



Graduate Student Manual

Fall 2018

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Admission to the Graduate Program

Prospective applicants are encouraged to contact particular professors they are interested in working with prior to applying. Applications for admission to the master's or PhD program must be submitted by December 15th to be considered for the subsequent Fall semester.

Decisions on admission, funding awards, or wait listing will be made as soon as possible, usually by the end of February or early March. Students who are still wait listed for admission or funding in March will be notified of any changes to their status as soon as possible.

(Department Policy 11/07/08; 03/28/11)

Application Forms and Documents

Applications must be completed online. The link to our online application is:

<https://gradapply.purdue.edu/apply/>. Applicants should note their subfield of study directly on the application form.

Applicants will need to upload official versions of transcripts for every institution of higher education attended. If a transcript is not in English, the applicant must upload an English translation certified by the college or university which issued it. A minimum B (3.0/4.0) or better grade point average in prior study is required. All transcripts and/or academic documents uploaded to the online application system are considered unofficial. Applicants will need to provide official transcripts and/or academic records at the request of the graduate program or if admitted and choose to enroll. An official transcript bears the original signature of the registrar and/or the original seal of the issuing institution. Transcripts and/or English translations must be mailed directly from a Registrar's office to the Office of Graduate Admissions. (Applicants can choose to send the transcripts themselves, but the transcripts must be in an envelope sealed by the Registrar). Official transcripts will not be returned to applicants¹. The Office of Graduate Admissions also accepts electronic transcripts from accredited U.S. colleges and universities sent via eSCRIP-SAFE, Docufide, Parchment Exchange or directly from the accredited U.S. college and university.

We must also receive recommendations from three (3) persons who are familiar with the applicant's academic abilities. These should preferably be faculty members or others who have served as advisors; those who have taught courses the applicant has taken or have supervised the applicant in a field-school or research setting. For applied anthropology, applicants may have letters from employers or supervisors that discuss the applicant's academic abilities, related work background, and potential for success in graduate school. When creating an online application to the Purdue Graduate School, applicants will have the opportunity to enter the names of their recommendation providers along with the preferred method of submission for the recommendation. If the applicant elects to have the recommendation submitted online, the recommendation provider will receive an automatic email notification with instructions for accessing our online recommendation system. Once the online recommendation is

¹ The Graduate Schools recognizes that, in rare and unusual instances, students from a few international institutions have access to only one transcript (or an extremely limited number of transcripts) or other academic credentials. In these rare instances, the Graduate School will retain these documents, after careful review, for applicants on a case-by-case basis until the end of the first session for which they are admitted. Applicants' requests to preserve their paper documents must be submitted at the time departments forward their recommendation for admission to the Graduate School. (Per email from T. Atkinson 12/1/2011.)

submitted, the graduate program to which the applicant applied will have access to view that online recommendation.

For recommenders wishing to complete a paper recommendation, a PDF file of the recommendation form can be found on the Graduate Schools website at:

<https://www.purdue.edu/gradschool/documents/gpo/forms/revised-recommendation.pdf>

Recommenders may submit letters online or send a letter of recommendation by US mail directly to the Anthropology Graduate Program Office, Stone Hall, Room 219, 700 W. State Street, West Lafayette, IN 47907, USA.

All applicants, including international students, are required to submit scores from the Graduate Record Examination (GRE). Dates and places where the test is given are available on the Educational Testing Service website at <http://www.ets.org/gre>. Purdue University's code for the GRE application is 1631. We can only verify scores that are less than five years old.

International students whose first language is not English, and have not completed a Bachelor's degree in the U.S. within the last two years, must have the Educational Testing Service send us the student's score on the Test of English as a Foreign Language (TOEFL) before the application for admission can be acted upon. For more information regarding this exam, applicants can visit the ETS website (<http://www.ets.org/toefl>). Applicants must score 550 or higher on the paper-based test, 213 or higher on the computer-based test, or 77 or higher on the Internet-based test in order to be considered for admission. In addition, applicants who take the TOEFL iBT must achieve the following minimum test scores: reading, 19; listening, 14; speaking, 18; and writing, 18. Official TOEFL scores must be received directly from ETS, and must be no more than 24 months old at the time the complete recommendation for admission is received by the Office of Graduate Admission. As an alternative to the TOEFL, applicants may submit either International English Language Testing System (IELTS) scores of 6.5 or higher, or Pearson Test of English (PTE) scores of 58 or above. The Graduate School may consider alternatives for fulfilling the English proficiency requirement (see University Catalog, Graduate Programs, Section III.B.3).

Effective Spring 2019, the Graduate School has changed English proficiency test score requirements. The total score for the TOEFL iBT will become 80 with section score requirements remaining the same: Writing 18, Speaking 18, Listening 14, and Reading 19. The TOEFL Paper-delivered Test will require section scores of Reading 19, Listening 14 and Writing 18 (overall score is no longer reported). The IELTS will also require section scores of Reading 6.5, Listening 6.0, Speaking 6.0, and Writing 5.5. The overall score of 6.5 for IELTS will remain. The Graduate School will no longer accept the PTE, also effective Spring 2019.

All applicants are required to submit a brief statement of purpose (usually one to three pages). This statement may include pertinent information concerning educational background, interests and abilities, and academic and professional goals. Statements should include specifics about research interests and the names of our faculty with whom the applicant's research interests intersect.

In addition to the statement of purpose, a writing sample is required of all applicants. The writing sample will consist of an academic paper written in English and/or research or project report for which the applicant had lead authorship. The sample will be uploaded as part of the application.

In order to demonstrate preparation for PhD work, PhD program applicants should also include a one-page single-spaced summary of a provisional PhD research topic. The summary should include theoretical frameworks, research questions, methods anticipated, and a selected bibliography with key sources. These will be uploaded as part of the application, and may be attached to the writing sample.

The application for admission cannot be acted upon until we have received all application materials: application form and fee, statement of purpose, transcripts, three letters of recommendation, GRE scores, writing sample, and, if necessary, the TOEFL score, and/or the PhD provisional research topic summary.

There is a non-refundable fee of \$60 for domestic applicants (including permanent residents) and \$75 for international applicants that must be paid before the application can be considered. The application fee must be paid by credit card only.

After all the required application forms and documents have been received, the department's Graduate Committee will carefully evaluate these materials and will then recommend to Purdue's Graduate School whether an applicant should be admitted. The Graduate School makes the final admission decision. The Director of the Graduate Program will notify applicants of the department's recommendation concerning admission, and in turn, the Graduate School will notify applicants of its decision.

Application Deadlines

The regular academic year at Purdue University consists of a fall semester, which begins in August and ends in December, and a spring semester, which begins after the first week in January and ends in early May. There is also a summer session, but few graduate-level courses are offered during the summer.

Graduate students in anthropology may begin their studies at the start of a fall semester or at the start of a spring semester (request deferral with the department graduate office). Students may take summer session courses if any relevant courses are offered at that time. Graduate students not enrolled in formal courses at Purdue generally use the summers to pursue additional language or methods training, conduct research or prepare proposals and funding applications.

In order for an application for admission to graduate study to be acted upon in time for the applicant to begin studies at the start of the fall semester, we must receive the application form and all other required applicant documents no later than December 15th.

Deferring Admission

Students who wish to request a deferral must submit a formal email to the department requesting to change the date of admission. The request should include what the student would like to change their admission date to (i.e. for Fall 2018) and the reason for the request. If the department approves, the Graduate Director would then submit the request to the Dean of Graduate Studies for their final approval. Only one change of date request can be honored.

Students choosing to defer admission will be sent a letter from the Department of Anthropology. This letter will state that they need to confirm by December 1st of their admitted year that they plan to enroll for the subsequent year, in order to be considered for funding for the subsequent year. If a student

wants to attend after the subsequent academic year, they would need to reapply. (Department Policy 04/28/10)

Financial Assistance

There is no separate application for departmental financial assistance, and all qualified applicants will be considered for teaching assistantships, research assistantships, and fellowships.

