

**Department of  
Anthropology**

**Graduate Student  
Handbook**

**Fall 2015-Spring 2016**

**College of Arts and Sciences  
Washington State University**

# Statement of Purpose

Within the Anthropology Department, we strive to be responsible, responsive advisors who enrich students' university experiences through student-centered advising and mentoring excellence for prospective students, active students and program graduates. Our responsiveness is evidenced by providing timely, quality assistance to students and creating advising relationships that are supportive and empowering.

This handbook is a tool designed to aid Anthropology Graduate Students as they successfully navigate the various expectations and policies within the Anthropology Graduate Programs. This is only one tool at your disposal. More detailed information can be found at the resources listed in the final section of this handbook.

## **PEOPLE YOU SHOULD GET TO KNOW**

When you first arrive in Pullman you should introduce yourself to Andrew Duff, the Department Chair; Jo Bonner, our Office Assistant; and Kam Spelman, our Program Coordinator. Their offices are located in the department's main office in College Hall Room 150. They are all here to help you get a good start and aid you with any issues regarding the graduate program. Also, if you have a TA or RA assignment you will need to meet with Annette Bednar, our Budget/Finance Manager, right away to get your paperwork in order.

Also, familiarize yourself with other faculty members and their research and teaching interests by stopping by their office and talking with other graduate students. The more you know about the on-goings of the faculty, the better you will be able to take advantage of research or other professional growth opportunities.

## **PLACES YOU SHOULD KNOW**

**Libraries** – Holland/Terrell Library is the library most often used by the students in our department.

**Bookstores:** The "Bookie," located in the CUB, and "Crimson and Gray," located on Bishop Ave, are where you will buy most of your textbooks.

**The CUB:** On Terrell Mall, you will find many places to eat, relax, and hang out in between classes.

**Ferdinand's:** If you need an ice cream break, Ferdinand's has some of the best ice cream on the Palouse. They also offer coffee and sell the famous Cougar Gold Cheese.

**French Administration Building:** "French Ad" is home to the various University Administration Offices, including" The Graduate School, Financial Aid, The Registrar's Office and Personnel Offices (e.g., for information on paychecks, insurance, etc.).

**Lighty Building:** Connected to French Ad; this is a good place to get a quick snack, lunch and Starbucks Coffee. This is also where Counseling Services is located.

**Social Sciences Service Center:** Located in Johnson Tower Rm 401, here you will find Annette Bednar, Erin Rapone, and Neil Baksi, our budget finance team. They will help you with the paperwork for assistantships, grants, travel, and just about anything financial.

## **GETTING INVOLVED**

One of the best ways to make the most of your graduate experience is to get involved! Students who gain experience on committees, working with research projects, teaching in the classroom, and generally socializing with other graduate students will benefit most from the opportunities available to them and the intellectual exchange of ideas surrounding them.

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# New Student Information

## Automatic Payroll Deposit/Deductions

It is highly recommended that you set up automatic payroll deposit. The form is available from the Payroll Office in the French Administration Building or online at: <http://www.wsu.edu/payroll/stntpay/directdep/enroll.htm>. You will need a voided check, a preprinted deposit ticket and other items listed on the website.

Graduate students on assistantships may authorize Payroll Services to deduct the total amount of their tuition and fees owed over eight (8) pay cycles beginning the second pay date of the semester. Deductions may be authorized for 1) full operating fee or residual operating fee, 2) service/activity/building fees, and 3) spouse and/or dependent medical insurance (fees vary). Payroll deduction is an optional service provided at a fee of \$8.00. **Forms must be completed each semester and must be submitted before the last date to pay tuition before late fees accrue (to avoid paying late fees).** The payroll deduction service is not offered for summer appointments.

## Copier and Printer Information

The copier in room 154(mailroom) is for office and faculty use. Copy and print work must be related to assigned research or teaching assistantship projects. With permission of your major professor and/or the office staff you will be assigned a number code that allows you to operate the copy machine. **The copier is not to be used for copying class notes, articles, or books used for study purposes. Under no circumstances should the copier be used to duplicate your thesis or dissertation.** There are copy machines available in the library, at Cougar Copies, and at FedEx Kinko's in Moscow.

The graduate student computer and printer is located in College Hall Room 150 (the main office). All students can log into this station using their WSU username and password, between the hours of 8am -12pm and 1pm – 5pm Monday thru Friday. Students will need to supply their own clean paper, however the department will supply one sided used paper when it is available. **The paper in the copier is not to be used at the graduate student print station.**

## Cougar Card

A Cougar Card is required to gain entrance to a number of buildings on campus, charge items to your student account, access Pullman Transit for free and many other things. New students may obtain their Cougar Card in the Cougar Card Center: <http://cougarcard.wsu.edu/> , located in the Compton Union Building (CUB), room 60. Returning students will continue to use their previously issued card. The Cougar Card Center is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. A \$10.00 replacement fee is charged for replacement cards. For any information or to report lost or found ID cards, call 335-CARD or visit their website.

## Counseling Services

The WSU Counseling Services office offers free and confidential assistance to students with personal, social, and vocational problems. Stop by Lighty Student Services Building, Room 280, call 5-4511, or visit their website: <http://counsel.wsu.edu/>. If you have a crisis situation after regular office hours, call: (509) 335-2159.

## Insurance

Graduate students on a paid assistantship who maintain a 3.0 grade point average and are enrolled for a minimum of 10 credit hours are entitled to the Graduate Student Health Insurance Medical Plan. Graduate students not on assistantships who are not eligible for this plan may enroll in the Student Medical Insurance Plan, but they must pay the premium. The insurance policy is effective beginning the first day of the semester. However, because it takes a little time for it to reach the insurance company and be keyed into their system, it is suggested that you not use it for about 6 weeks unless you have an emergency.

Dependents such as spouse and/or children may be added to the insurance policy but the student is responsible for the additional premiums. Coverage from spring semester runs through August 15th. If premiums are being paid for a dependent, spring semester rates will be higher than fall semester rates because of the summer coverage. No premiums are deducted during the summer months if the policy was in effect during spring semester.

Health & Wellness Services: <http://hws.wsu.edu/>, administers the WSU student health insurance plan. For student health needs covered by Health and Wellness, an appointment can be made by calling 335-3575. Health and Wellness facilities are located in the Washington Building on the WSU campus (intersection of Stadium Way and Nevada & Washington Streets).

## International Programs/SEVIS Information

The International Programs Office of International Students & Scholars (OISS): <http://ip.wsu.edu/oiss/index.html>, office is located in Bryan Hall, room 108, phone (509) 335-4508, or email them at: [oiss@wsu.edu](mailto:oiss@wsu.edu). *Students are responsible for maintaining their legal status within the country.* All SEVIS information, including required entry and departure documents, is available through the International Programs office.

All international students on teaching assistantships must complete the English Language Assessment of International Teaching Assistants (ITAs) before receiving their teaching assignments. Student must set up an appointment at the Intensive American Language Center (IALC): <http://ip.wsu.edu/IALC/international-TAs.html> at least two working days before their evaluation. The evaluation must be complete before the beginning of school.

## Mail (United States Postal Service [USPS] and Federal Express Mailing)

Students are assigned a mailbox here in the department. Please check your mailbox frequently as the office staff puts phone messages and important notices in your mailbox as necessary. Mail is picked-up and delivered on weekdays by approximately 11:00 a.m. Please bring outgoing interdepartmental mail and USPS mail to the front desk. When sending interdepartmental mail, you must use a four-digit campus zip code which can be found in the campus phone directory, our four-digit code is 4910.

**No personal mail should be sent to or from your university address.** There is a USPS mail drop box across the street in front of the French Administration building. Personal mailboxes are available *only* at the Post Office located on Grand Avenue. The U.S. Postal Service sorts mail electronically. For the quickest delivery, the complete address should be in capital letters with **no** punctuation. Mail sent to you at the department should be addressed as follows:

YOUR NAME  
DEPARTMENT OF ANTHROPOLOGY  
WASHINGTON STATE UNIVERSITY  
COLLEGE HALL ROOM 150  
PO BOX 4910  
PULLMAN, WA 99164-4910

**\*NOTE:** Any packages shipped via Federal Express or UPS must have a completed Shipping Request form. You can obtain this form at our main departmental office. If you have a hazardous material shipment you must speak with Jo Bonner.

## **Office and Building Keys**

Whenever possible the Department of Anthropology works to assign an office to each of our graduate students. All of our offices are located in College Hall. Upon arrival, students will be issued both an office key and a building key. During a student's academic career, they may be issued lab keys or other office keys based upon their research and who they are working with. All keys must be returned to the office at the completion of a student's program

## **Office Assignments**

Whenever possible the Department of Anthropology assigns each of our graduate students to a specific office. Please come to the Anthropology Main Office (College Hall 150) for your office assignment. **Do not trade or move offices without first speaking with Kam Spelman.** If you would like to change offices please contact Kam and she will work with you.

## **Setting Up Your WSU Email**

To obtain a Network ID, visit [www.wsu.edu/Nid/nid.html](http://www.wsu.edu/Nid/nid.html) and follow the link to create your Network ID (you will need your WSU ID number for this). Once you have created your Network ID you will have access to myWSU. Once you have logged in, follow the directions for setting up your new WSU email account. Once you have established your email, contact Kam Spelman, [kamille.spelman@wsu.edu](mailto:kamille.spelman@wsu.edu), with your new email address.

## **Sexual Harassment and Discrimination Training**

Part of being a world-class university is providing a workplace environment where all individuals feel safe, valued, and respected. Accordingly, Washington State University's core values include a commitment to being an institution that demonstrates trust and respect for all persons and cultivates individual and institutional integrity in all that we do. Sexual harassment and other forms of discrimination compromise the integrity of the University and destroy the trust and respect expected in the workplace.

Eradicating discrimination and sexual harassment requires an ongoing, demonstrated commitment from all members of the University community. A truly respectful workplace involves cooperation and support from each and every employee of the institution. To achieve this goal, Human Resource Services (HRS), in collaboration with the Office for Equal Opportunity (OEO), has developed the required online training specific for WSU, which may be accessed at <http://hrs.wsu.edu/dshp>. You may also obtain answers to common questions and resource information at this site.

## **Travel Information**

A travel authority is required for any travel and must be completed prior to travel. Travel request forms are available in the mailroom next to the main office. If you have a grant a travel advance may be requested in order to help with anticipated expenses. An advance should be requested at least 2 weeks before travel begins. Conference registrations will be paid directly by the university if received at least 2 weeks before the registration due date. If registration payment requests are not received in time for the university to pay directly, the traveler will have to make the payment and will be reimbursed for the expense. Once your travel authority is approved, you can make airline reservations using local travel agents. Ask the agent to call the service center office at 335-0534 for

approval to purchase the tickets. The university pays the airfare directly for you. *Tickets for approved travel may not be purchased through online sites.*

**Travel Expense Voucher (TEV):** Expenses are reimbursed up to a set amount for the travel destination. This is called the per diem rate. Check with the office for these rates prior to travel so you can plan your expenses. You will need original, itemized receipts for all lodging and any expenses over \$50. If you share a room with WSU personnel, you will be reimbursed one-half of the room rate. A travel expense voucher (TEV) should be submitted by the fifth of the month following travel. If a travel advance is received, the TEV must be completed immediately upon return from travel. Reimbursements are generally received within three weeks of completing the TEV.

