	7830, 8010 (required), plus any 2 of 7300, 7600, 8187, 8687
----------	-----	---

**Table 2.** Required and recommended graduate courses for PhD students in each subfield. Specific choices other than required courses are to be decided in consultation with the advisor. Course descriptions are available in the course catalog on MyZou.

MU requires a minimum of 72 semester hours beyond the BA or BS for a PhD degree. The 30 hours required for the MA count towards this total. No set number of hours beyond the MA is mandated. In addition, students must meet the following 9 coursework and residency requirements:

- 1) Minimum of 15 hours of course work at the 8000-level (exclusive of research, problems, and independent study experiences),
- 2) Basic course in statistics during the first year of graduate work (statistics course approved for the MA fulfills this requirement),
- 3) Mid-level statistics course such as Anthropology 8889 or a statistics course outside of anthropology (requirement may be waived at the discretion of the student's Doctoral Program Committee),
- 4) Successful completion of the three core subfield courses (Anthropology 8010 [History of Anthropology], Anthropology 8287 [Seminary in Archaeological Theory and Method], and Anthropology 8587 [Seminar in Physical Anthropology]) or their equivalent,
- 5) Competency in at least one foreign language (not required unless deemed so by the student's Doctoral Program Committee),
- 6) Minimum of 3 hours research credit (Anthropology 9090),
- 7) 2 consecutive 9-hour semesters or 3 consecutive 6-hour semesters in 18 months, and
- 8) PhD candidates are required to gain teaching experience by either serving as a departmental teaching assistant or graduate instructor for one semester (stipends for which are awarded competitively) or by assisting a faculty member in the preparation and teaching of a course (teaching resources are available at [gradstudies.missouri.edu/resources](http://gradstudies.missouri.edu/resources)).

#### *PhD Qualifying Examination*

PhD students must pass an oral qualifying examination during their first year in the PhD program. The examination is administered by at least 3 members of the Anthropology faculty, including the advisor, with representation from at least 2 subfields. The qualifying exam may not be scheduled during the last week of classes or during final exam week. Well prior to the exam, students should confer with their advisor and each committee member to seek advice and clarify the format and expectations of the exam.

*Purpose of the qualifying exam.* The main purpose of the 2-hour oral examination is to determine if the student is prepared for doctoral work and to expose any weaknesses that should be addressed in the course of earning the PhD degree. The exam is meant to assess the extent to which the student has achieved mastery of core anthropological method and theory, especially as related to the student's area(s) of specialization. For example, can you describe in detail the background, theory, methods, and significance of your proposed PhD work?

*Evaluation of the qualifying exam.* Students must demonstrate readiness for doctoral study in anthropology. Evidence of mastery enables the student and dissertation committee to proceed with confidence to the dissertation phase of the student's program. The committee may give the student a conditional pass and require additional coursework or readings to address any unsatisfactory area that needs attention. After the student successfully qualifies for the PhD program, his/her status

becomes applicant for the PhD. The D1 form should be submitted to Graduate Studies after the entire doctoral program committee, including the outside member, is established.

#### *Doctoral Program Committee*

The Doctoral Program Committee is established during the first year of the student's PhD work. It is composed of at least 4 faculty members, at least 3 of whom must be members of the Department of Anthropology, and at least one member of the graduate faculty from another MU department and who holds a doctorate degree that is generally not in anthropology. Faculty members from another university may be on the committee, but these individuals do not count as the outside member. A student wishing to change the membership of his/her committee may do so by notifying the faculty members involved in the proposed change and requesting the change be approved by the director of graduate studies.

#### *Comprehensive Examination*

An applicant for the PhD normally takes the comprehensive examination at the end of the 2<sup>nd</sup> or 3<sup>rd</sup> year in the PhD program. Students are eligible to take the comprehensive examination once the Doctoral Program Committee reports to MUs Office of Graduate Studies that the student's course of study has been completed (i.e., the courses listed on the D2 form). Students are expected to inform their advisor and office staff of intention to take the comprehensive examination during the first month of the semester in which the examination is planned. The student is examined by all members of the Doctoral Program Committee.

