

Checklist for Ph.D. in Anthropology (for student and advisor use only)

Revised November 10, 2020

This document can be used informally by both students and advisors to track a student's progress towards the Master's degree. Forms and letters should be given to the anthropology department staff (muasanthropology@missouri.edu), who will make a copy for the student's file and send forms to the Graduate School. No exams or defenses can be scheduled during the last two weeks of classes or during exam week.

Graduate School and Departmental Forms and Timeline:

- 1) Formation of Qualifying Examination committee and notification of Graduate Studies Director of committee membership.
The Qualifying Committee must include at least three regular faculty members of the Department of Anthropology, including the advisor, and represent at least two subfields. Examination date and place must be announced to the Department of Anthropology 10 days in advance of the event.

Committee named and Graduate Studies Director notified:

Major Advisor (1): _____ Subfield: _____
Anth. Member (2): _____ Subfield: _____
Anth. Member (3): _____ Subfield: _____

- 2) **D-1 Form:** Qualifying Exam Results
Qualifying exam (customarily oral) should be taken before the end of the second semester of Ph.D. study. After completion of the exam, and after establishing the Doctoral Committee (see below), the student's advisor submits this report to the department and it is sent to the Dean of the Graduate School.
- 3) Doctoral Committee Approval
The Doctoral Committee is formed during the first year of graduate study. It must consist of a minimum of four members, three of whom must be members of the Department of Anthropology and one from another MU doctoral program.

Major Advisor (1): _____
Anth. Member (2): _____
Anth. Member (3): _____
Non-Anth. Member (4): _____
Member (5): _____
Member (6): _____

- 4) **D-2 Form:** Plan of Study for the Doctoral Degree form
This form is submitted to the Graduate School as soon as possible after the end of the first year of doctoral work at MU or as soon as permitted by the Department. The student's proposed plan of study, including graduate credit hours earned elsewhere, must be approved by ALL members of the Doctoral Program Committee. This form must be filed prior to the Comprehensive Exam.
- 5) The student is required to prepare a reading list for circulation among the Doctoral Committee prior to the Comprehensive Exam. This list should include books, monographs, and articles pertinent to the student's area of study, and should be approved by the Doctoral Committee prior to the Comprehensive Exam. A draft of the dissertation proposal is required before taking the comprehensive exam. This proposal should be detailed and well-developed, approximating the level of quality that would be expected from a NSF Doctoral Dissertation Improvement Grant Submission.
- 6) **D-3 Form:** Doctoral Comprehensive Exam Results
The comprehensive exam is normally taken at the end of the second or third year of the Ph.D. program, after the student has prepared a draft of the Dissertation Proposal that is acceptable to the committee. The comprehensive exam must be taken a minimum of seven months prior to defense of the dissertation.
- 7) **D-4 Form:** Report of the Dissertation Defense
Signed by all members of the Doctoral Program Committee, along with signed Approval Page of the dissertation, and the final copy of the dissertation. Filed after successful defense of the dissertation. A copy of the thesis, project, or paper printed on acid-free, archival-quality paper (25, 50 or 100% cotton, 20-pound, watermarked white bond paper with a plain finish) must also be turned in to the Departmental Office.

Graduate School and Department Requirements:

- 1) 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. Date completed: _____

- 2) Minimum of 15 hours of course work at the 8000-level (exclusive of research, problems, and independent study experiences).
Date Completed: _____
- 3) Basic course in statistics during the first year of graduate work (statistics course approved for the MA fulfills this requirement): Date Completed: _____
- 4) 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). Date Completed: _____
- 5) 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. Date Completed: _____
- 6) Competency in at least one foreign language (not required unless deemed so by the student's Doctoral Program Committee).
Date Completed: _____
- 7) Minimum of 3 hours research credit (Anthropology 9090): Date Completed: _____
- 8) 2 consecutive 9-hour semesters or 3 consecutive 6-hour semesters in 18 months: Date Completed: _____
- 9) 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). Date Completed: _____