Erin Rapone or Neil Baksi can answer your travel questions, they are in the finance office.

## **Visitors**

The Anthropology Department hosts several visitors throughout the year. **Students are expected to actively participate and attend receptions, meals, and seminars for these visitors to the department.** These events may be hosted in the evenings and on weekends.



# **Descriptions of Graduate Programs**

The Department of Anthropology at Washington State University is proud to offer Master of Arts and Doctor of Philosophy degrees in the following streams: Archaeology, Cultural Anthropology and Evolutionary Anthropology. We also offer a Master of Arts through the Cultural Anthropology stream with an emphasis in environmental anthropology, which requires two years of service in the Peace Corps Master's International program. Graduate students specialize in one program area, but are expected to acquire a background in the other two streams as well. To ensure this, **all graduate students** take a core sequence of introductory courses.

Please note: more detailed descriptions of each Graduate Program can be found on the departmental website: <http://libarts.wsu.edu/anthro/Graduate%20Studies/gradstudies.html> .

## **General Learning Outcomes of Graduate Programs**

### **MA Degree Program Learning Outcomes**

#### **1. Creative and Critical Reasoning**

All graduate students completing a Masters in Anthropology will engage in a variety of activities designed to develop a student's ability to:

- a. Formulate their own research question or problem effectively
- b. Present a written discussion of the role of their area of specialization within the broader historical and contemporary field of general anthropology
- c. Demonstrate knowledge of, and able to form personal opinions about non-anthropological and/or non-academic social issues/concerns related to general anthropology as well as their area of specialization
- d. Demonstrate an understanding of the relevance of ethical standards within the profession generally and/or of their area of specialization in particular
- e. Have original ideas about their research topic, and are they able to relate these ideas to those of other scholars in the relevant literature

#### **2. Information and Data Gathering**

All graduate students completing a Masters in Anthropology will engage in a variety of activities designed to develop a student's ability to:

- a. Demonstrate knowledge of the historical background, current trends, and major leaders in the field(s) of research relevant to their area of specialization
- b. Provide an explanation for their selection of data and analytical techniques
- c. Demonstrate an understanding of the differences between, and appropriate uses of, both qualitative and quantitative data
- d. Demonstrate the ability to apply systematic techniques in their data collection
- e. Demonstrate understanding of appropriate ethical and methodological treatment of the informants and/or effected communities

#### **3. Communication Skills**

All graduate students completing a Masters in Anthropology will engage in a variety of activities designed to develop a student's ability to:

- a. Write a clear and concise statement defining their research topic
- b. Write a contextual statement for their topic
- c. Present a clear statement of their research methods
- d. Write a well-reasoned interpretation of their analysis
- e. Write a unifying conclusion
- f. Demonstrate a mastery of their area of specialization's style and citation standards

- g. Make a clear and concise verbal presentation that includes a statement of their topic, the context of their question, a description of their data and analysis, and a summary of their interpretations
- h. Respond to questions from an audience

#### **4. Analytical Reasoning**

All graduate students completing a Masters in Anthropology will engage in a variety of activities designed to develop a student's ability to:

- a. Demonstrate the ability to apply systematic techniques in their data analysis
- b. Discuss the strengths, weaknesses, limitations, etc. of their data selection and collection techniques (sample bias)
- c. Select appropriate quantitative or qualitative assessment techniques to evaluate their research question
- d. Make reasonable interpretations from their analyses
- e. Discuss reasonable alternative interpretations

#### **5. Specialization of Study**

All graduate students completing a Masters in Anthropology will engage in a variety of activities designed to develop a student's ability to:

- a. Demonstrate knowledge of the historical development of their topic and the broader academic and non-academic contexts of their area of specialization
- b. Formulate a reasonable question that is compatible with current trends in the field
- c. Demonstrate an understanding of the range of types of data and analytical techniques appropriate to their area of specialization and their research question
- d. Effectively consider how subjective and objective aspects of data identification, collection, and analysis may have shaped current thinking and their own interpretations within their area of specialization

### **PhD Degree Program Learning Outcomes**

#### **1. Creative and Critical Reasoning**

All graduate students completing a Masters in Anthropology will engage in a variety of activities designed to develop a student's ability to:

- a. Present a professional, peer-to-peer level, written discussion of the role of their area of specialization within the broader historical and contemporary field of general anthropological theory
- b. Present a professional, peer-to-peer level, written discussion of the relevance of their specific research project to the goals of their area of specialization
- c. Present a professional, peer-to-peer level, written discussion, including reasoned opinions about, non-anthropological and/or non-academic social issues/concerns related to general anthropology as well as their area of specialization
- d. Understand and to discuss the relevance of, ethical standards within the profession generally and their area of specialization in particular
- e. Have original ideas about their research topic, and are they able to relate these ideas to those of other scholars in the relevant literature

#### **2. Information and Data Gathering**

All graduate students completing a Masters in Anthropology will engage in a variety of activities designed to develop a student's ability to:

- a. Demonstrate expertise in knowledge of the historical background, current trends, and major leaders in the field(s) of research relevant to their area of specialization
- b. Provide a well-reasoned explanation for their selection of data and analytical techniques
- c. Demonstrate an understanding of the differences between, and appropriate uses of, both qualitative and quantitative data
- d. Demonstrate the ability to apply systematic techniques in their data collection and analysis

### **3. Communication Skills**

All graduate students completing a Masters in Anthropology will engage in a variety of activities designed to develop a student's ability to:

- a. Write a clear and concise statement defining their research topic
- b. Write a contextual statement for their topic
- c. Present a clear statement of their research methods
- d. Write a well-reasoned interpretation of their analysis
- e. Write a unifying conclusion statement
- f. Demonstrate a mastery of their area of specialization's style and citation standards
- g. Make a clear and concise verbal presentation before a professional audience that includes a statement of their topic, the context of their question, a description of their data and analysis, and a summary of their interpretations
- h. Respond to questions from a professional audience

### **4. Analytical Reasoning**

All graduate students completing a Masters in Anthropology will engage in a variety of activities designed to develop a student's ability to:

- a. Demonstrate the ability to apply advanced systematic techniques or theory in their data analysis
- b. Select appropriate quantitative or qualitative assessment techniques in-line with their research question
- c. Discuss the strengths, weaknesses, limitations, etc. of their data selection and collection techniques (sample bias)
- d. Make reasonable interpretations from their theoretical perspective and/or analyses
- e. Discuss reasonable alternative interpretations

### **5. Specialization of Study**

All graduate students completing a Masters in Anthropology will engage in a variety of activities designed to develop a student's ability to:

- a. Demonstrate knowledge of the historical development of their topic and the broader academic, and non-academic contexts of their area of specialization
- b. Formulate a reasonable question that is compatible with current trends in the field
- c. Demonstrate an understanding of the range of types of data and analytical techniques appropriate to their area of specialization and their research question
- d. Effectively consider how subjective and objective aspects of data identification, collection, and analysis may have shaped current thinking and their own interpretations within their area of specialization
- e. Develop expertise in at least one area of methodology within their area of specialization
- f. Develop expertise in the environment, history, traditional and/or contemporary culture(s), and contemporary anthropological issues of a geographic region
- g. Demonstrate competence in working with a specific theoretical focus

## **Course Requirements for a M.A. in Archaeology**

Lecture and seminar courses provide 3 units, laboratory courses 4. In creating a program, students choose at least the indicated number of units from each of the following course groups:

### **I. Departmental Core Program** [Take all four for a total of 13 units]

ANTH 510 Fundamentals of Cultural Anthropology (3 units)

ANTH 530 Archaeological Method & Theory (3 units)

ANTH 537 Quantitative Methods in Anthropology (4 units)

ANTH 562 Evolutionary Method and Theory in Anthropology and Archaeology (3 units)

### **II. Topical Courses:** [Choose 1, for a total of 3 units]

ANTH 535 Cultural Resource Management (3 units)

ANTH 546 Complexity in Small Scale Societies (3 units)

ANTH 547 Models and Simulation (3 units)

ANTH 548 Hunter and Gatherers: Past & Present (3 units)

ANTH 549 Settlement and Agro-Pastoralism (3 units)

### **III. Laboratory Courses:** [Choose 3, for a total of 12 units]

ANTH 513 Lithic Technological Organization (4 units)

ANTH 514 Ceramic Analysis (4 units)

ANTH 570 Sediments in Geoarchaeology (4 units)

ANTH 573 Zooarchaeology (4 units)

ANTH 576 Paleoethnobotany (4 units)

ANTH 591 Special Topics: Isotopes in Archaeology (4 units)

ANTH 591 Special Topics: Residue Analysis in Archaeology (4 units)

SOILS 568 ArcGIS and Geospatial Analysis (4 units)

### **IV. Area Courses:** [Choose 1, for a total of 3 units]

ANTH 539 Prehistory of the Southwest (3 units)

ANTH 540 Prehistory of the Northwest Coast (3 units)

ANTH 543 Prehistory of the Plateau and Basin (3 units)

ANTH 591 Special Topics: Mesoamerican Archaeology (3 units)

ANTH 591 Special Topics: Archaeology of Asia (3 units)

### **V. Thesis:** [Minimum 4 units]

ANTH 700 Master's Research, Thesis, and/or Examination.

**Total Units: Minimum 35 Units (Credits)**

## **Course Requirements for a Ph.D. in Archaeology**

In creating a program, students choose at least the indicated number of units from the following course groups:

### **I. Departmental Core Program** [Take all four for a total of 13 units]

ANTH 510 Fundamentals of Cultural Anthropology (3 units)

ANTH 530 Archaeological Method & Theory (3 units)

ANTH 537 Quantitative Methods in Anthropology (4 units)

ANTH 562 Evolutionary Method and Theory in Anthropology and Archaeology (3 units)

**II. Topical Courses: [Choose 2, for a total of 6 units]**

ANTH 535 Cultural Resource Management (3 units)  
ANTH 546 Complexity in Small Scale Societies (3 units)  
ANTH 547 Models and Simulation (3 units)  
ANTH 548 Hunter and Gatherers: Past & Present (3 units)  
ANTH 549 Settlement and Agro-Pastoralism (3 units)

**III. Laboratory Courses: [Choose 4, for a total of 16 units]**

ANTH 513 Lithic Technological Organization (4 units)  
ANTH 514 Ceramic Analysis (4 units)  
ANTH 570 Sediments in Geoarchaeology (4 units)  
ANTH 573 Zooarchaeology (4 units)  
ANTH 576 Paleoethnobotany (4 units)  
ANTH 591 Special Topics: Isotopes in Archaeology (4 units)  
ANTH 591 Special Topics: Residue Analysis in Archaeology (4 units)  
SOILS 568 ArcGIS and Geospatial Analysis (4 units)

**IV. Area Courses: [Choose 3, for a total of 9 units]**

ANTH 539 Prehistory of the Southwest (3 units)  
ANTH 540 Prehistory of the Northwest Coast (3 units)  
ANTH 543 Prehistory of the Plateau and Basin (3 units)  
ANTH 591 Special Topics: Mesoamerican Archaeology (3 units)  
ANTH 591 Special Topics: Archaeology of Asia (3 units)

**V. Dissertation: [Minimum 20 units]**

ANTH 800 Doctoral Research, Dissertation, and/or Examination

**VI. Electives: [Minimum 12 units]**

Electives other than thesis, dissertation, and research units, as required by each student's own program specialization.