The comprehensive examination consists of 2 parts: 1) a written examination of up to 5 days consisting of questions submitted by members of the committee, principally, but not solely, based on a reading list and dissertation proposal prepared by the student, and 2) a 2-hour oral examination covering the questions and answers from the written examination (and anything else the committee deems appropriate). The exam must be taken at least 7 months prior to graduation and should be administered while classes are officially in session (including Summer session). The comprehensive exam may not be scheduled during the final week of classes or during final exam week. The comprehensive examination is arranged and supervised by office staff and will terminate within 1 month of its beginning. The office staff designates the location of the written exam and distributes the student's written (typed) answers to all members of the Doctoral Program Committee.

*Reading list and dissertation proposal.* A reading list is to be prepared by the student and approved by the Doctoral Committee prior to the comprehensive exam. Questions asked during both parts of the exam will relate to materials from this reading list, which should be cited where applicable in both parts of the exam. A draft dissertation proposal is required prior to the comprehensive exam to benefit both the student and the committee. The proposal may be revised and approved by the Doctoral Committee after the exam is completed. The Doctoral Committee will focus their questions accordingly, and questions asked during either part of the exam will generally relate to topics covered in the reading list and draft dissertation proposal prepared by the student.

*Procedures for written exam.* The manner in which the student prepares for the comprehensive examination is to be determined by the student in consultation with the advisor and the Doctoral Committee. Previous comprehensive exam questions and answers (with a two-year delay) are on file with the department and are available for students to look over. Of the 2 parts of the comprehensive exam, the first (written/typed) part consists of answers to questions submitted by the Doctoral Committee. The exam is neither a take-home exam nor an open-book exam; students

should refrain from using any outside sources of information while taking the exam, including internet sources. Members of the Doctoral Committee may inform the student of the nature or general subject of the questions to be asked but may not specify the precise wording of the questions prior to the exam.

*Procedures for oral exam.* All members of the Doctoral Committee will be allowed to ask questions of the student at the oral examination. These may include questions pertaining to the written responses from the first part as well as other questions that relate to the student's specific research interests so as to produce a thorough examination of the student.

*Outside member.* Regulations require that at least one member of the Doctoral Committee be a faculty member in another MU department and who holds a doctorate degree that is generally not in anthropology. The outside member has all the rights and responsibilities of other members of the committee. It is tradition that the outside member submits questions during the first part of the comprehensive exam and asks questions during the second part if he/she so chooses. To ensure that the outside member is informed as to the goal of the comprehensive exam, the advisor should explain the procedures to the outside member.

*Comprehensive exam evaluation.* A student must pass both parts, written and oral, of the exam with no more than one dissenting or abstaining vote from the Doctoral Committee. The student is expected to demonstrate a high level of professional competence in his/her area of specialization. This includes knowledge of the history and major contributors to the field, literature of all substantive areas, and the method and theory necessary to conduct original research in the student's area of specialization. In addition, the student is expected to be familiar with other areas of anthropology and to be knowledgeable about the relationships among his/her chosen area and other areas within anthropology. In short, the comprehensive examination determines whether the student has the intellectual background to conduct independent research and to pursue professional scholarly activities in his/her chosen field of specialty. If a student fails the comprehensive exam, the committee can recommend remedial measures such as additional coursework followed by a re-examination. A second failure terminates the student from the program. A student initially failing one or more parts of the exam may be re-examined over only those parts after a lapse of 12 weeks. The form of the re-examination shall be determined by the Doctoral Committee at the time of the initial exam; a letter outlining that form, drafted by the advisor, shall be placed in the student's file and a copy shall be provided to the student, the members of the Doctoral Committee, and MUs Office of Graduate Studies.

#### *Advancement to Candidacy*

After a student has successfully passed the comprehensive examination, his/her status becomes that of candidate for the PhD. Beginning the term after the term in which the comprehensive exam was successfully completed, the candidate for the PhD must maintain continuous enrollment, which is 2 hours of Anthropology 9090 each fall and winter semester, and 1 hour each Summer session. Continuous enrollment must be maintained up to and including the term in which the dissertation is defended.

#### *Dissertation*

The PhD in anthropology is awarded after an accepted dissertation has been submitted and defended successfully before the candidate's Doctoral Program Committee and filed with MUs Office of Graduate Studies. All students must prepare a dissertation proposal, write a dissertation based on original research, and successfully defend the dissertation. The dissertation must demonstrate a

level of scholarly achievement comparable to that of a professional anthropologist.