In order to be considered for any kind of financial assistance, the application for admission to the graduate program must first have been approved by the Graduate Committee of this department and by the Graduate School. To be considered for the widest possible range of financial support, the application form and all of the required supporting documents should be received by December 15.

The most common form of financial aid offered by our department is the teaching assistantship that pays a monthly stipend for living expenses and pays for all but a small amount of tuition, fees and, if employed at 50% time or greater, health insurance. Although this is called a "teaching" assistantship, the duties required of a given student do not always involve in-class teaching; the student may, for example, assist a faculty member in preparing or grading examinations or may conduct discussion sections for courses.

We normally begin making offers of teaching assistantships as early as February. However, sometimes a person receiving such an offer declines the offer. In such a case, we then offer the teaching assistantship to the next ranked applicant on our list. In addition, sometimes we do not know until late in the spring whether or not one of our present students with a teaching assistantship will graduate at the end of the Spring semester or other relevant situations. Thus, we will not know whether or not that teaching assistantship will be available to be offered to another student. Although we make offers of financial aid as quickly as possible, in a few instances offers will be delayed.

For more information, see Funding on pages 12-14.

We are able to offer financial aid only to some of those students whom we admit to graduate study in this department. Such offers are made to students whose academic credentials and qualifications are the highest among those who are applying for admission at a given time. Nevertheless, there is a possibility (but no guarantee) that a new graduate student who enters this department without financial support from the department may receive such support after several semesters here. This would depend on the student's academic performance at Purdue, as well as upon the availability of funds to the department and the relative qualifications of incoming new graduate students.

Special Procedures for International Students

If an applicant is not a citizen of the United States, Purdue's Graduate School may not approve this department's recommendation that the applicant be admitted to the university until the Office of International Students and Scholars has evidence that the applicant will have sufficient funds available to pay for tuition and living expenses while studying here.

If this department is able to offer an applicant financial assistance in the form of a half-time teaching assistantship (20 hours a week), this assistantship will generally pay for most tuition and living expenses

and the additional amount of money the applicant would need to provide is not very great. If this department cannot offer a half-time assistantship, the applicant will need to furnish other evidence that they will have sufficient funds available while they are here.

Financial information is evaluated by the Office of International Students and Scholars based on a notarized statement concerning the amount of money available. The statement must furnish evidence of the total amount of money available that may be drawn upon for tuition and living expenses. The money may be in a bank savings account, a checking account, a loan, grant, or scholarship from a government or from other sources.

The amount of money the applicant would need to have available for tuition and living expenses depends not only on whether this department offers the applicant financial aid but also upon the amount of tuition charged by the university and the cost of living at a given time. We will furnish this information on a current basis upon request.

It is the student's sole responsibility to know the visa and registration requirements established by Purdue University. Only the Office of International Students and Scholars (ISS) provides that information. Please contact ISS periodically to maintain current knowledge of policies and procedures.

As of this year, ISS has incorporated two new elements into the Notification of Intent process. All students must include a copy of their formal Graduate School admission letter. ISS will also ask the student to upload a copy of their departmental admission recommendation letter, if one exists.

If the student's formal admission letter from the Graduate School references any departmental conditions, ISS will require notification of those conditions in writing before they can produce the visa eligibility documents. The written notification can be in the form of an email from a member of the department's admission committee, a formal letter addressed to the student, or a link to a webpage that describes the departmental conditions.

Special Note: Purdue University Graduate School requires all students have the equivalent of a four-year bachelor's degree in order to be considered for admission. Purdue makes exceptions to this policy for students with Bologna bachelor's degrees from certain European Universities. Please see the following website for more information (<http://www.ehea.info/pid34250/members.html>)

General Procedures

Orientation

Beginning one week before classes commence in the Fall semester, new graduate students will attend a Graduate School Convocation and Anthropology Department Orientation. There will also be mandatory graduate teaching orientation workshops required for all teaching assistants during orientation week. The Anthropology Graduate Secretary will inform new students of the dates of these important events. Students should plan to arrive in West Lafayette in time to participate in these orientation activities.

The Director of Graduate Studies will assign those new students who have teaching or research assistantships to their offices and to their teaching or research duties. To register for courses, each new graduate student should contact the Anthropology Graduate Secretary.

New students are admitted with a provisional advisor. Students should meet with their provisional advisors by the first week of classes for general advice and help in planning their course of study at Purdue. Students should plan to discuss possible research areas with their provisional advisor and other faculty during their first semester in order to facilitate the formal selection of an advisor. The Director of Graduate Studies is available as needed as another source of advice on program requirements.

Written English Proficiency Requirement

The department has a general written English proficiency requirement for all degree-seeking graduate students in Anthropology. All incoming students are expected to fulfill the English proficiency requirement before beginning their graduate studies at Purdue. Students whose native language is English satisfy the requirement if (a) they earned a grade of B or better in an undergraduate English Composition course (or its equivalent) prior to graduate admission, or (b) they score 160 or higher on the verbal section of the new GRE exam². Students whose native language is not English satisfy the English proficiency requirement if (a) they score 160 or higher on the verbal section of the new GRE exam, or (b) if they score 5 or higher on the TWE.

If neither requirement has been met, the student's advisor will recommend a substitute, such as receiving a grade of B in a suitable writing class. Professors who teach first-year courses will identify students with writing problems and inform the student and his or her advisor. Such students may be required to make use of campus resources for improving writing skills, such as the Writing Lab.

Oral English Proficiency

Purdue University requires that any student whose first language is not English demonstrate adequate oral English proficiency before being assigned duties involving direct instruction of students. This is done by taking the Oral English Proficiency Test (OEPT). International students offered teaching assistantships at Purdue are expected to pass the OEPP speaking test when they arrive on campus and before beginning the first semester of graduate study at Purdue. The student must have achieved a score of 50 or higher.

² http://www.ets.org/s/gre/pdf/gre_guide.pdf

The Test of Spoken English (TSE) can be also used for oral English proficiency certification purposes, and the score can be no more than two years old. The TOEFL iBT features a speaking section, and a minimum speaking score of 27 is accepted for certification. Purdue will also accept a score of 8 on the speaking portion of the International English Language Testing System (IELTS) for oral English certification, as well as a score of 76 on the speaking section of the Pearson Test of Spoken English.

Respect Boundaries: Sexual Violence Awareness

The Campus Sexual Violence Elimination Act, a federal law, requires all new incoming students to receive primary prevention and awareness education about sexual violence. This law went into effect in March of 2014, which means all new undergraduate students, graduate students, and transfer students enrolling after that date must complete the Respect Boundaries: Sexual Violence Awareness program.

All current students, including new students who are required to complete this program, may access the Respect Boundaries program by logging into Blackboard (<https://mycourses.purdue.edu/>) using their Purdue career account information. There are several modules associated with the program.

New students must complete all modules to obtain credit for this program. The program is self-paced and will take approximately 60 minutes to complete. For more information, see http://www.purdue.edu/sexual_assault/education/programs/index.html.

Additionally, students are encouraged to become familiar with the American Anthropological Association's (AAA) Policy on Sexual Harassment and Sexual Assault, available at http://s3.amazonaws.com/rdcms-aaa/files/production/public/AAA_SH_Policy_2018.pdf

Major Professor, Advisory Committee and Plan of Study

Upon admission, first year students will be assigned a provisional advisor. During the first semester in residence, each new graduate student working toward the MS degree should formally select a major professor and (in consultation with the major professor) an advisory committee. The student, major professor, and advisory committee develop and then submit the Plan of Study for the MS degree to the Graduate School. Students and committees are encouraged to consult the Advising and Career Planning Discussion Form ([Appendix A](#)) of this manual during meetings to discuss the student's current and future plans.

A first semester PhD student should formally select their major professor, work with the major professor to select an advisory committee, and with the major professor and advisory committee develop and then submit a plan of study. For PhD students continuing in the program after the MS, the plan of study should be submitted during the first semester of registration following the completion of the requirements for the MS degree.