**Total Units: Minimum 76 Units (Credits)**

## **Course Requirements for a M.A. in Cultural Anthropology**

At the **M.A. level** there is a core program that includes several areas of emphasis, corresponding to faculty specializations. They are globalization, historical ethnography, psychological anthropology, medical anthropology, gender and culture, biocultural perspectives on human behavior, and environmental anthropology. All graduate programs in cultural anthropology also emphasize the importance of field work. Students are encouraged to conduct original field research as part of their graduate training. A foreign language is required at both the M.A. and Ph.D. levels. Students must maintain a cumulative GPA of 3.0 or better to continue in the graduate program.

**I. Departmental Core Program** (13 credits)

ANTH 510 Fundamentals of Cultural Anthropology (3 credits)  
ANTH 530 Archaeological Method and Theory (3 credits)  
ANTH 562 Evolutionary Method and Theory in Anthropology and Archaeology (3 credits)  
ANTH 537 Quantitative Methods (4 credits)

**II. Cultural Core Program** (12 credits):

ANTH 507 Advanced Studies in Culture Theory (3 credits)

ANTH 528 Historical Ethnography (3 credits) or ANTH 529 Seminar in Ethnography (3 credits)

ANTH 550 Descriptive Linguistics (3 credits)

ANTH 554 Anthropological Field Methods Seminar (3 credits)

**III. Electives** (at least 6 credits):

Students may take their elective courses in any department within the University. The following is a list of elective graduate courses offered within the sub discipline of cultural anthropology.

ANTH 521 Psychological Anthropology (3 credits)

ANTH 528 Historical Ethnography (may be taken as a cultural requirement) (3 credits)

ANTH 529 Seminar in Ethnography (may be taken as a cultural requirement; repeatable for credit) (3 credits)

ANTH 569 Evolutionary Cultural Anthropology (3 credits)

ANTH 591 Special Topics: Evolutionary and Cultural Perspectives on Childhood and Family (3 credits)

ANTH 591 Special Topics: Seminar in Medical Anthropology (3 credits)

**IV. Research/Thesis** (minimum 4 credits):

ANTH 700 Master's Research, Thesis, and/or Examination

The student is to develop a preliminary research proposal for the thesis in his/her first semester as part of the course requirements in Anthropological Methods (ANTH 554). A final version of the research proposal should be submitted to his/her committee by the end of the first year of coursework.

**V. Foreign Language Competence:** All students, regardless of the location of their fieldwork, are required to demonstrate competence in a language other than English. At a minimum, this competence may be demonstrated by achieving a grade of B or better in two semesters of a college course in a foreign language.

**VI. Final Master's Oral Examination:** The final master's oral examination (not to exceed 2 hours) will consist primarily of a discussion of the candidate's master's thesis, plus questions on other aspects of anthropology related to the thesis.

**Total Credits: minimum 35 credits, of which 31 must be graded**

**Course Requirements for the Peace Corps Master's International Program in Public Health Anthropology**

NOTE: This option is available only to students who have ALREADY been accepted for service in the U.S. Peace Corps. Students may concentrate in Environmental or Public Health Anthropology or combine requirements for a dual focus.

**I. Required Anthropology Courses** (19 units)

ANTH 507 Advanced Studies in Culture Theory (3 units)

ANTH 510 Fundamentals of Cultural Anthropology (3 units)

ANTH 537 Quantitative Methods in Anthropology (4 units)

ANTH 554 Research Methods in Cultural Anthropology (3 units)

ANTH 562 Evolutionary Methods & Theory (3 units)

ANTH 591 Special Topics: Medical Anthropology (3 units)

**II. Electives:** two courses (6 units):

Students may take their elective courses in any department within the University, as approved by committee. The following is a list of several elective graduate courses offered within the sub discipline of cultural anthropology.

ANTH 521 Psychological Anthropology (3 units)

ANTH 529 Ethnography (3 units)

ANTH 550 Descriptive Linguistics (3 units)

**III. Research/Thesis** (minimum 4 units):

ANTH 700 Master's Research, Thesis, and/or Examination

The student is to develop a preliminary research proposal for the thesis in his/her first semester as part of the course requirements in Anthropological Methods (ANTH 554). A final version of the research proposal should be submitted to his/her committee by the end of the first year of coursework.

**IV. Foreign Language Competence:** All students, regardless of the location of their fieldwork, are required to demonstrate competence in a language other than English. At a minimum, this competence may be demonstrated by achieving a grade of B or better in two semesters of a college course in a foreign language.

**V. Two years' service in the U.S. Peace Corps:** 6 credit hours of ANTH 600 (registered for after you return from the field).

**VI. Final Master's Oral Examination:** The final master's oral examination (not to exceed 2 hours) will consist primarily of a discussion of the candidate's master's thesis, plus questions on other aspects of anthropology related to the thesis.

**TOTAL 35 UNITS (Credits)**

## **Course Requirements for a Ph.D. in Cultural Anthropology**

Note: For a PhD the Graduate School requires a total of 72 hours. The Cultural Program requires that 37 of these must be graded course credits. **Students who have completed the M.A. in Anthropology at WSU and who are admitted to the Ph.D. program may use all M.A. course credits in which they have received a B or better toward the PhD total.** Students entering the WSU Ph.D. program with an M.A. from another institution are required to take the departmental and cultural core courses. They may, however, negotiate with the cultural faculty as to which, if any, of their M.A. courses may be accepted in place of the WSU departmental and cultural M.A. core requirements. Students must maintain a cumulative GPA of 3.0 or better to continue in the graduate program.

**I. Departmental Core Program** (13 credits)

ANTH 510 Fundamentals of Cultural Anthropology (3 credits)

ANTH 530 Archaeological Method and Theory (3 credits)

ANTH 562 Evolutionary Method and Theory in Anthropology and Archaeology (3 credits)

ANTH 537 Quantitative Methods (4 credits) This class no longer has a prerequisite.

**II. Required Cultural Core Program** (15 credits)

ANTH 507 Advanced Studies in Culture Theory (3 credits)

ANTH 528 Historical Ethnography (3 credits) OR ANTH 529 Seminar in Ethnography (3 credits)

ANTH 550 Descriptive Linguistics (3 credits) (continued on next page)

ANTH 554 Field Methods in Cultural Anthropology (3 credits) This class must be taken the first semester a student is enrolled.

ANTH 593 Publishing and Professional Communication (3 credits) OR ANTH 591 Special Topics: Grant Writing (3 credits)

### **III. Electives** (at least 9 credits)

Students may take their elective courses in any department within the University. The following is a list of elective graduate courses offered within the sub discipline of cultural anthropology.

ANTH 521 Psychological Anthropology (3 credits)

ANTH 528 Historical Ethnography (may be taken as a cultural requirement) (3 credits)

ANTH 529 Seminar in Ethnography (may be taken as a cultural requirement; repeatable for credit) (3 credits)

ANTH 569 Evolutionary Cultural Anthropology (3 credits)

ANTH 591 Special Topics: Evolutionary and Cultural Perspectives on Childhood and Family (3 credits)

ANTH 591 Special Topics: Seminar in Medical Anthropology (3 credits)

### **IV. Research/Dissertation Hours** (at least 20 credits)

Students must take at least 20 credits of research or dissertation hours as they prepare for, plan, and complete their dissertations. This will include extensive background reading, as well as possible transcription, arrangement, and analysis of field materials, as well as the actual writing of their dissertations.

### **V. Preliminary examination**

All PhD students will take a preliminary examination upon the completion of their coursework, and in no case later than the third year of their enrollment as PhD students. The preliminary examination (preliminary to the writing and defense of the dissertation) consists of two parts: written and oral. The content of the preliminary examination is negotiated between a student and his/her dissertation committee.

### **VI. Foreign language competence**

All students, regardless of the location of their fieldwork, are required to demonstrate competence in a language other than English. At a minimum this competence may be demonstrated by achieving a grade of B or better in two semesters of a college course in a foreign language. Students whose native language is not English will be assumed to have foreign language competence. Students whose fieldwork will be conducted among non-speakers of English will be expected to demonstrate competence in this language in a way that satisfies their committees. **The fulfillment of the foreign language requirement must be approved in a meeting of the cultural faculty.**

### **VII. Dissertation**

PhD students must submit a dissertation research proposal that is approved by their committees before they begin fieldwork for the dissertation. Students are strongly urged to seek outside funding for their proposed research. Fieldwork for the dissertation usually covers one year, and writing the dissertation normally requires an additional year.

There are two options for the fulfillment of the dissertation requirement within the cultural anthropology program. The traditional option consists of writing a dissertation, which will include an ethnographic study of considerable depth and scope. Alternatively, a student may choose the professional paper option (described on page 25). (continued on next page)



### **VIII. Defense of the dissertation**

After completing the dissertation, a student must submit copies to his/her doctoral committee, the Department of Anthropology, and the University, and must also present an oral defense of the dissertation.

**Total Credits: minimum 72, of which 37 must be graded coursework.**

## **Course Requirements for a M.A. in Evolutionary Anthropology**

### **I. Departmental Core Program** [Take all four for a total of 13 units]

ANTH 510 Fundamentals of Cultural Anthropology (3 units)

ANTH 530 Archaeological Method & Theory (3 units)

ANTH 537 Quantitative Methods in Anthropology (4 units)

ANTH 562 Evolutionary Method and Theory in Anthropology and Archaeology (3 units)

### **II. Evolutionary Topic Courses**

**Choose any three of the following: [total of 9 units]**

ANTH 547 Models and Simulation [3 units]

ANTH 548 Hunter and Gatherers Past and Present [3 units]

ANTH 561 Current Trends in Physical Anthropology [3 units]

ANTH 564 Advances in Evolution & Human Behavior [3 units]

ANTH 565 Human Evolution [3 units]

ANTH 569 Evolutionary Cultural Anthropology [3 units]

### **III. Thesis Research Hours**

ANTH 700 Master's Research, Thesis and/or Examination [minimum 4 units]

### **IV. Electives**

Electives emphasizing research methods and skills [to be agreed on with the graduate committee, minimum 6 units]

Graduation requires a written thesis based on original research, as well as a successful oral defense.