Students are encouraged to produce PhD dissertation chapters that are publishable papers. Following the consent and advice of the committee, students may write 3 or more primary-authored papers that follow a coherent theme and comprise the main chapters of the dissertation. Under this hybrid dissertation option, students should send individual papers to committee members for comments as each paper is being finalized. The dissertation should contain a general introductory chapter, 3 or more papers as chapters, and a concluding chapter that summarizes the contributions of the individual papers. Effective for students who completed the comprehensive examination in 2015 or later, at least 2 papers must be submitted for publication as peer-reviewed journal articles or book chapters prior to the defense of a hybrid dissertation (evidence of submission required). This is a minimum requirement and students are encouraged to have one or more papers published in reputable journals before graduation.

A dissertation must follow the stylistic format established by MUs Office of Graduate Studies and generally follow the format and reference style of a leading anthropology journal in the student's chosen area of interest. The dissertation must be submitted electronically to the Office of Graduate Studies following all of their guidelines and including a public abstract. An unbound hard copy must be submitted to the department. The paper should be acid-free, archival-quality paper. This means 25, 50 or 100% cotton, 20-pound, watermarked white bond paper with a plain finish.

#### *Dissertation defense*

The PhD candidate defends the dissertation in front of the Doctoral Program Committee. The time and place of the defense is announced at least 10 working days in advance. The defense is oral and covers the subject matter of the dissertation, the particular geographical area of specialization, if any, and the general materials, both facts and theory, within the student's area of interest. The defense can only be scheduled when classes are officially in session (including Summer session), and may not be scheduled during the last week of classes or during final exam week. It is encouraged, but not required, that the defense include a short public presentation of the research results. Other faculty members and students may attend the public presentation. Subsequent to passing the dissertation defense and submitting the dissertation, the candidate is granted a Doctor of Philosophy in Anthropology.

### **TRACK 3 PROGRAM (PhD Students with MA or MS in Hand)**

The Track 3 program is the same as Track 2 starting after the completion of the MA degree. To earn a Ph.D., students must complete 72 credit hours. Previous graduate work toward an MA or MS degree can count for up to 30 credit hours of this total. Students will complete all of the same coursework ([Table 2](#)) and residency requirements (see all 8 items under Track 2 program above). Track 3 students will complete the PhD qualifying examination, comprehensive examination, and dissertation as outlined above. One important difference may potentially arise for the qualifying examination, particularly for those students who did not complete a Master's degree in Anthropology at MU. In these cases, students should consult closely with the advisor and committee members to ask about the extent to which the exam will cover some of the basic material generally asked during the Master's oral exam (see above under Track 1).

### **CONFLICT RESOLUTION**

Conflicts or issues may arise over policy interpretations, interpersonal disagreements, or academic differences. Some conflicts may be resolvable through conversations with advisors or the chair of anthropology. The department also has an elected ombudsperson (see office staff for current

assignment) who receives grievances and appoints an appropriate committee to resolve conflicts. Students should first contact the chair of anthropology, or alternatively the ombudsperson or director of graduate studies, to begin a conflict resolution process.

## **TERMINATION OF GRADUATE STUDENT STATUS**

Students are expected to make continued progress toward their degree objectives. Each student's performance in the program is reviewed each year by the advisor. A graduate student who cannot form a committee for whatever reason (i.e., no faculty member wants to serve as an advisor on the committee) is dismissed from the program. An excessive number of low or incomplete grades in courses or long unexplained absences from academic work may be reason to drop a student from the graduate program. To remain in good standing, students must maintain a cumulative GPA of 3.0 or better in all courses for which graduate credit is received and a GPA of 3.5 in all anthropology courses for which graduate credit is received. Two consecutive probationary semesters with a low GPA will be grounds for dismissal from the department.

---

The University of Missouri does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, and disability, status as a disabled veteran or veteran of the Vietnam era. Any person having inquiries concerning the University of Missouri's compliance with implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990, is directed to contact the Assistant Vice Chancellor, Human Resource Services, University of Missouri or Assistant Secretary of Civil Rights, U.S. Department of Education. In addition to the prohibited discrimination listed above, equal opportunity shall be provided to all regardless of sexual orientation. If you have special needs as addressed by the Americans with Disabilities Act and need special arrangements, you may contact the Department of Anthropology. Reasonable efforts will be made to accommodate your needs.