In collaboration with the graduate secretary and the provisional faculty advisor, students should draw up a tentative or working plan of study in advance of registration for the first session of graduate work, and the formal plan of study should be submitted electronically as soon as possible (by the end of the third session for doctoral students and by the end of the first session for master's students).

When the major professor selection has been determined, a form letter (obtained in the graduate secretary's office) is submitted to the director of the graduate committee requesting the appointment of the major professor. This letter is submitted in triplicate and bears the approval signature of the major professor. The return of copies of this letter (bearing the approval signature of the director of graduate studies) to the student and to the major professor constitutes appointment.

Major professors serve as primary advisors. They help students with planning coursework, committee selection for the plan of study, ongoing career development, and related goal setting. Students should meet with the advisor and their committee at least annually. Faculty advisors should provide regular oral and written feedback on exams, research design, grant proposals, project analysis, write-up, and career planning.

For the MS student, the advisory committee must be comprised of at least three faculty members (including the major professor).

For the PhD student, the advisory committee must be comprised of at least four faculty members (including the major professor). The persons selected should be those who can best assist the student in their primary research and career objectives.

A majority of the members of the advisory committee must be members of the Anthropology Department at Purdue. The advisory committee may also include PhD-holding faculty or researchers, who are qualified and willing to assist the student in their studies or research. Faculty from outside the university must be certified by the Graduate School. Consent to serve on this committee must be obtained from each prospective member. The members of a student's advisory committee are listed by name on the Plan of Study with their specialties and signatures.

Change of Advisor

A student may decide to change advisors after beginning the program. If a plan of study has not been filed, the student must submit an Anthropology "Request to Change Faculty Advisor" form to the Anthropology Graduate Secretary. This form may be picked up from the Anthropology Graduate Secretary. If a plan of study has been filed and the student wishes to change advisors, the student must submit a change to the plan of study.

Plan of Study

The plan of study is a formal document listing courses that will qualify the student for the degree sought and which pertain to the areas of specialization or emphasis. It is developed in consultation with the major professor and advisory committee. The student submits the plan of study online via myPurdue and the plan of study generator. Approval of the plan of study by the Dean of the Graduate School constitutes formal admission to candidacy for the MS degree. Students who wait too long to submit the plan of study may cause delays in the completion of degree requirements.

Detailed guidelines for submitting a plan of study are appended to this document (see Appendices [D](#), [E](#), and [F](#)). The plan of study may not include courses offered by this department numbered below the 500 level (except other courses by arrangement). Certain courses may be listed more than once on the plan of study and may be repeated for credit if the content differs each time that the course is given. It is

advised that courses be spread among various professors so that the student may be exposed to a range of different perspectives.

A change to a plan of study may be submitted online and must be approved by the Graduate Secretary, the major professor, the advisory committee, and the Director of Graduate Studies. This is then submitted to the Dean of the Graduate School for approval.

Master's Plan of Study Guidelines (see [Appendix D](#))

PhD Plan of Study Guidelines (see [Appendix E](#))

Sample Plan of Study (see [Appendix F](#))

Funding

The department limits the number of semesters of possible financial support toward the MS degree to four semesters.

Students entering the PhD Program with a master's degree from another department or university are typically eligible for up to four semesters of TA funding prior to fieldwork and two semesters following the completion of fieldwork. Students entering the PhD Program with a degree from this department are typically eligible for four semesters of funding: normally two semesters prior to fieldwork and two semesters during the post fieldwork period. See table below as illustration. TA positions typically require students to be on campus.

	Year 1	Year 2	Year 3	Year 4
Internal MS	TA-ship	Fieldwork Year	TA-ship	
External MA/MS	TA-ship	TA-ship	Fieldwork Year	TA-ship

If a student obtains funding for the fieldwork year for purposes other than their own fieldwork, such as an RA position on another project or TA funding in another department, the funding will not be counted against the student's eligible semesters.

Students who accept a multi-year offer of departmental funding upon admission or students who have already been funded at the PhD level and who then receive outside funding must use the departmental funding within a time limit (5 years for PhD students, 7 years for entering MS students who continue for PhD) or the offer will expire.

Under certain conditions the normal post-fieldwork TA support may be allocated flexibly. For example, if TA positions are available the department may allow the student to use one or more semesters of post-fieldwork TA support prior to the fieldwork period. Such requests will be evaluated based on evidence of a student's progress toward degree requirements, including: required coursework and language skills completed; preliminary exam must be passed; the research proposal approved and publicly presented in line with the normal scheduling; and the student has applied for at least one source of dissertation grant support external to Purdue. Additionally, the student must state in the request how they expect to advance their PhD research during this funded period.

At some times, RA-ships might be available for PhD students, who have been making good progress in the program and who have completed all coursework, exam, and language requirements to degree (students who are ABD status). The department will use discretion in deciding how to allocate any

available resources for RA-ships. In general, priority will be given to students collecting data over students writing their dissertation. Students being considered for RA-ships will need to have applied for external funding (external to Purdue) with at least one major external funding submission (e.g. NSF, Wenner Gren, SSRC). The department will also take into account whether a student has been offered a similar RA-ship in the past.

The request for flexible TA funding should be made to the graduate committee chair at the latest by January 1st of the year for which funding is requested. Advisor endorsement of this request is required.

Due to funding changes, students who entered the MS or PhD program as of Fall 2016 and on are not subject to the departmental funding timeline. Students who began the MS or PhD program prior to Fall 2016, and who are making excellent progress, may request to be considered for one or more semesters of funding during their fieldwork year. The Fieldwork Year Funding Request Form is available through the Graduate Secretary ([Appendix K](#)).

Every spring semester, the anthropology faculty evaluates each student's progress toward degree completion and the quality of their teaching assistant work (if any). For example, for students in the first year of the MS program, particular attention is paid to performance in their courses, making satisfactory progress in assembling a committee, and developing the thesis/non-thesis research proposal. Second year MS students need to satisfy qualifying examination, research and final exam requirements for continuation (see below). PhD students' progress on preliminary and proposal examinations and research is considered. Students not demonstrating sufficient levels of achievement in coursework, progress toward the degree or in teaching quality may not be renewed for funding.

In counting the number of semesters of "departmental funding" a student has received, any funding that this department or university or its faculty have had part in obtaining or allocating may be counted as "departmental funding." However, funding that a student has obtained entirely on their own from some source outside the university is not counted toward the maximum number of semesters of departmental funding eligibility.

In addition, students sometimes obtain support from sources beyond the normal TA funding. This might include a fellowship or grant from an external funding agency, additional departmental TA/RA funding, a university-funded Bilsland or PRF fellowship, or a non-department TA/RA (such as working on someone's grant from a different department). If such a source of funding is used, the student may be eligible to consider it as supplemental to department TA funding. However, such arrangements must be requested, they must not result in exceeding the 5- or 7-year time limit for using the department funding, and they are contingent on the availability of funds. Students making the best progress will receive the highest consideration for funding.

On rare occasions, an unfunded student may be given a teaching assistantship or another funded appointment on a temporary basis for a given semester. This appointment, which even if renewed for the following semester, is still on a temporary basis. Any semesters of funding so received would still count toward the maximum number of semesters of departmental funding.

Normally, the department offers opportunities to apply for partial funding for graduate students to present their research at conferences. In some years the department may have sufficient funds to issue a

call out for summer research support for pilot PhD and MS research to supplement other sources of research funding.

In order for a student to defer a Federal student loan, they need to be enrolled at least half-time (which is 4 or more credit hours) in the Fall and Spring semesters. A student who does not register for summer coursework should not have to start repayment in the summer if the student is enrolled in the following Fall semester. Students must register for at least 4 credit hours in the summer if they register, but they do not have to be registered in the summer to avoid loan repayment.

Residence Requirements³

According to graduate school policies, for the MS and PhD degrees, certain minimum residence/credit requirements must be met.