**Total Units (credits): 32 minimum**

## **Course Requirements for a Ph.D. in Evolutionary Anthropology**

### **I. Departmental Core Program** [Take all four for a total of 13 units]

ANTH 510 Fundamentals of Cultural Anthropology (3 units)

ANTH 530 Archaeological Method & Theory (3 units)

ANTH 537 Quantitative Methods in Anthropology (4 units)

ANTH 562 Evolutionary Method and Theory in Anthropology and Archaeology (3 units)

### **II. Evolutionary Topic Courses**

**Six of the following: [total of 18 units]**

ANTH 547 Models and Simulation [3 units]

ANTH 548 Hunter and Gatherers Past and Present [3 units]

ANTH 561 Current Trends in Physical Anthropology [3 units]

ANTH 564 Advances in Evolutionary and Human Behavior [3 units] (continued on next page)

ANTH 565 Human Evolution [3 units]  
ANTH 569 Evolutionary Cultural Anthropology [3 units]

### **III. Electives**

Electives, including at least six hours emphasizing research methods and skills [to be agreed on with the graduate committee, minimum 21 units]

### **IV. Dissertation Research Hours**

ANTH 800 Doctoral Research, Dissertation and/or Examination [minimum 20 units]

Incoming Ph.D. candidates are expected to have completed a M.A. (or equivalent degree) in anthropology or an appropriate allied field. **The Ph.D. degree requires a minimum of 72 credit hours.** Candidates are required to successfully pass preliminary exams. Graduation requires a written dissertation based on original research, as well as a successful oral defense.

## **Graduate Studies Timelines**

Please be aware that the timelines outlined below are general overviews of the M.A. and Ph.D. Programs. Each individual graduate student's program timeline will vary depending on multiple factors such as: changes in study, research completion, thesis/dissertation writing, life changes, funding options and etc.

### **Timeline for MA Students**

#### **❖ Semester one**

##### **Select an advisor.**

An academic advisor/committee chair will be key in helping you navigate through the policies put forth by the Graduate School and your department. Check with your prospective department chair or the faculty Web pages to find an advisor whose research interests match your own. Begin working with your chair to develop a program of study.

##### **Begin to Select Your Committee.**

By now, you're probably settled in and have some idea of the type of research you would like to conduct. But first, you should select your M.A. committee, which will help guide you through the research. A master's committee consists of three faculty members: two from your department. One member is identified as the committee chair, and is your primary contact.

##### **Establish ties in Washington.**

Since graduate tuition at WSU is considerably less expensive for Washington residents than for out-of-state graduate students, you should establish residency at the beginning for your second year. Non-resident waivers are only guaranteed for one (1) year. To learn more about establishing residency, please turn to page 31.

#### **❖ Semester two**

##### **Finalize Your Committee.**

By now, you're probably settled in and have some idea of the type of research you would like to conduct. But first, you should select your M.A. committee, which will help guide you through the

research. A master's committee consists of three faculty members: at least two must be from the department. One member is identified as the committee chair and is your primary contact.

**File a program of study. (This should be handed in by the end of January)**

Your committee chair, in conjunction with other members, should aid you in developing your proposed program of study. This includes an official list of classes you have taken, those you intend to take, and your research interest. After the proposed program is signed by each committee member, it should be submitted to Kam Spelman in the Anthropology Office. Each stream will meet to evaluate the proposed programs and ensure that they meet Department and Graduate School requirements.

**Hold Your Thesis Committee Meeting.** The student is responsible for organizing a meeting of the thesis committee before the degree project is fully initiated, for example, before field work or data collection occurs. In most instances, this would occur during the student's second semester. The purpose of the meeting is to provide all committee members with the specifics of a proposed research project early in the student's program so that they are aware of the scope and aims of the planned study, and so that they can provide feedback and advice at the planning and implementation stage, when it is most likely to be useful. In advance of the meeting, the committee must be provided a written proposal outlining the research plan (ca. 3-4 pages). This plan should include the aim(s) of the study, the research question(s), field or research methods, the plan for data acquisition and analysis, the project's significance, and a general timeline for completion. The faculty acknowledges that projects evolve, but the point of this meeting is to ensure the student and their committee members are operating from the same set of premises at the outset of the degree project.

**Seek IRB Approval (if applicable)**

The University requires approval for use of human subjects or animals in research, so before you begin your research you must seek approval from the University's Institutional Review Board. You will also need to provide verification that you have received approval to use human subjects or animals in your research prior to scheduling your final examination. For more information about IRB approval and The Office of Grant and Research Development, please turn to page 35.

❖ **Semester three**

**Apply for residency.**

After you have proof that you have lived in Washington for twelve months, you should apply for residency. This will allow to be charged the lower in-state graduate tuition rate as you continue your studies. To learn more about establishing residency, please turn to page 31.

**File an application for master's degree.**

You should submit an application for degree to the Graduate School at least one semester before your final exam in scheduled. The Graduate School will then notify you of any final graduation requirements before enrolling for your last semester. This can be done online at the Graduate School website: Forms/Application for Degree.

**Pay the graduation fee.**

You must go to the cashier's office located in Room 240 of the French Administration Building, and pay the \$50 graduation fee (may be subject to change). Be sure to keep your receipt--you will need to submit it to the graduate school along with your thesis.

## ❖ Semester four

### **Schedule your final oral exam.**

After your thesis is complete, your committee should submit the final examination scheduling form to the Graduate School, which will then schedule your final examination

### **Graduation and diplomas.**

The Bookie begins accepting orders for graduate regalia approximately two months prior to commencement. You may place your order by calling 800-937-4978 or 509-332-2537.

### **Submit Your Thesis to Your Committee.**

If you are planning to defend during a Fall Semester you must submit a complete draft copy of your thesis to your committee for review by October 10<sup>th</sup> or at least one month before your defense date. If you are planning to defend during a Spring Semester you must submit a complete draft copy of your thesis to your committee by March 10<sup>th</sup> or at least one month before your defense date. Students should be submitting individual chapters of their theses to their Chairs for approval before this deadline. Speak with your Chair at the beginning of the semester to ensure you are aware of his/her expectations and submission requirements.

### **Submit your thesis to the Graduate School and schedule your defense**

To avoid any delays, be sure that your thesis is formatted in accordance with the Graduate School formatting guidelines. These guidelines can be found on the graduate website at Forms: Thesis and Dissertation Formatting Guidelines. Coordinate with Kam Spelman in the Anthropology Office to reserve the conference room, a laptop and other materials you may need to defend.

### **After Defense**

After the successful defense of your thesis you will have five business days to submit the final version of your thesis to both the Graduate School and the Anthropology Department. Submission to the Graduate School is done electronically. You must hand in a hard bound or appropriately boxed copy of your thesis to the Anthropology Office. At this time you will also have to hand in your building and office keys. Please make sure your office has been cleaned out. Any items left behind will be donated or thrown out.

### **Update your mailing address.**

Diplomas are mailed approximately eight weeks after commencement. In the event that you move during that time, be sure to notify the Graduate School of your new mailing address.

## **Timeline for Ph.D. Students**

## ❖ Semester one

### **Select an academic advisor.**

This person will be key in helping you navigate through the department and Graduate School policies. If you have not already been assigned an academic advisor, check with your stream coordinator or the faculty web pages to select one whose research fits your interests.

### **Begin to Select Your Committee.**

By now, you're probably settled in and have some idea of the type of research you would like to conduct. But first, you should select your Ph.D. committee, which will help guide you through the research. A dissertation committee consists of at least three faculty members: three permanent

tenure-track faculty, and at least one member from your minor department if applicable. Please note most dissertation committees have four members.

### **Establish ties in Washington.**

If you've relocated from another state, you should become a Washington resident as soon as possible. Graduate tuition is considerably less for residents than for out-of-state students. Establishing residency can significantly reduce the cost of your graduate education. Non-resident waivers are only guaranteed for one (1) year. To learn more about establishing residency, please turn to page 31.

## **❖ Semester two**

### **Finalize Your Committee.**

By now, you're probably settled in and have an idea of the type of research you would like to conduct. Before you start, you must select your dissertation committee, which will help guide you through your research. A dissertation committee consists of at least three faculty members: three permanent tenure-track faculty, and at least one member from your minor department if applicable. Please note, most dissertation committees have four members. For more information consult the Academic Policies listed online at <http://gradschool.wsu.edu/policies-procedures/>

### **Seek IRB approval.**

The University requires approval for the use of human or animal subjects in research, so before you begin you must seek approval from the Institutional Review Board. You will need to provide proof or said approval in order to use human or animal subjects in your research prior to scheduling your final examination, for more information, turn to page 35.

### **File a program of study. (This should be handed in by the end of January)**

Your committee chair, in conjunction with other members, should aid you in developing your proposed program of study. This includes an official list of classes you have taken, those you intend to take, and your research interest. After the proposed program is signed by each committee member, it should be submitted to Kam Spelman in the Anthropology Office. Each stream will meet to evaluate the proposed programs and ensure that they meet Department and Graduate School requirements.

## **❖ Semester three**

### **Apply for residency.**

After you have proof that you've lived in Washington for twelve straight months, you may apply for residency (<http://residency.wsu.edu/residency-requirements/>), which enables you to receive the lower in-state graduate tuition rate.

## **❖ Semester four**

### **Hold Your Dissertation Committee Meeting.**

The student is responsible for organizing a meeting of the dissertation committee before the degree project is fully initiated, for example, before field work or data collection occurs. In most instances, this would occur during the student's fourth semester, but could be somewhat earlier or later; however, it should occur before the student takes preliminary exams. The purpose of the meeting is to provide all committee members with the specifics of a proposed research project early in the student's program so that they are aware of the scope and aims of the planned study, and so that they can provide feedback and advice at the planning and implementation stage, when it is most likely to be useful. In advance of the meeting, the committee must be provided a written proposal outlining

the research plan (ca. 5 pages). This plan should include the aim(s) of the study, the research question(s), field or research methods, the plan for data acquisition and analysis, the project's significance, and a general timeline for completion. The faculty acknowledges that projects evolve, but the point of this meeting is to ensure the student and their committee members are operating from the same set of premises at the outset of the degree project.

**Schedule and pass your preliminary examination (this may also be scheduled during a later semester depending upon your degree progress).**

Consult with your department and the Graduate School academic policies and procedures for more information about preliminary exams go to

<http://gradschool.wsu.edu/documents/2014/12/preliminary-exam-scheduling-form.pdf> .

Be sure to complete and submit the Preliminary Examination Scheduling Form at least **ten working days prior to your exam date**.

❖ **Your Second to Last Semester**

**File an application for doctoral degree.**

You should submit an application for degree to the Graduate School at least one semester before your final exam is scheduled. The Graduate School will then notify you of any final graduation requirements before enrolling for your last semester. This can be done online at the Graduate School website: Forms: Apply for a Degree.

**Pay appropriate fees.**

Be sure to visit the cashier's office in Room 240 of the French Administration Building, and pay the \$50 graduation fee. Keep your receipt, as you will need to submit it to the graduate school along with your dissertation. There is also a \$75 microfilming fee and an optional \$45 copyright fee. These fees may be subject to change.

❖ **Your Final Semester**

**Submit Your Dissertation to Your Committee.**

If you are planning to defend during a Fall Semester you must submit a complete draft copy of your dissertation to your committee for review by October 10<sup>th</sup> or at least one month before your defense date. If you are planning to defend during a Spring Semester you must submit a complete draft copy of your dissertation to your committee by March 10<sup>th</sup> or at least one month before your defense date. Students should be submitting individual chapters of their dissertations to their Chairs for approval before this deadline. Speak with your Chair at the beginning of the semester to ensure you are aware of his/her expectations and submission requirements.

**Schedule your final oral exam and submit your dissertation to the Graduate School.**

After you complete your dissertation, be sure to submit the final examination scheduling form to the Graduate School, so they are able to schedule your final examination. These guidelines and other forms you will need such as: Copyright Acknowledgement, Dissertation Agreement Form, and Survey of Earned Doctorates can be found at the graduate website on the Forms page. Coordinate with Kam Spelman in the Anthropology Office to reserve the conference room, a laptop and other materials you may need to defend.

(continued on next page)

**Order your cap and gown.**

The Bookie begins accepting orders for graduation regalia approximately two months prior to commencement. You may place your order by calling 800-937-4978 or 509-332-2537.

**After Defense**

After the successful defense of your thesis you will have five business days to submit the final version of your dissertation to both the Graduate School and the Anthropology Department. Submission to the Graduate School is done electronically. You must hand in a hard bound or appropriately boxed copy of your dissertation to the Anthropology Office. At this time you will also have to hand in your building and office keys. Please make sure your office has been cleaned out. Any items left behind will be donated or thrown out.

**Update your mailing address.**

Diplomas are mailed approximately eight weeks after commencement. If you move during that time, be sure to notify the Graduate School ([gradsch@wsu.edu](mailto:gradsch@wsu.edu)) of your new mailing address.

# Process for Immediately Entering the Ph.D. Program Upon Completion of an M.A. Degree in Anthropology At Washington State University

## **Admission Procedures:**

1. All policies regarding admission into the graduate school at WSU shall be followed and shall not be influenced by the procedures listed below. The procedures listed below refer only to admission into the Ph.D. program for students completing M.A. degrees in the Department of Anthropology and who wish to continue into the Ph.D. program in the Department of Anthropology.
2. The student must apply for admission to the Ph.D. program with a letter addressed to the Anthropology Chair.
3. At minimum, the letter must include the student's proposed M.A. defense date, proposed dissertation research topic, proposed Ph.D. dissertation chair, and Curriculum Vitae.
4. Students applying for entrance into the Ph.D. program immediately upon successful completion of the M.A. shall apply **no earlier than 120 days before the anticipated M.A. defense date, and at least 60 days before the defense date.**
5. The student's application is evaluated by the faculty of the respective stream and the stream faculty makes their recommendation to the Anthropology Chair.
6. The Anthropology Chair formally notifies the applicant regarding the admission decision within 30 days of the defense date. Every effort will be made to inform the applicant of his/her status by the end of the semester for which he/she defends.
7. A student can only be accepted into the Ph.D. program after formal application but acceptance is contingent upon the successful completion of all the M.A. program requirements. If a period of one calendar year or more passes after the originally proposed defense date the student is required to reapply to the Ph.D. program.
8. Any awards or funding for Ph.D. level students made prior to completion of the M.A. are contingent upon the completion of the M.A. at the agreed upon time.
9. Upon a successful M.A. defense and positive admission notification from the Department Chair, the student must complete a Change of Program Form. This form can be found on the Graduate School website and must be signed by the student, the Committee Chair, and the Department Chair. This form must be filled out and returned to the Graduate School immediately following the defense.

## PhD Preliminary Examination Procedures

Students develop a reading list in consultation with their committee, and prepare for and schedule the preliminary exam. The preliminary exam consists of a written component, followed by an oral examination. The student will be presented all questions at the beginning of the written component and their completed answers are due 14 days later. Answers to all questions are limited to a maximum of 40 double-spaced pages using 1" margins and Times New Roman



12 point font; references cited, figures and tables are not part of this 40 page total and should appear after the answers. The student chooses how to allocate both their time and the number of pages dedicated to each response—however, the page limit is absolute and no more than 40 pages are permitted. Committee members will grade each question using a 1-5 scale (1=extremely unsatisfactory, 2=unsatisfactory, 3=satisfactory, 4=high pass, 5=extremely high pass) or may abstain from voting on a question they feel unqualified to evaluate, and send their scores to the anthropology program coordinator for tabulation. The program coordinator will create a report for the committee that is advisory; the report will anonymously list all scores by question number and the average of the scores for each question. The oral portion of the preliminary exam should be scheduled to occur approximately 10 days after the written exam has been completed. The Graduate School indicates that all aspects of the examination must be completed within 30 days. Passage of the preliminary exam results in being advanced to candidacy. In the event of a failed examination, a student will be re-examined for a second and final attempt. At least three months must lapse between a failed examination and a re-examination. Preliminary exam questions will be posted when the student's responses have been received by the anthropology program coordinator, and the questions will also become part of the open file of preliminary exam questions available to other students.

### **WSU Department of Anthropology Policy for Three-Paper Dissertation**

With approval from their dissertation committee, doctoral students may choose to write a dissertation whose core is three published papers. As with the standard dissertation, the three-paper option requires clear committee communication and feedback along the way. Students are advised to develop a publication plan as soon as is practical.

For the three-paper dissertation, the Department requires that the candidate have published, or submitted for publication, three academic papers on which the candidate is the sole or first author. If any of the three papers is based on work done for the Master's thesis, it must not be a "duplicate publication." That is, it must represent a substantial, new and original contribution to the scientific literature beyond the contribution of the MA thesis. Acceptable dissertation papers based on work done for the MA would involve collection of new data or significant new analyses of data collected for the MA. The three papers must be on a related theme and be approved by the student's committee. At the time of dissertation defense, two of the three papers must have been accepted for publication or be published. A third submitted (but as-yet-unaccepted paper) may, for expediency's sake, be accepted if the committee evaluates it to be equal in quality to the other two and to be publishable in a peer-reviewed venue. The submitted dissertation will include a title, abstract, introduction and a conclusion that connect and contextualize the three papers.

The Department of Anthropology's general criteria for approved publication outlets are the following. The publication must be clearly peer-reviewed and may not be a student journal. No more than one of the publications may be a book chapter, and the book itself must be subject to external peer review. At least one of the articles must be in a major *anthropology* journal, including the cross-subfield, or prominent subfield journals. Students must consult with their committees and receive approval on proposed publication venues for publications that will constitute the dissertation.

# **Graduate Student Annual Review**

All active graduate students must complete a Yearly Evaluation Form whether or not they intend to apply for TA support. This yearly graduate student evaluation will be used to eliminate multiple “calls” for assessment/review information. This single yearly evaluation tool will be used for a number of different applications including, but not limited to:

1. Graduate student annual performance reports,
2. TA applications and evaluations,
3. Graduate student travel awards,
4. Graduate student excellence awards,
5. Student assessments for summer teaching,
6. And miscellaneous funding opportunities.

The Graduate Student Yearly Evaluation Forms and supporting materials are due on February 10<sup>th</sup> of each year. Supporting materials included in the annual evaluation are for the past 12 month period before the form is due (February 10<sup>th</sup> through February 9<sup>th</sup> of the next year). For example for the Spring 2016 review date (February 10, 2016), you would be asked to include all activities (publications, presentations, awards, honors, etc.) that you have received or completed during the past year from February 10, 2015 through February 9, 2016. A formal call will be sent out by the Department for Graduate Student Annual Reviews. This call will include a letter describing the review and the review itself.

The Graduate Student Yearly Evaluation is a cumulative assessment tool that takes your previous annual review scores and combines it with your most recent annual review score. This allows graduate student performance to be “smoothed” over a several year period and provides a more accurate assessment of student performance relative to a single year performance. However, student performance is also assessed based upon the number of semesters the student has been enrolled in a particular degree program. For instance, a student will likely have more publications and other performance points the longer s/he has been in a degree program. As such, longtime graduate students will tend to have an advantage over more recent graduate students. To counterbalance this effect our assessment tool divides performance scores by the number of semesters a student has been within his or her degree program.

The Graduate Student Yearly Evaluation Form only counts items once. For instance, if a graduate student was given credit for a paper after it was accepted for publication (a.k.a. in press), credit for the same publication will not be given when the paper actually appears in the journal or book.

All items listed on Graduate Student Yearly Evaluation Form should be for the twelve month period from February 10 through February 9. All items listed should be supported with a copy of the publications or in the case of an “in press” publication a letter from the editor or publisher stating the paper has been accepted for publication. Do not include papers that have been submitted or in review or in preparation. Such papers will not count toward student yearly assessment.

The list of criteria below document and discuss the kinds of materials along with their values that should be included in the Graduate Student Yearly Evaluation Form.

## **GRADUATE STUDENT ASSESSMENT CRITERIA:**

There are 19 fields of information for our student yearly assessment form. These fields are compressed into three categories (Progress, Quality, and Promise). Those three categories are standardized and weighted to account for 20%, 40%, and 40% respectively, and summed. The greatest summed value is ranked highest. Each of the fields is explained below. Students are required to complete field 1 and 10-20 below.

1. ID: Students should identify if they are interested in a teaching assistantship and complete the fields for date, ID number, and name.
2. Current degree program (**office will complete**).
3. Semester of entry into program (**office will complete**).
4. Number of semesters completed for current degree, (**office will complete**).
5. GPA: Grade point average since entering WSU graduate program (cumulative for both MA and PhD), (**office will complete**).
6. PROGRAM: Program filed at time of application? 1=yes, 0=no, (**office will complete**).
7. GRE: Average GRE prior to entering graduate program (for information only), (**office will complete**).
8. PRELIM: Successful completion of Preliminary Examinations 2=yes, 0=no, (**office will complete**).
9. TA: Number of semesters at WSU during which the student has had TA or departmental RA (not including RA's funded by grants) (**office will complete**).
10. GRANT: Successful grant application(s) generally 1 per external, 0.5 per internal. (Must be approved by time of application), depending on size and prominence. Minor grant examples: GPSA Travel Grant, .25; GPSA Registration Grant, .1.
11. PUBLICATION: Professional publications (in press or in print) during the review period. Each publication is scaled from 3.0-0.5 and is divided by the number of authors if the student is not the first author. For instance, a non-peer reviewed report with the student as the second of two authors might be scored as  $0.5/2=0.25$ . In Sp 2014 we scored as follows: sole-authored book, 3; edited volume, 2.5; first-tier journal article, 2; second-tier journal article, 1.5; edited volume chapter, 1.5, author or editor of substantial published or unpublished report; 1; author of chapter in published or unpublished report, .5; minor report, .25; book review, .25.
12. PODIUM: Oral paper(s) presentation at professional meeting(s) during the review period. Each paper is valued 0.5 and is divided by the number of authors if student is not the first author. For instance, a paper presented at AAA annual meeting with the student as the second of two authors might be scored as  $0.5/2=0.25$ . In the past we scored as follows: formal papers at inter/national venue, .5; major invited lecture, .5; formal papers at regional/local venues, .25; other invited lectures/presentations/seminars, .25; see below for WSU presentations.