For the MS Degree:

- a) At least one-half of the total credit hours used to satisfy degree requirements must be earned while registered at Purdue University.
- b) More than 50 percent of the Purdue credits must be earned through the campus where the degree is conferred.
- c) At least 30 total credit hours are required for a Purdue Master's degree. 36 credit hours are required by the department for a Master of Science in Anthropology.
- d) With the exception of doctoral students who are re-classified as master's students and leave the Graduate School with the master's degree, 69900 credits may not be used towards the fulfillment of master's degree requirements.

For the PhD:

- a) At least one-third of the total credit hours used to satisfy degree requirements must be earned while registered for doctoral study at Purdue University.
- b) At least 90 total credit hours are required.
- c) A master's degree or professional doctoral degree from any accredited institution may be considered to contribute up to 30 credit hours toward satisfying this requirement at the discretion of the student's graduate program.
- d) Under no circumstances may 69600 or 69800 credits, other than as part of the 30 credits which may be used from a master's degree, contribute toward the 90 credits required for a Doctor of Philosophy degree.

For more information, see the Graduate School's Policies and Procedures for Administering Graduate Student Programs in the University Catalog <http://catalog.purdue.edu/index.php>.

Residency

Students should consult with the Registrar in order to determine the rules for residency and in-state tuition <http://www.purdue.edu/registrar/currentStudents/residency/index.html> and <http://www.purdue.edu/policies/business-finance/iid1.html>.

³ University Catalog, Graduate Programs, VI. B.

Optional Concentrations

African American Studies Graduate Concentration⁴ (MS and PhD)

Although African American Studies does not offer graduate degrees, graduate students are able to make African American Studies a concentration in their MS and PhD degree programs. African American Studies is an interdisciplinary field with theories, methods, and approaches particular to it. The African American experience represents an important global dimension of American culture. Students wishing to conduct research on African American subjects with a specific interest in gaining expertise in African American Studies practices, theories, and methods. This focus of the graduate concentration in African American Studies introduces students to methods, theories, and approaches to the study of African American life that are widely agreed upon as most efficacious and ethical. Students are encouraged to explore African American social and economic life, cultural developments, engagement with the wider world, and its people and institutions in all their complexity.

Two courses in this concentration are offered by the African Americans Studies program and taught only by African American Studies faculty. This includes AAS 574 and 575. **Students must take AAS 574: Research Methods in African American Studies and 575: Theories of African American Studies along with 6 additional hours or two courses on the African American experience which together will provide an interdisciplinary exploration of the African American experience.** The purpose of AAS 574 is to explore research methods used to investigate race, class, and gender from an African American perspective, which will give students some experience utilizing African American Studies research methods. The purpose of AAS 575 is to provide a history of the black intellectual tradition, which will then provide an important perspective for use in other course work. Students will gain an understanding of the major theories and intellectual debates of African American Studies.

MS students must complete an additional two courses from the list below, while PhD students may take as many additional courses as necessary to provide expertise in their specific area of concentration. The courses must be determined in consultation with students' advisor and/or committee. Many of the 600 level courses are special topics courses and thus are not on this list, but may be taken from the list of graduate courses offered through any of the following academic units:

AAS 590: Directed Reading in African American Studies

HIST 594: Afro-American Thought & Ideology

HIST 65100: Reading Seminar in American History [when the focus is Race/Civil Rights in the US]

ENGL 55700: 19th Century African American Narrative

ENGL 58300: US Ethnic/Multicultural Literature [when the focus is African American Literature]

ENGL 59700: Contemporary Black Feminist Literature

ENGL 67200: Seminar in Women's Literature and Feminist Theory [when offered as African American Women Writers]

LC 60100: Seminar in Latin America and the African Diaspora

PHIL 54200: Rationality and Relativism: African American Perspectives

SOC 51500: Black Americans

SOC 61100 - Social Inequality: Class, Race, and Gender

WGSS 68100: Black Sexuality

⁴ https://www.cla.purdue.edu/academic/sis/p/african-american/grad_concentration.html

Applied Anthropology Concentration (MS and PhD)

Students planning to complete this concentration are required to take the following three courses:

Anthropology 64000: Foundations and Frameworks: Applying Anthropology (Fall 1)

Anthropology 64100: Discovery and Design: Making Projects Work (Spring 1)

Anthropology 64200: Public Engagement: Using Anthropological Knowledge (Fall 2)

See pages 34-35 for further description of the requirements for this concentration.

Anthropology Concentration in Women's, Gender and Sexuality Studies (MS and PhD)

The Anthropology Concentration in Women's, Gender and Sexuality Studies, administered jointly by the Anthropology Department and the Women's, Gender and Sexuality Studies Program, provides graduate students in Anthropology with the opportunity to delve more deeply into the links between feminist concerns about inequalities, difference, and women's empowerment, on the one hand, and the Anthropology Department's focus on humankind from a holistic perspective that aims for an understanding of how culture, biology, history, and language intersect on the other.

Graduate students who enroll in the concentration would be eligible to apply for a WGSS Teaching Assistantship.

Anthropology requirements for the Graduate Concentration in Women's, Gender, & Sexuality Studies require students to complete a minimum of 12 credit hours for MS students and 15 credit hours for PhD students in courses that have a significant amount of content related to WGSS as a field of study. Three of these courses (9 credits) must be earned by completing WGSS 680-Feminist Theory, WGSS 681-Contemporary Issues in Feminist Scholarship, and WGSS 682- Feminist Methodologies. Students can earn the remaining 3-6 credits (1-2 courses depending on whether that student is seeking the MS or PhD concentration) by either

a. completing graduate level Anthropology courses that have received pre-approval for this concentration. The courses, which should have at least 50% women/gender content, would include:

- ANTH 50500 - Culture and Society
- ANTH 56500 – Sociolinguistics
- ANTH 57500 - Economic Anthropology
- ANTH 59200 - Selected Topics in Anthropology*
- ANTH 62000 - Special Topics in Cultural Anthropology*
- ANTH 69300 - Interdisciplinary Seminar

* Must be approved by Anthropology faculty affiliated with WGSS.

or b. Completing graduate level courses that have been cross-listed under both Anthropology and WGSS rubrics.

For courses that do not fall in either of these two categories, student may submit syllabi to the WGSS director (either pre or post enrollment) to confirm their content satisfies the criteria for this concentration.

The courses may also count toward the major in ANTH as well as toward fulfilling the requirements in the Women and Gender Studies Concentration.

Ecological Sciences & Engineering Concentration (MS and PhD)

The Ecological Sciences and Engineering concentration is intended to enable Anthropology graduate students to participate fully in the Ecological Sciences and Engineering program, to gain interdisciplinary experience and expertise that will be useful in their projects and careers.

Basic Course Requirements

- A minimum of 2 credits of the ESE Colloquium/Seminar (fall and spring sequence).
- Biology 595 (Ecology) 3 credits
- One course (3 credits) in the area of Environmental Policy, Economics, Human Dimensions, and/or Institutional Analysis (a graduate anthropology course or other approved course).

Ingestive Behavior Concentration (PhD)

Anthropology graduate students with research interests in food and nutrition have an option to include concentrated interdisciplinary coursework in nutrition, psychology and food sciences and work toward a Certificate in Ingestive Behavior (detailed below).

Below are the requirements for the Ingestive Behavior Concentration as they have been approved. If a student is interested in this concentration, the student should discuss this option with their advisor, with the Anthropology faculty affiliated with the IBRC program (Dr. Remis) and with the IBRC program coordinator. It is often possible for Anthropology students to request a more individualized program to better meet student needs and accommodate Anthropology core requirements.

Ingestive Behavior Research Center (IBRC) Core Curriculum

The core program required of all students includes the following course work:

1. *FN 640* Human Feeding (2 credits) *(every other Fall)*
2. *PSY 692* Models of Feeding Behavior (3 credits) *(every other Spring – may be repeated)*
3. *FN616* Special Topics in Ingestive Behavior (3 credits) *(every other Spring – may be repeated)*
4. *FN617* Ingestive Behavior Seminar (1 credit) *(every other Fall – may be repeated)*
5. *FN 590* Obesity: Behavior, Physiology and Policy (2 credits) *(every other Fall)*
6. Statistics: 6 credits (Suggested options include but are not limited to the following):
 - a. *STAT 511* Statistical Methods (3 credits) *(Fall, Spring)*
 - b. *STAT 512* Applied Regression Analysis (3 credits) *(Fall, Spring, Summer)*
 - c. *STAT 514* Design of Experiments (3 credits) *(Fall, Spring)*
7. Ethics: 1 course (Suggested options include but are not limited to the following):
 - a. *GRAD 612* Responsible Conduct of Research (1 credit) *(Fall, Spring)*
 - b. *PSY 678* Variable title course (2 credits) *(Spring)*
8. Seminars: Presentation of a minimum of 2 seminars. Select two of the following options:
 - a. *FN 694* Introductory Foods & Nutrition Seminar (1 credit) *(Spring)*
 - b. *FN 695* Seminar (1 credit) *(Fall, Spring – may be repeated)*

- c. PSY 696 Seminar in Neurobiology, Endocrinology and Behavior (1 credit) (*Fall, Spring – may be repeated*)
- d. FS 684 Food Science Seminar (1 credit) (*Fall, Spring – may be repeated*)
- e. HK 668 Seminar in Exercise Physiology (3 credits) (*Fall, Spring, Summer – may be repeated*)

9. Electives: Select at least three from this suggested list of electives in [Appendix M](#). Other courses may be added to this list by committee recommendation to meet the needs of individual students.

There are 13 required courses for the IBRC concentration, and the number of required units will vary depending on which courses are chosen.

Optional Minor in Gerontology

The minor in gerontology offers graduate students the opportunity to expand their interest in aging across several disciplines. Successful completion of the gerontology minor requires 15 credit hours of aging-related coursework in at least three different departments. For a list of approved courses, see <http://www.purdue.edu/aging/courses/>.

Students may propose additional courses, including independent study, to be used in completing the minor. Up to seven credit hours may be transferred from another university.

Optional Dual Title PhD in Anthropology and Gerontology

The dual-title PhD program provides Anthropology graduate students the opportunity to integrate the interdisciplinary study of aging into their programs of study. Anthropology involves studying both cultural and biological aspects of what it means to be human. Investigating aging is an important part of that larger discussion. As global population aging continues in the 21st century, understanding aging experiences around the world is of critical importance. Although aging is a human experience that occurs worldwide, perceptions of aging, the life course and what constitutes a “good old age” vary greatly across cultures.

Key issues for advancing the field of anthropology include further study of aging in diverse contexts. This includes theory and methods for the anthropology of aging, human health over the life course, bioarchaeological perspectives on health and aging, disability, and life course studies. Graduate students will become familiar with leading theories in the anthropology of aging as well as from multi-disciplinary gerontology. Students will develop an integrative understanding of cultural and biological aspects of aging, including the “global grand challenges of aging”. Students also will gain critical skills needed for taking leading roles in research and practice-oriented careers related to aging. Through achieving these goals and objectives, we will prepare a next generation of social scientists who are able to keep the anthropology of aging at the forefront of research, policy, teaching and practice.

Students complete all degree requirements for the discipline-based PhD program, with the dual-title option. It requires additional gerontological coursework, but will not necessarily extend the length of time needed to complete the degree.

Requirements for a Dual-Title PhD

24 graduate credits in aging-related courses including seven credit hours from and completion of the following courses:

- Biology of Aging, GRAD 59000 (3 credit hours)
- Multidisciplinary Gerontology, HDFS 64900 (3 credit hours)
- Research Seminar on Aging and the Life Course, SOC 67700 (1 credit hour, may be repeated)
- Dissertation on a topic related to aging
- Dissertation committee: (a) chair is a professor in the student's home department who is also a Faculty Associate of the Center on Aging and the Life Course and (b) committee includes at least one member from another department

Training in Human Subjects Protection

Since many anthropological studies involve human research subjects, it is essential for graduate students to learn the principles and regulations associated with federal legislation on work with human subjects. Purdue's Human Research Protection Program offers an online course to familiarize researchers with these issues. All graduate students in anthropology must complete this course by the end of their first year in the program. Instructions for completion can be found on the website for the Human Research Protection Program (<http://www.irb.purdue.edu/>).

Policy on Graduate Student Teaching Evaluation

All teaching assistants will be evaluated by the instructor they are working with by the beginning of the semester following each teaching assignment. Faculty will oversee that the graduate students comply with the departmental policy on gathering teaching evaluation information from students. All graduate student teaching assistants who lead recitation or lab sections are required to conduct a departmental standardized teaching evaluation for their sections each semester. Faculty supervisors will submit an evaluation summarizing student evaluations and the teaching assistant's fulfillment of teaching duties, or other TA duties if the student is not leading recitation or lab sections. A copy of the letter will be kept in the student's file. Faculty will consider whether they would like to nominate teaching assistants for teaching awards administered by the department and Graduate School. Graduate students teaching their own courses will administer their evaluations using the PICES system and their work will be evaluated by the department head. For more information on the PICES evaluation system see: <https://www.purdue.edu/idp/courseevaluations/index.html>.

Policy on Graduate Teaching Workshops and Teaching Certificate

This section will be undergoing changes with the updates to the new teaching certificates effective Fall 2018. Below is the older policy:

All graduate students with a teaching appointment are required to attend the Center for Instructional Excellence (CIE) Teaching Assistant Orientation during orientation week and subsequently to attend the CIE Teaching Workshop I Series or its equivalent during their first semester in our program. Unfunded students are strongly encouraged to participate in the teaching workshops as a basis for developing teaching skills and a teaching portfolio. All students with a funded teaching appointment that includes recitations or classroom teaching are also strongly encouraged to begin work towards attaining the Graduate Teaching Certificate as part of their academic preparation (<http://www.purdue.edu/cie/>). Students who choose to complete this process detailed below will submit proof of workshop participation by the end of their second year and completion of teaching certificates to the Graduate

Secretary for inclusion in their files. Exceptions to this policy will be considered by petition to the Director of the Graduate Program.

(Department Policy 10/08/08, amended 04/29/09)

Graduate Teaching Development Program⁵

There are two certificates available to complete as part of the GTDP: The Certificate of Foundations in College Teaching (CFCT) and the Certificate of Practice in College Teaching (CPCT). The two certificates are both standalone; graduate students can complete either or both in any order. The CPCT can also be completed multiple times with different emphases. For more information and details on the requirements, see <https://www.purdue.edu/cie/GTDP/index.html>.

Standards of Work

For a course to count on the student's Plan of Study, a minimum grade of "B" is required for all 500 and 600 level courses in the primary area(s) of emphasis. For students in the MS program, the required core courses constitute the primary areas of emphasis. For students in the PhD program, the primary area of emphasis is that which is so designated on the Plan of Study. A minimum grade of "C" is required for all other courses on the Plan of Study. If the same course is retaken, the latest grade will be used.

In order for a student in the MS program in this department to be admitted to the PhD program, a cumulative grade point average of at least 3.25 is required. For continuation in either the MS or the PhD program, a cumulative grade point average of at least 3.0 is required.

Incompletes

A course grade of "Incomplete" is only given when unavoidable circumstances such as prolonged illness make it impossible to complete course requirements on time. According to current University policy, an "Incomplete" grade automatically becomes an "F" if not made up in one calendar year. Additionally, students cannot register for the same course again when they have an outstanding Incomplete.

When the student has completed the work, the instructor will submit the Registrar Form 350 "Academic Record Change" to the Office of the Registrar, Room 55, Hovde Hall.

Annual Progress Reviews

All graduate students will participate in regular advisory committee meetings and an annual progress review. These reviews are meant to foster communication between advisors and advisees and to facilitate and evaluate good progress. The reviews will be considered during annual funding discussions. In early November, an email will be sent to the graduate students with a copy of the annual activities form they need to complete and provide to their advisor by December of each year (see [Appendix C](#)). The report will cover the previous January through December. It is recognized that first year students may only have a one semester's worth of activities to report.