13. **POSTER:** Poster presentation at professional meeting(s) beginning from the calendar year before entering current degree program and including poster presentations formally accepted through the review period. Each poster is valued 0.5 or .25, depending on scope of meeting (see above), divided by the number of authors if student is not first author. For instance, a poster presented at AAA annual meeting with the student as the second of four authors might be scored as  $0.5/4=0.125$ .
14. **CHAIR:** Other forms of meeting participation (e.g., session organizer, chair, and discussant) during the review period. Each event is valued 0.5 or .25, depending on scope and prominence.
15. **COLLOQUIUM:** WSU Departmental/university presentation (colloquium papers, Center and Institution presentation, etc.) completed during the review period. Each event is scaled from 0.25 to 0.1 and is divided by the number of authors if student is not the first author. Examples: Anth. Dept. colloquium, .25; WSU Center for Integrated Biotechnology .25; etc. (Note: informal presentations such as brown bag talks, class lectures, and roundtable discussions are not given points under these criteria.)
16. **SERVICE:** Department or University service at WSU completed during the review period. Each event is scaled from 0.25 to 0.1. Examples: Faculty Search Committee member, .25; Grad rep to Faculty meetings, .25; Senator to GPSA, .25; Lipe Visiting Scholar Committee, .25; etc.
17. **FIELD, LABORATORY, ARCHIVAL:** Research completed during the review period. Student must identify exact dates of field or laboratory research. This field is scaled from 1.2 to 0.1 depending upon venue of work and length of time. Does not include research associated with class assignments. The intent of this category is to reward research related to scholarly development of the graduate student as a professional anthropologist. Some examples include a 12-month field season collecting PhD related ethnographic data (1.2 pts); 3-month archaeological summer field project gaining experience to become a practicing archaeologist (0.3 pts); 2-month visit to the Smithsonian Institution or other museum or facility to collect archival data for a research paper (0.2 pts).
18. **HONORS:** Scholarships, medals, etc. awarded since entry into current WSU graduate degree program (0.5 to 0.25 per award). Examples: AAA student paper award .5, Daugherty RA, McNair, Foley, .5; Boeing, Daugherty Scholarship, .25.
19. **PROGRESS:** Describe in your own words, your progress toward degree completion. (Not included in quantitative ranking).

The above fields are used to calculate a student's yearly evaluation. The calculation occurs by deriving a score for PROGRESS, PROMISE, and QUALITY.

**PROGRESS:** represents progress towards completion of degree scaled by number of semesters in current degree program. This includes the field of PRELIM. And PROGRAM (PRELIM. + PROGRAM/# OF SEMESTERS).

**PROMISE:** includes intellectual and professional promise scaled by number of semesters in degree program. (GRANT+ PUBLICATION+ PODIUM+ POSTER+ CHAIR+ SERVICE+ HONORS+ COLLOQUIUM+FIELDWORK/# OF SEMESTERS).

**QUALITY:** is simply the student GPA at WSU.

WEIGHTED SUM: is the sum of Standardized scores (values converted to z scores) for PROGRESS, QUALITY, PROMISE adjusted to relative importance. PROGRESS=20%, QUALITY (=GPA) = 40%, PROMISE=40%.

RANK: of students is based upon weighted sum.

## Academic Performance Policies

Although the Department of Anthropology expects all students who enter the program to succeed in their academic pursuit, it is necessary to have policies regarding continuance in the program. Continuance in the graduate program is contingent on making normal progress toward the degree as determined by the Graduate School, the Chair of the Anthropology Department and the student's advisory committee. Grounds for termination of participation in the graduate program include but are not limited to the following:

1. Failure to make normal progress. Normal progress is defined as:
  - a. Maintaining a "B" average. Students who fail to maintain an average of 3.0 will be placed on probation.
  - b. Completing "Incomplete" grades within one year (**please note: if you have a TA or RA the incomplete must be complete before the beginning of your next semester in order to keep your assistantship**).
  - c. For full-time students: completing M.A. requirements in 6 semesters and completing Ph.D. requirements in 9 semesters (exceptions may be evaluated on an individual basis)
2. Failure to actively pursue the degree.
  - a. Full-time students without funding are expected to enroll in a full semester course load (at least 10 credits) fall and spring semesters.
  - b. Full-time students with funding are expected to enroll in 18 credits fall and spring semesters. Only take up to 3 graded courses and the rest of the credits will be taken as either 700 or 800 Research Credits. (Exceptions may be evaluated on an individual basis.)
3. Failure to remove deficiencies.
  - a. **Provisional Admittance:** Students who have been provisionally admitted must satisfy provisions within the prescribed period.
  - b. **Academic Probation:** Students who have been placed on academic probation (due to low GPA or incompletes) must meet probationary criteria for continuance as determined by the Department of Anthropology on an individual basis. The department chair, graduate coordinator/committee chair and course instructor/s will evaluate the student's probability of successfully completing the degree. One of these individuals will notify the student of decisions regarding continuance.

## Academic Integrity

As an institution of higher education, Washington State University is committed to principles of truth and academic honesty. All members of the university community share the responsibility for maintaining and supporting these principles. When a student enrolls in Washington State University, the student assumes an obligation to pursue academic endeavors in a manner consistent with the standards of academic integrity adopted by the university. To maintain the academic integrity of the community, the university cannot tolerate acts of academic dishonesty including any forms of cheating, plagiarism, or fabrication. Washington State University reserves the right and the power to discipline or to exclude students who engage in academic dishonesty. To that end, the university has established rules defining prohibited academic dishonesty and the process followed when such behavior is alleged. These rules incorporate Washington State University's Academic Integrity

Policy, the university-wide document establishing policies and procedures to foster academic integrity. This policy is applicable to undergraduate and graduate students alike, as it pertains to dishonesty in course work and related academic pursuits. In cases of dishonesty in research and original scholarship, the University's Policy and Procedural Guidelines for Misconduct in Research and Scholarship may take precedence over the policies and procedures contained herein. More information regarding the rules governing academic integrity can be found at <https://academicintegrity.wsu.edu/>.

## **Anthropology Graduate Student Organization (AGO)**

The Anthropology Graduate Organization is an organization for currently enrolled WSU anthropology graduate students. The purpose of AGO is to promote graduate student professional development in anthropology. This is facilitated through several avenues, including support for participation in professional meetings, sponsoring guest speakers, and involvement in local community education.

In the past AGO has focused its efforts on raising money to send students to professional meetings, conferences and events. The organization has funded students who have attended the Northwest Anthropological Conference, the American Anthropology Association meeting, and the Society for American Archaeology meeting. Participation in these events provide opportunities such as presentations of thesis or dissertation research, networking with other professional individuals interested in similar research, and exposure to innovative professional studies.

For more information please check out the organizations website:

<http://libarts.wsu.edu/anthro/AGO/ago.html>

## **Assistantship Information**

### **Graduate Assistantships**

Teaching and research assistantships (TAs and RAs) are essential to providing a high quality academic experience for undergraduate and graduate students, and are integral to the teaching, research, and overall productivity of faculty members and the department as a whole. An assistantship is intended to prepare students for a professional career by providing professional growth opportunities through work. These opportunities should provide challenges and rewards that continue to promote personal and professional development, and contribute to the productivity of the student, the faculty, and the department.

Graduate assistants are expected to demonstrate responsible and professional behavior and provide the highest quality of work possible. Because faculty members have differing styles of work, it is very important that graduate assistants discuss work styles and specific expectations with each faculty member with whom they will be working. You will find a TA checklist in the Resources List of this handbook. You are encouraged to use it as a template when speaking with your supervising instructor.

You **must** complete Mandatory Responsible Conduct Training which can be found on the following site: <http://gradschool.wsu.edu/responsible-research/>.

The stipend for a graduate assistantship, like most salaries, is set annually and each TA or RA will be notified of their monthly stipend in their letter of offer. Each award requires 20 hours of service per week to the department. Generally, graduate students on appointment are expected to be available in the department from August 16<sup>th</sup> until December 31<sup>st</sup> (Fall Semester) and January 1<sup>st</sup> until May 15<sup>th</sup> (Spring Semester). The appointment period for teaching assistants is either one semester or nine months (the academic year). TA's are required to register for the full 18 credits. Of these 18 credits up to 3 classes can be graded course work and the rest can be a combination of Independent Study (ANTH 600) and/or Thesis or Dissertation Research (ANTH 700 and ANTH

800). The maximum number of academic years a teaching assistantship may be awarded is two years for an M.A. student and four years for a Ph.D. student.

### **Vacation/Leave Policy**

There are no scheduled or guaranteed vacations. Students on appointment do not earn leave time. *During the term of their appointments, all graduate student assistants are expected to be at work each normal workday, including periods when the University is not in session with the exception of the legal holidays designated by the Board of Regents.* The major professor must approve all absences in advance.

The acceptance of admission, whether paid for from teaching funds, research grants, experiment station monies, or from public, private or foreign sources, implies a commitment on the part of the graduate student to conduct research with the major professor under a specific project. Except under extraordinary circumstances, students are discouraged from changing research projects. Doing so not only is disruptive of ongoing research, but also requires reassignment and finding other sources of financial support, both of which may be difficult, or even impossible.

### **Teaching Assistantships**

TAs are typically assigned annually by the Department Chair based upon student experience, graduate student annual reviews and faculty/department needs. To qualify students must be enrolled full-time in either an Anthropology M.A. or Ph.D. Program and must maintain “good standing” within the department. TAs are awarded for a maximum of 4 semesters to M.A. students and a maximum of 8 semesters to Ph.D. students (this does not include summer assistantships). Some typical responsibilities associated with a graduate TA are listed below:

1. Attend lectures (unless instructors wish otherwise)
2. Help with preparation of class lectures (e.g. readying video clips or other visual materials)
3. Act as a liaison between Instructional Student Services (ISS), library and instructor
4. Proctor exams
5. Contribute to development of exams
6. Lecture occasionally
7. Grade papers, exams and other assignments
8. Set up and maintain grade sheets and rosters
9. Enter student grades
10. Hold regular office hours
11. Develop and/or copy class handouts
12. Conduct library searches and retrieval for faculty member
13. Perform other work as needed by the faculty member

Also, the following website leads to great resources for everything from the preparation of teaching materials to workshops that help you learn new teaching skills/styles.

TA Workshops, Teaching Resources: <http://gradschool.wsu.edu/teaching-resources/>

### **Research Assistantships**

RAs are funded by grants and contracts obtained by individual faculty members from sources outside the department. The pay scale, hours, and work year are set by the principal investigator (faculty member in charge of the grant or contract). The number of RAs varies from semester to semester and it is difficult to predict more than a few months in advance. Duties associated with an RA are determined by the contract and/or principal investigator, expectations should be discussed at the time of hiring.

## **Establishing Residency**

Because in-state tuition is considerably less expensive for Washington residents than for out-of-state students, you should begin to establish residency right away.