⁵ <http://www.purdue.edu/cie>

The advisor will then hold a committee meeting to discuss student progress and goals, and prepare a summary progress report form for the upcoming year for the student. By the middle of January, the advisor will submit the summary progress report form to the Graduate Secretary and discuss these reports in a meeting with the graduate committee and faculty. Following the annual student progress meeting of the faculty each spring, the Director of Graduate Studies will send each student a summary memo evaluating annual progress. The advisor's progress report form and the summary memo evaluation will be held internally in the student's file.

(Department Policy 04/29/09)

General Policy on Oral Examinations

The following policy applies to all graduate students in the department who are taking oral examinations:

All faculty members may attend and participate in the open portion of the examination, but only members of the official examining committee may vote. For the final examination for the MS degree the three-member examining committee must recommend the candidate unanimously. For the MS degree, only three committee members are required by the Graduate School. If the committee has four or more members, a single member may withhold his or her signature of approval⁶. Our department requires four members on PhD committees. For the PhD preliminary and final examinations, four committee members are needed and only one dissenting vote is acceptable in certifying the candidate to receive the degree.

An oral exam for the MS or the PhD will not be scheduled unless the student's advisor has read and given feedback to the student, and the entire committee has been given a draft several weeks prior to the exam (Department Policy 9/28/2015). See the "Thesis and Dissertation Formatting and Submission" section in this manual for timelines.

An announcement of the oral examination must be emailed to the department's faculty and graduate students and posted on the bulletin board of the department. This step must occur at least two weeks before the examination date. For the oral examination on a thesis, non-thesis report, or dissertation, the student must deposit a copy of the manuscript with the Graduate Secretary's office at least two weeks before the examination. The report/thesis/dissertation is kept on file for any interested parties.

Registration for Exam or Degree Only

Once all residence requirements have been met, students need only register for 1 credit of ANTH 699 each semester to remain enrolled in the PhD program. Also, two types of minimal registration are possible for the candidate who intends to finish a degree but cannot meet specified deadlines. A candidate who has finished all degree requirements prior to the first day of the academic session of graduation but who has not been awarded the degree may request registration for "degree only" at a reduced fee. A student who has finished all but the final examination may register for "exam only" at a reduced fee. In both instances, the degree requirements must be completed by the eighth week of the semester. This deadline is earlier for the summer. (Department Policy 04/16/09)

⁶ University Catalog, Graduate Programs, VII.F.1.

If a student needs to defer a loan then the student must be registered for at least half time (which is 4 credit hours in the fall and spring semesters). A student does not need to register in the summer semester to defer their loans. However, if a student does register for the summer semester they must register for at least 4 credit hours. A student who is deferring their loans cannot register for Exam or Degree Only. (Financial Aid Policy)

GPA⁷

The Graduate School requires all graduate students to maintain at least a 3.0/4.0 GPA. For continuation in either the MS or the PhD program, a cumulative grade point average of at least 3.0 is required. In order for a student in the MS program in this department to be admitted to the PhD program, a cumulative grade point average of at least 3.25 is required.

Beginning with the posting of Fall 2015 grades, a graduate student who falls below a 2.0 semester GPA and/or possesses less than a 2.0 cumulative GPA will be on academic probation. Any student on academic probation at the close of the Fall 2015 semester whose spring semester GPA and cumulative GPA (at the close of the Spring 2016 semester) falls below 2.0 will be dropped from the university. If a graduate student is on academic probation and EITHER the semester GPA or the cumulative GPA is 2.0 or above, the student will remain on probation. Any grade changes made after the initial GPA calculations will result in a recalculation of GPAs and academic standing or drop status. However, any graduate student appropriately dropped from the university must reapply.

If a student is assigned a “U” grade, prior to the start of classes the next session, the departmental/program representative must develop and communicate to the student, a plan for satisfactory continuation. The student is responsible for meeting with the departmental/program representative to discuss this plan. Both the student and the departmental/program representative must acknowledge the corrective plan.

Graduate School policy states that two consecutive sessions of “U” grades for research mandate that the department take formal action and inform the student, in writing, and the Graduate School with regard to discontinuation or conditions for continuation of the students graduate study.

Candidacy

Admission as a regular graduate student does not constitute admission to candidacy for an advanced degree. A regular graduate student becomes a candidate for the Master of Science degree upon approval of the student's Plan of Study by the Advisory Committee and the Director of Graduate Studies and the Dean of the Graduate School. A regular graduate student becomes a candidate for the PhD degree upon satisfactory completion of the PhD preliminary examination. These requirements are described more completely in the sections “Requirements for the Master of Science Degree in Anthropology” and “Requirements for the Doctor of Philosophy Degree in Anthropology.”

⁷ University Catalog, Graduate Programs, VI.A.

Graduation

Declaring Candidacy

Students must be registered in the session they plan to graduate. Students must notify the Graduate Secretary of their intent to graduate at the very beginning of the semester in which they plan to finish. The Graduate Secretary will then enroll them for CAND through the Banner system.

If a student intends to graduate at the end of a given semester but has not met all of the requirements by the above specified deadlines, they cannot graduate at the end of that semester but must register for the following semester.

If a student is on the candidate roster for the same degree more than two sessions in a row, a Late Graduation Fee of \$200 will be assessed.

Commencement Participation and Receipt of Degree

Commencement information and deadlines can be found on the Office of the Registrar's website (<http://www.purdue.edu/commencement/>). Students on the candidate list will see a "Graduation" tab when they log into myPurdue. This portal will be used for all procedures associated with participation in graduation activities. Students are responsible for all aspects of registering for commencement.

Questions concerning graduation may be directed to the Office of the Registrar, Room 45, Hovde Hall, (765) 494-6157 or e-mail commencement@purdue.edu.

Students will be mailed their diplomas if they do not participate in commencement. Students should check to make sure the Office of the Registrar has a current home mailing address for them.

Research Conduct, Authorizations, Permissions and Protocols (IRB)

Human Subjects Research Institutional Review Board (IRB): All Purdue University investigators (including students) who are engaged in human subjects' research are accountable to the Purdue Institutional Review Board (IRB) and Purdue's Human Research Protection Program, Office of Executive Vice President for Research and Partnerships. Graduate students and their advisors must comply with submission of IRB protocols and revisions and amendments as appropriate for MS or PhD research before data collection begins and as changes are made. All graduate students intending to conduct research on human subjects must complete IRB training by the end of their first year in the program and work with their advisors to prepare and submit IRB protocol application in time to receive approvals before their MS and/or PhD research is scheduled to begin. Advisors must inform the Graduate Secretary of the IRB approval for any MS research that requires IRB oversight. Information on the status of any required protocols should also be indicated by the advisor on the PhD proposal examination form.

Graduate and undergraduate students shall not be permitted to serve as a Principal Investigator (PI) for research protocols involving human research subjects. Purdue employees, who may otherwise be eligible to be considered for PI status, cannot serve as a PI for a research protocol involving human subjects when they are conducting the research project as partial fulfillment of their graduate student obligations or training. When Purdue employees wish to conduct research involving human subjects as part of their graduate or undergraduate program, their faculty advisor must serve as the PI of record for the research

protocol and application. Data obtained without IRB approval may be deemed unusable for a Master's Thesis, MS Non-Thesis project, or Dissertation. The IRB cannot give retrospective approval to any project.⁸

For more detailed information about conducting international human subjects research, visit the IRB website at <https://www.irb.purdue.edu>.

Purdue Animal Care and Use (PACUC) Policy Guidelines and Permissions

Those students working with or conducting research on captive or wild animals must comply with Purdue's policies. Principal investigators and students must be certified before receiving permission to participate in animal research at Purdue (<http://www.purdue.edu/research/research-compliance/regulatory/care-use-of-animals/>). All graduate students intending to conduct research on animals must complete the PACUC certification process by the end of their first year in the program and work with their advisors to prepare and submit a PACUC protocol application in time to receive approvals before their MS and/or PhD research is scheduled to begin. PACUC protocols must be approved before research is initiated and information on the status of these proposals should be indicated by the advisor on the proposal examination form. Any changes to the protocols must be submitted and approved before data are collected with the new protocols.