Beginning one year prior to the semester during which you plan to apply (your first year of graduate school here at WSU), “establish ties” in Washington State. Below is a checklist of items that will help prove you have done so. Within two weeks of arriving in Pullman, be sure to complete the applicable items in this list. After you have lived in Washington for one year, you will submit a residency application (you will find the application at: <http://residency.wsu.edu/residency-requirements/independent-student/> ) to the Graduate School, along with all of the following items:

### **Checklist**

- Any home purchase agreements, lease agreements, rent receipts or cancelled checks, or letters from your landlord that verify physical residence in Washington for 12 consecutive months prior to the first day of the semester in which you submit the residency application.
- A copy of your Washington State driver's license. You must obtain a Washington State driver's license at least one year prior to the semester in which you apply. If you do not drive, provide a copy of your Washington State identification card.
- Proof of any permanent full-time or part-time employment in Washington during the year prior to the semester in which you apply.
- A copy of your Washington State vehicle registration issued one year prior to the semester in which you apply. (A copy of your title will not suffice). Failure to provide this will likely result in a denial of Washington residency for tuition purposes.
- A copy of Washington voter registration issued one year prior to the semester in which you apply.
- Proof of having established a bank account in Washington.
- Any other documents you have to show that you have established ties in Washington for the one year prior to the semester in which you apply (clubs, organizations, etc.).

### **For International students**

If you are not a U.S. citizen, but hold permanent resident immigration status, temporary resident status, or refugee status, submit a copy of both sides of your Resident Alien Card, Form I-94, Temporary Resident card or other verification of your status with Immigration and Naturalization Service (INS).

Please note: You need to submit the above documents along with your permanent resident card.

## **Filing for a Program Extension**

### **MA Students**

Most full-time MA students in Anthropology require 2-3 years for completion of their program. The maximum time allowed for completion of a master's degree is 6 years from the date of the program of study. The Graduate School and the Department of Anthropology recognize that some programs may take longer to complete. As appropriate, departments may request an extension of this time limit as described below.



## PhD Students

Most students enrolled in doctoral degrees programs in Anthropology require 4-6 years for completion of their program. There are two time limitations for doctoral students:

- a. The maximum time allowed for completion of a doctoral degree is 10 years from the beginning date of the earliest course applied toward the degree. This means that the courses (including transfer coursework) on the Program of Study remain valid only for 10 years from the earliest date of the course/s applied toward the degree.
- b. In addition, the doctoral degree must be completed within 3 years of the date of the satisfactory completion of the preliminary examination.

## Requesting an extension

**1. First Extension.** A one-year extension may be requested as an exception to Graduate School policy for students not able to complete their master's degree in 6 years or doctoral degree in 10 years from the beginning date of the earliest course applied toward the degree. The student must make a formal request in writing to their thesis/dissertation chair. The thesis /dissertation chair must discuss this situation with the student and they should mutually outline a plan for completion within one year. The thesis/dissertation chair must then consult with the thesis/dissertation committee and, if all agree, forward a memorandum to the Chair of the Anthropology Department. The thesis/dissertation chair must explain why this exception is requested, the thesis/dissertation chair should indicate the committee support of this request and provide the new timeline for degree completion. The Department Chair will then forward a memorandum to an Associate Dean of the Graduate School requesting a one-year extension and including the information outlined above. An Associate Dean of the Graduate School will grant, or reject, the exception to policy and this decision will be communicated to the Anthropology Department Chair and recorded in the student's file.

**2. Second Extension.** If, after having been granted a 1st extension, a 2nd extension for one year may be requested by using the procedure outlined below. The 2nd extension is a serious matter and should be considered a final stage of the process to complete the degree. The student must request a 2nd extension to their thesis/dissertation chair. The student must explain, in writing, why they were unable to complete the thesis/dissertation after a first extension. They also must develop a detailed time-line for completing the thesis/dissertation if they would be granted a 2nd extension.

The thesis/dissertation chair must evaluate and approve the rationale and time-line for the requested 2nd extension. The student must schedule and complete a thesis/dissertation committee meeting where the time-line for completion is discussed. The 2nd request will be forwarded to the Anthropology Department Chair and a faculty meeting must be held where the student's request for a 2nd extension is discussed by the entire faculty. Once the thesis/dissertation advisor presents the circumstances for this request, the Chair must ballot the faculty for their support of the request. The results of this balloting must be reported to the graduate School as part of the request for a second extension.

If the faculty vote supports the action, the Department Chair must write a memorandum to an Associate Dean of the Graduate School requesting a 2nd extension. This memorandum must explain the rationale for this extension, provide the details of the time-line, verify the date of the thesis/dissertation meeting, and indicate that the thesis/dissertation committee concurs with the decision to request a 2nd extension. The memorandum must also include the results of the faculty ballot.

The Associate Dean will render a decision to extend a 2nd request. If the extension is granted, a letter will be sent to the student (and copied to the Chair, the chair of the thesis/dissertation committee, and the Dean of the Graduate School) explaining that this 2nd extension is essentially a final opportunity to complete the thesis/dissertation by following the time-line developed by the student and thesis/dissertation committee. The letter will indicate that 3rd extensions are very rare.

**3. Third Extension.** It is possible to obtain a 3rd extension under exceptional circumstances (personal and/or family medical issues, etc.). The 3rd extension is absolutely final. Because of this, the process for requesting it is more formal and involves a wider segment of the university community. To request a 3rd extension, the following process will be used and implemented.

The student must request a 3rd extension to their thesis/dissertation chair. The student must explain, in writing, why they were unable to complete the thesis/dissertation after the 2nd extension. They also must develop a detailed time-line for completing the thesis/dissertation if they would be granted a 3rd extension.

The thesis/dissertation chair must evaluate and approve the rationale and time-line for the requested 3rd extension. The student must schedule and complete a thesis/dissertation committee meeting where the time-line for completion is discussed. The 3rd request will be forwarded to the Anthropology Department Chair and a faculty meeting must be held where the student's request for a 3rd extension is discussed by the entire faculty of the degree granting unit. Once the thesis/dissertation advisor presents the circumstances for this request, the Chair must ballot the faculty for their support of the request. The results of this balloting must be reported to the Graduate School as part of the request for a 3rd extension.

If the faculty supports the request, the Chair then writes a memorandum to an Associate Dean of the Graduate School and the Chair of the Graduate Studies Committee explaining the rationale for the request, a detailed time-line for completion of the thesis/dissertation within one year, any extenuating circumstances that need to be considered, and the results of the faculty ballot. This memorandum of request is submitted to the Graduate School.

The request will be immediately forwarded to the Graduate Studies Committee. The thesis/dissertation chair, or the Chair of the department, will be invited to attend a GSC meeting to present the case. The GSC will vote after hearing all the facts to grant, or reject, the request for a 3rd extension. The Chair of the GSC will write a letter to the student which will be signed by the Chair and the Dean of the Graduate School. This letter will explain that this is a 3rd and final extension. The student will acknowledge receipt of this letter in writing to the Chair of the GSC and explain that they understand that this is their final opportunity to complete the thesis/dissertation degree.

## **Graduate School Policies and Procedures Manual**

The Graduate School Policies and Procedures Manual is located at:

<http://gradschool.wsu.edu/policies-procedures/>. Please make sure you select the most up-to-date manual for current policy information.

## **Graduate Student Continuous Enrollment**

All full- and part-time degree-seeking graduate students at all campus locations must maintain continuous enrollment in the Graduate School, registering for each semester, excluding summer sessions, from the time of first enrollment until all requirements for the degree are completed. Continuous enrollment is maintained by registering for a minimum of 2 graduate credits per semester (excluding the summer). International students who enroll for fewer than 10 credits must be approved by OISS, in consultation with the Graduate School, prior to part-time enrollment during the academic year. Exceptions to the continuous enrollment policy are noted at the following website: <http://gradschool.wsu.edu/chapter-five/>. Continuous doctoral status (CDS) meets the continuous enrollment requirement. See next page for more details.

## **Continuous Doctoral Status**

Typically, doctoral students are able to complete their doctoral studies in a timely manner after completing their coursework and preliminary requirements. However, on occasion, doctoral students who have completed their coursework, preliminary exams and most of their research requirements do not have funding to continue to register for research credits; consequently, they must leave campus to finish their dissertation work. To meet the continuous enrollment requirement, doctoral students who have successfully completed their coursework and their preliminary exams and who DO NOT enroll for credit automatically will be placed into Continuous ABD Doctoral Status (CDS). Students must complete their degree within three years of the date of the successful completion of their preliminary exam. Continuous doctoral status (CDS) is not intended to replace a student's 800-research credit requirements. Please see the website above for more information include continuous enrollment fee information.

## **Graduate Student Leave Status**

Typically, degree-seeking graduate students enroll in credits every semester until degree completion; however, sometimes circumstances are such that degree-seeking students are unable to enroll for credits. Such circumstances may include illness, family issues, financial need, work, or other obligations. These students must complete the appropriate graduate leave or internship leave paperwork, obtain approval from their faculty advisor and program chair, and submit the paperwork to the Graduate School in advance of the semester they will be away. Official leaves of absence, internship leave status, and absences not approved under this policy are included in the time limits to complete a degree.

Students who must be away from campus for reasons such as medical issues, family obligations, job obligations, military service, and Peace Corps service, and who cannot maintain continuous enrollment in any given semester, may apply for an official graduate leave of absence. Only graduate leave for medical reasons (EFML), military service, and Peace Corps service is available to doctoral students in continuous doctoral status. Students who are approved for graduate leave while in continuous doctoral status will not be charged the \$50 administrative fee.

Students who wish to go on an internship approved by their program and who do not need to register for credits for the internship may apply for internship leave status. Only internship leave required by the student's program is available to doctoral students in continuous doctoral status. Students who are approved for internship leave while in continuous doctoral status will not be charged the \$50 administrative fee.

## **Grievance Procedures**

Should a graduate student have any grievances regarding the program, their assistantship, or their graduate experience, they should first discuss this with either the graduate coordinator of his/her stream and/or the department chair. The graduate coordinator and/or the department chair will advise the student on formal grievance procedures should such steps be necessary. Students can also find more information regarding Grievance Procedures at the following website:

<http://gradschool.wsu.edu/chapter-twelve/> .

## Institutional Review Board (IRB): Required Human Subjects Training

WSU IRB requires the Principal Investigators (PIs) and encourages all staff involved in the research to complete Collaborative Institutional Training Initiative (CITI) training in the ethical use of human subjects in research. The PI is ultimately responsible to adequately train all staff listed on the application in the protection of human participants in research. Re-training is required every five years.

1. The IRB will only review projects that meet the definition of research.
2. Principal Investigators (PIs) on IRB Applications must be WSU faculty or staff.

For CITI training options, visit the CITI website at [www.citiprogram.org](http://www.citiprogram.org) . If you have questions, contact the IRB coordinator at (509) 335-3668 or <http://www.irb.wsu.edu/citi.asp> .