Applications for approval of new protocols and for approval to make significant modifications to previously approved protocols must be completed by the principal investigator (PI) and submitted to the PACUC for review and approval prior to initiation of those activities. PIs should allow 4-6 weeks for the review process to be completed. The definition of a PI is: faculty or senior research associate. Post-docs, graduate students, undergraduate students or visiting scholars may not be a PI on a protocol application.⁹

Graduate Student Travel

All graduate students must complete a Travel Request in the Concur system for all university related travel (conferences, research, etc.) at least two weeks in advance of travel. This includes both international travel and domestic travel. Even if a student is not receiving funding, they still need to complete the Travel Request. Students should ask for assistance on completing the Travel Request from the Anthropology main office.

Graduate students who will be traveling for more than 22 days ***and*** who will be receiving any payment from Purdue while away need to complete both the Travel Request and the Change in Duty Station (available at <http://www.purdue.edu/hr/xls/RLA.xls>).

Graduate Student International Travel and Research

Students should spend time making plans for their safety during travel and research away from campus. Students should provide contact information to their family and to their advisors before leaving campus. Students should also collect and carry a contact card with their insurance information and information about what they would do to seek local medical or other assistance if needed (Appendix [N](#) and [O](#)).

⁸ https://www.irb.purdue.edu/docs/VPRI11_Eligibility_to_Serve_as_PI-1%2020160518.pdf

⁹ PACUC Handbook.

Graduate students and their advisors are responsible for fulfilling university policies regarding any international activities taking place outside the territory of the United States under their sponsorship or guidance. Students should consult the International Programs Study Abroad Website Page on Independent International Activity. Students are advised to plan in advance if travel includes areas under US travel warnings or restrictions because they may be requested to supply additional information before approval is granted(http://www.studyabroad.purdue.edu/faculty/independent_study.cfm)

Thesis and Dissertation Formatting and Submission

A complete draft of the thesis or dissertation, which has already been approved by the faculty advisor, should be in the hands of the committee at least six weeks before the scheduled deposit date. For students on the Non-Thesis track, a complete draft of the written project, which has already been approved by the faculty advisor, is due to the committee at least three weeks before the scheduled oral defense date. Students who do not meet these deadlines will delay their graduation from the program.

All theses must be prepared according to both departmental format requirements (consult your faculty advisor) and University format requirements as described in *A Manual for the Preparation of Graduate Theses* (<https://www.purdue.edu/gradschool/documents/thesis/graduate-thesis-manual.pdf>). In addition to stating the University format requirements established by the Graduate School, this manual delineates regulations concerning the use of copyrighted material in a thesis. Copyrighted computer software programs may not be used without permission and their use must be acknowledged.

The Graduate School Thesis/Dissertation Office offers workshops on filing and includes resources at <https://www.purdue.edu/gradschool/research/thesis/index.html>.

Departmental format requirements cover such matters as how figures are prepared and numbered; style of references; placement of notes; headings; chapter headings, etc. Our department has chosen to adopt the "Purdue Format" as detailed in *A Manual for the Preparation of Graduate Theses*. The Graduate School also has several thesis templates available. Students can select which template to use in consultation with their faculty advisor. The three preferred templates are MLA, Chicago/Turabian, and APA. The format requirements are checked in the department by the Graduate Secretary who has been designated as thesis format advisor. Departments must keep the Graduate School informed of any change in the method of format checking and the current names of thesis format advisors, all of which is information filed for reference in the Thesis/Dissertation Office.

Theses are examined by the Thesis/Dissertation Office, which is reached on-line. Appointments may be made by completing the appointment scheduling form at <https://www.purdue.edu/gradschool/research/thesis/appointment-booking/index.html>. Theses must be deposited before the end of the last day of classes. However, appointments for depositing should be made early in the semester and students should schedule their deposit appointments well before the last day of classes. Once all the appointments are filled, no more will be made and the student will need to wait until the following semester to schedule a deposit appointment. The submission date and time is actually 24-48 hours *before* the appointment set with the Graduate School. Students should plan accordingly.

Due to the large number of theses deposited during the last week of classes, it is strongly recommended that candidates deposit their theses early to avoid long waits and the possibility of not meeting the deposit deadline and being able to graduate.

The thesis deposit fee will be charged to all masters and doctoral thesis-option candidates as part of the thesis deposit process. The following fee rates will apply: Master's Thesis Fee \$90.00; Ph.D. Dissertation Fee \$125.00. The thesis deposit fee will support some of the expenses associated with the preparation, acceptance, deposit, and publication of theses and dissertations. Students must pay their thesis deposit fee as soon as possible after their successful deposit and prior to commencement. Failure to do so will result in administrative holds placed on grades and transcripts, and the candidate's thesis or dissertation will not be released to ProQuest Information & Learning for publication. Administrative holds will remain in place until the fee is paid.

A final print copy of the thesis should be provided to a student's major professor, committee members, and the Anthropology Graduate Program Office.

A thesis may be held in confidential status for a limited period of time. (Graduate School Policy)

If a student is unable to deposit their thesis during the semester in which they pass their defense or within one semester after passing their defense, the student will need to put in writing why they are unable to deposit and the date they plan to deposit. This communication should be filed with the Anthropology Graduate Program Office. A time limit to deposit a thesis may be set by the student's committee (not to exceed five years).

Exit Survey

The Graduate School, CLA, and the Department of Anthropology each have a mandatory survey that must be completed by students who will not be continuing in the program. The surveys must be submitted upon completion of degree in order to graduate, or as the student is leaving the program. Before graduation the student will be notified by the Graduate School with instructions on how to complete the exit survey, once the Graduate School receives the student's request for examining committee form. The Graduate School's exit survey must be completed and submitted by the student before the student's thesis/dissertation deposit appointment. Both the CLA and the Department of Anthropology's alumni surveys ([Appendix P](#)) will be emailed to the student with instructions to complete and submit to the Anthropology Graduate Secretary before the student leaves campus or moves on to another degree program.

Requirements for the Master of Science Degree in Anthropology

The Master's degree program in anthropology is designed to provide the student with competence in general anthropology while at the same time fostering the development of special research interests. Anthropology remains a unified discipline in which anthropologists with varying specializations seek to remain conversant with each other in professional meetings, publications, research, and departmental training programs. Thus, anthropologists need to be knowledgeable across sub-fields (sociocultural, archaeological, linguistic, and biological anthropology) and applied anthropology, as well as a specialist in a research area or subfield(s). Most professional anthropologists are, in one way or another, involved in educating others about anthropology. This may involve teaching any of the four sub-fields of anthropology in liberal arts programs, teaching future teachers of anthropology or working as an applied/practicing anthropologist across many different job sectors. Our field values breadth across the domains of anthropology as well as depth within a specialty.

An undergraduate degree in anthropology is not necessary in order to be admitted to the graduate program. However, the beginning graduate student must be aware that all graduate students must gain and demonstrate a solid substantive base in anthropology prior to advancement in the program. Therefore, the student must expect that part of the admission procedure involves specifying to the student those courses considered essential to successful completion of the program including meeting any deficiencies specified at the time of admission.

All students entering our master's program with a background in anthropology will be required to enhance their expertise in the integrated subfields of anthropology by completing at least 2 of our 4 core subfield courses by the end of the second semester of residence (Department Policy Dec. 11, 2015). Depending on a student's professional goals or previous background in anthropology, committees may recommend taking additional core courses.

For a course to count on the student's plan of study, a minimum grade of "B" is required for all 500 and 600 level courses in the primary area(s) of emphasis. For students in the MS program, the required core courses constitute the primary areas of emphasis. A minimum grade of "C" is required for all other courses on the plan of study. If the same course is retaken, the latest grade will be used.