### **CITI COURSE**

1. Principal Investigators must complete required initial certification modules of the web-based Collaborative IRB CITI course for social behavioral research and biomedical research areas.
2. Completion of the required initial certification modules takes about 3 to 4 hours; all modules do not have to be completed during “one” on-line session. To re-enter the course, remember to SAVE your “username” and “password.”
3. Final approval of new studies *will not* be granted until CITI training certificates have been received.
4. Additional optional training modules can be completed based on the research areas (for example: PI conducting international research can benefit from taking “international research” optional module).

### **Accessing and Completing the CITI Course**

1. On a web browser, go to <http://www.citiprogram.org>
2. Click on “New Users Register Here”
3. Click on the right-hand arrow for a drop-down list for “Participating Institutions” and select **Washington State University**. (If you select anything other than WSU your certificate of completion will not be sent to the WSU IRB.)
4. Follow the instructions for Registration (select username and password) and complete the required modules. (Remember to save your username and password for re-entering the course to complete modules, take additional training and/or to print additional certificates.)
5. Upon completion of the required modules, print the course “Completion Certificate” for your records. **Also, attach “Completion Certificate” to your application.**

## The Office of Grant and Research Development OGRD

The Office of Grant and Research Development (OGRD) was established in 1972 to serve the needs of the Washington State University’s faculty and graduate students who seek support for research and scholarly endeavors. OGRD’s primary functions include locating and securing program information from federal, state and private sources, maintaining an in-house library of funding agencies, assisting in the development of successful proposals, reviewing proposals prior to submission to outside agencies. In addition, accepting awards for sponsored projects for the University. OGRD is also responsible for ensuring that all research conducted by members of the University complies with legal and ethical standards of the Institutional Review Board and the Institutional Biosafety Committee. There are numerous types of funding support OGRD will assist

you in locating: fellowships, grants, scholarship, and travel support. The sooner you begin your search, the better it is for you.

Items that will help in you search at ORGD are: a listing of descriptive words, variables, the scope and limits of your project and a very general idea of the amount of money needed. From the inception of your idea and to the start of your funding, plan to spend 6 to 12 months on the process. Contact the Graduate Support Coordinator to schedule an initial visit.

### Contact Information

OGRD Website: <http://www.ogrd.wsu.edu>

Graduate Student Support Coordinator:	Hannah Merley Email: <a href="mailto:Hannah.merley@wsu.edu">Hannah.merley@wsu.edu</a>
Faculty Research Development Coordinator:	Sammy Rodriguez-Flecha Email: <a href="mailto:Samuel_rodriguez@wsu.edu">Samuel_rodriguez@wsu.edu</a>
Grant and Contract Coordinator:	Sarah Wisdom Email: <a href="mailto:sarah.pollock@wsu.edu">sarah.pollock@wsu.edu</a>
Director:	Dan Nordquist Email: <a href="mailto:nordquist@wsu.edu">nordquist@wsu.edu</a>

### Other Campus Sources of Funding not Affiliated with OGRD

Scholarship Services: (509) 335-1059, Lighty Building 380  
Graduate School (Travel Grants): (509) 335-3535, French Ad 380  
International Programs (Fulbright): (509) 335-4508, Bryan 108  
Career Services (Internships): (509) 335-2546  
Graduate School Funding Opportunities Website:  
<http://www.gradsch.wsu.edu/FutureStudents/Finance/>

### Registering For Classes

Instructions for registration, and the policies and procedures for dropping or adding classes can be found in the time schedule of classes available on the Registrar's Office home page. You will need to log into myWSU in order to register for classes. Please follow: <http://registrar.wsu.edu/>, for detailed instructions on how to register. You will need your WSU username and password to enter.

- The normal load for a graduate student is 12-18 credit hours per semester (6-8 hours in an eight-week summer session). Graduate students on half-time teaching or research assistantships are expected to carry 10-18 credits per semester with no more than 12 hours of graded credit (3-6 in an eight-week summer session). However, the Department of Anthropology prefers its students with assistantships to take no more than 3 graded courses a semester.
- See the Graduate School Policies and Procedures Manual <http://gradschool.wsu.edu/policies-procedures/> for requirements for graduate students on appointment or taking examinations.
- All graduate students must maintain continuous enrollment in the Graduate School, registering for each semester and summer session from the time of first enrollment until all requirements for the degree are completed. *Continuous enrollment* may be maintained by registering in one of the following categories:
  - Full-time enrollment
  - Part-time enrollment
  - Graduate leave status enrollment (for information regarding graduate leave status please turn to page 34)

## **WICHE Information**

The Western Interstate Commission for Higher Education (WICHE) makes high-quality, distinctive graduate programs available to students of the West at a reasonable cost. WICHE helps place graduate students in a wide range of graduate programs, all designed around the educational, social, and economic needs of the West.

Through WICHE, residents of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming are eligible to enroll in available programs outside their home state at resident tuition rates. Students need not meet financial aid criteria for this program.

### **Frequently Asked Questions:**

#### **Which Anthropology program is eligible for WICHE?**

Only graduate students who are part of the Archaeology Stream and have residency in one of the 15 participating states listed above are eligible to participate in WICHE.

#### **How do I apply for WICHE status?**

Students apply for admission directly through the Archaeology Program's regular admissions process. Applicants must meet all of Washington State University's and the Department of Anthropology's admission requirements and apply within our deadlines.

#### **How do I establish residency for the program?**

WICHE is open to all residents of the 14 participating states. Normally, you must be a resident of your home state for at least one year before applying for admission as WICHE student. Determination of residency is usually made by WSU. If necessary, the WICHE certifying officer of your home state can assist the institution in making a determination of residency. Contact the WICHE Student Exchange Program Office for assistance at (303) 541-0214.

#### **What should I do if I'm billed for the wrong tuition rate?**

The Department of Anthropology is responsible for information the WSU accounting and registrar offices of your WICHE Status. Occasionally, a student is incorrectly billed for the full nonresident tuition. If this happens, contact the Academic Coordinator for help. If necessary, we can contact WICHE for clarification or assistance.

#### **Can I enroll through WICHE as a part-time student?**

Yes. Part-time students are eligible to participate in WICHE.

## **List of Resources**

### **Anthropology Department**

Website: <http://www.libarts.wsu.edu/anthro/>

Phone Number: (509) 335-3441

Office Number: College Hall 150

Mailing Address:

Department of Anthropology  
College Hall 150; PO Box 4910  
Pullman, WA 99164-4910  
Fax Number: (509) 335-3999

### **People You Need to Know:**

Dr. Andrew Duff: Chair

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Office Phone: (509)335-7828

Office Number: College Hall Rm 384 and 150

Annette Bednar, Erin Rapone and Neal Baksi: Finance/Budget Team

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Jo Bonner: Office Assistant

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Office Number: College Hall 150

Kam Spelman: Program Coordinator

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### **Graduate Coordinators:**

#### **Archaeology:**

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Office Phone: (509) 335-7406

Office Number: College Hall 202

#### **Cultural Anthropology:**

Marsha Quinlan

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Office Phone: (509) 335-5405

Office Number: College Hall 374

#### **Evolutionary Anthropology:**

Brian Kemp

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Office Phone: (509) 335-7403

Office Number: College Hall 363

### **Anthropology Website**

Here you will be able to find information on a wide arrange of topics from graduate program course requirements to housing information to colloquium speakers to career opportunities

Website: <http://www.libarts.wsu.edu/anthro/>

### **Admissions**

Find out all you need to know in order to apply for graduate study at WSU including information regarding deadlines, test scores and where to send your transcripts.

Website: <http://gradschool.wsu.edu/apply/>

Phone Number: (509) 335-5586

Location: Lighty 370

## **Disability Resource Center**

This center provides accommodations for students with documented disabilities. Services include: transportation, oral exams, extended exams, audio textbooks, sign language interpreters, note takers, large print exams and materials, and more.

Website: <http://drc.wsu.edu/>

Phone Number: (509) 335-1566

Location: Ad. Annex 205

## **Financial Aid**

This website will bring to information regarding the financial aid programs in which WSU participates, scholarships available through WSU, and links to other useful financial home pages and on-line services.

Website: <http://www.finaid.wsu.edu/>

Phone Number: (509) 335-9711

Location: Lighty 380

## **Graduate and Professional Student Association (GPSA)**

The Graduate and Professional Student Association (GPSA) is the representative body for graduate and professional students at WSU. The GPSA's primary role is to provide academic and professional support services. Through active participation and membership in numerous national, state, and university organizations and committees, the GPSA seeks to provide graduate and professional students with representation and a forum to express their concerns. All graduate and professional students are encouraged to direct their concerns and questions to their respective Senators, District Representatives, or to the President and Vice President.

The GPSA sponsors several activities for the benefit of graduate students. Please see Services at their website: <http://studentinvolvement.orgsync.com/org/gpsa> for complete details.

## **Graduate and Professional Writing Center**

This center is designed to aid graduate students with all types of written communication, from papers and publications they have to write as researchers to syllabi and assignments they have to write as teachers.

Website: <http://writingprogram.wsu.edu/unites/writingcenter/gpwc/>

Phone Number: (509) 335-3413 or (509) 335-5898

Location: CUE 414

## **Graduate School**

The Graduate School has specific expectations and procedures students are expected to follow for completing course work toward their degree. For example, there are procedures and paper work for officially establishing a thesis/dissertation advisory committee and for thesis/dissertation formatting. Most importantly, the graduate school has very strict guidelines on meeting deadlines and filing forms for scheduling defenses. The most current and up-to-date information about graduate school policies, procedures, and forms can be found on the Graduate School website. Students should bookmark and familiarize themselves with this site.

Website: <http://www.gradsch.wsu.edu/>

The website contains everything you could possibly need to navigate your degree, make sure to check out the links listed below. Each one can be found at the Graduate School Website.

Phone Number: (509) 335-6424

Location: French Administration Building 324



**New and Current Students Website:** <http://www.gradsch.wsu.edu/CurrentStudents/>

Here you will find many opportunities to lead your own research, build a strong network of support and work toward achieving your personal and academic goals.

- Forms: <http://www.gradsch.wsu.edu/Forms/>
  - This site contains every form you will need during your graduate student career.
- Funding Opportunities: <http://www.gradsch.wsu.edu/FutureStudents/Finance/>
  - This site contains a short description and link to different types of funding opportunities.
- Professional Development: <http://gradschool.wsu.edu/professional-development/>
  - This site defines Professional Development and provides links to various resources.
- Tuition and Fees: <http://finaid.wsu.edu/cost-of-attendanceaid-estimator/>
  - This site outline the Graduate Student tuition and fee rates for resident and non-resident graduate students.
- TA Resources: <http://svr.gradschool.wsu.edu/CurrentStudents/TeachingResources/>
  - This site contains multiple resources to help you as you navigate teaching in a college classroom.
- Insurance: <http://hws.wsu.edu/>
  - This site contains information regarding the 2015 – 2016 Graduate Student Assistant Medical and Dental Insurance Plan, including information on insurance cards, eligibility, and deadlines.