Course Requirements

The Anthropology MS programs require 36 hours of course credit. All requirements for the MS degree, including the MS thesis or non-thesis project, are normally completed in 4 semesters. Both thesis and non-thesis programs have identical baseline course requirements. The following 6 courses (18 hours) are required for all MS students (1 theory, 2 methods plus a minimum of 2 subfield cores and 1 seminar):

1. Theory course:

Anthropology 507 History and Theory of Anthropology

2. Research Design and Methods Courses (2), possible courses include:

Anthropology 605 Ethnographic Methods (highly recommended, and required for Non-Thesis Option A)

Anthropology 606 The Conduct of Anthropological Inquiry (required for Non-Thesis Option A)

Anthropology 534 Human Osteology
Anthropology 536 Primate Ecology and Conservation
Anthropology 589 Archaeology and Materials Science
Anthropology 620 Special Topics: Qualitative Ethnographic Analysis
Anthropology 620 Special Topics: Seminar in Visual Anthropology
Agriculture and Biological Engineering (ABE) 591 Intro to GIS
Biology 591 Field Ecology
Nutrition 534 Human Sensory Systems and Food Evaluation
Sociology 581 Methods of Social Research II
Sociology 583 Application of Social Research Methods
Discuss additional alternates with committee

3. Subfield Core Courses (2 subfield courses are required. Students must take at least one core course from across the cultural/physical areas (i.e. 505 or 514 plus 535 or 504))

Anthropology 505 Culture and Society
Anthropology 514 Anthropological Linguistics
Anthropology 535 Foundations of Biological Anthropology
Anthropology 504 Problems in World Prehistory

4. Advanced Anthropology Seminars (All students must take at least one 600 level seminar)

Anthropology 609 Seminar in Anthropology
Anthropology 611 Special Topics in Archaeology
Anthropology 620 Special Topics in Cultural Anthropology
Students completing the MS Non-Thesis Option A (Applied and Practicing Anthropology) are required to take a 600-level seminar relevant to applied anthropology.

5. MS Non-Thesis Option A (Applied and Practicing Anthropology) (all 3 are required)

Anthropology 640 Foundations and Frameworks: Applying Anthropology
Anthropology 641 Discovery and Design: Making Projects Work
Anthropology 642 Public Engagement: Using Anthropological Knowledge

At the time of admission, the anthropology faculty will specify which of the core courses, if any, may be waived based on prior coursework. Waivers must be replaced by other courses beyond the Bachelor's degree. It will be up to the student (in conjunction with their committee) to decide on the credit-hour value of the Master's thesis.

First year students with adequate undergraduate background in anthropology will take Anth 507 (History and Theory of Anthropology) and at least two of four Anthropology 500 level subfield core courses (504, 505, 514, 535). Students who do not have an adequate background in anthropology will take additional subfield core courses.

Methods Courses

Students must enroll in a minimum of two methodology courses. Anthropology 605 Seminar in Ethnographic Analysis is highly recommended, and required for students completing Non-Thesis Option A. Possible courses also include: Anthropology 606, The Conduct of Anthropological Inquiry (required for students completing Non-Thesis Option A); Anthropology 534, Human Osteology; Anthropology 536, Primate Ecology and Conservation; Anthropology 589, Archaeology and Materials Science; Anthropology 620, Special Topics: Qualitative Ethnographic Analysis; Anthropology 620, Special Topics: Seminar in Visual Anthropology; Anthropology 641, Discovery and Design: Making Projects Work; Appropriate

methods courses in other programs include Agriculture and Biological Engineering (ABE) 591, Intro to GIS; Biology 591, Field Ecology; Nutrition 534, Human Sensory Systems and Food Evaluation; Sociology 581, Methods of Social Research II; Sociology 583, Application of Social Research Methods. Alternates need to be discussed with a student's committee. Many students will enroll in additional methods or statistics courses as required for their areas of expertise. (Department Policy 3/24/09)

Statistics Requirement

In addition to the core courses, students must take at least 3 semester hours of statistics in the social sciences or must have had an equivalent course at the undergraduate or graduate level. The following courses will satisfy the 3 hours of statistics:

ANTH 306 (Quantitative Methods for Anthropological Research), SOC 382, PSY 500, or equivalent 3 semester hours.

Courses taken to satisfy the statistics requirement do not count towards the 36 credit hours required for the MS. If the student's particular research orientation requires more sophistication in quantitative methods, such further work may be used as an elective to satisfy a portion of the 36 credit hours required for the MS.

Electives

The remaining course credits (18 hours in addition to the required courses) will be made up of additional core courses as needed, 600-level seminars, 590s, and specialty courses outside the department. For students completing the Non-Thesis Option A (Applied and Practicing Anthropology), courses in the student's strategic focus area, as available, and additional 590s, other 500 or 600-level courses may be taken, including methods and specialty courses outside the department.

Research Hours

Within the 36 credits required for the master's degree, MS thesis students may include up to 9 credits of thesis master's directed thesis research to substitute for some of the elective courses on their plan of studies. Non-thesis MS option students may only take up to 3 directed research credits and must take 6 additional hours of coursework in methods, statistics or applied training.

Course Waivers/Substitutions

Students who feel they have already met some of the Purdue MS course requirements while a graduate student in another program should discuss with their advisor whether it is appropriate to request a waiver and approval from the graduate program office to use a limited number of these non-Purdue courses on their Purdue Plans of Study.

SAMPLE MS PROGRAM FIRST AND SECOND YEARS (MS = minimum 36 hours)

FIRST SEMESTER	SECOND SEMESTER	THIRD SEMESTER	FOURTH SEMESTER
Core A	600-level Seminar or Core C	Core D or Seminar	Elective or stats/methods for non-thesis MS
Core B or Methods	Core B or Methods	Elective	Elective or Research hours
507	Methods	Research Hours (stats/methods for non-thesis MS)	Research Hours

(Department Policy 10/08/08; 04/02/2014)

SAMPLE MS NON-THESIS OPTION A FIRST AND SECOND YEARS (MS = minimum 36 hours)

FIRST SEMESTER	SECOND SEMESTER	THIRD SEMESTER	FOURTH SEMESTER
507	Subfield Core A	Subfield Core B	600-level seminar relevant to applied anthropology
605	606	Elective	Elective
640	641	642	Elective or Research Hours

MS Prospectus

During a student's second semester, the student will work with their advisors to hone in on a research topic and then submit a brief 2-page research prospectus to their committee. The prospectus should be approved by the student's committee by the end of the semester.

Before the end of the second semester, a student will give a brief 15-minute presentation of their MS prospectus draft to the department. The presentations will be a brief overview of the student's research questions, research site and methods (see below). (Department Policy 03/28/11)

In order to facilitate the exchange of ideas among the graduate students and faculty in anthropology, as well as to assist Master's students in developing their proposals for their theses, all first year students are required to present their Master's topic during an informal working group meeting of the Anthropology section faculty and graduate students. Presentation dates for individual students will be scheduled in consultation with the Graduate Committee Director at the beginning of the second semester. The meeting is intended to assist the student in further developing the theoretical basis and research design for the MS project.

In consultation with the advisor and the committee, the initial MS prospectus will be expanded into a thesis/final project proposal that includes methods to be used during the research and a provisional plan for the analysis and thesis/final project write-up.

Once the proposal is accepted by the student's committee, the student proceeds toward the completion of either the thesis (which may account for up to 9 credit hours of thesis research), or the final project (which may account for up to 3 credit hours of MS research). Any necessary IRB or PACUC approvals

must be obtained prior to any data collection. The student must be aware of, and comply with, the various format requirements and deadlines for the Master's thesis/final project and final examination as laid out by the Graduate School. (For MS defense information, see MS Final Exam Section below.)

Suggested Outline for MS Prospectus

1. *Central Idea of the Thesis/Final Project*: This should be a brief but concrete statement of the purpose of the proposed thesis/final project.
2. *Preliminary Review of the Literature*: A summary of the literature pertinent to the proposed research.
3. *Theoretical Statement*: Interrelating existing knowledge and specific hypotheses to be investigated.
4. *Data and Methods*: Statement of the procedures, techniques, and tools to be used in the collection and analysis of the data and of the type of data to be used and their availability and quality.
5. *Expected Contribution*: This statement should refer particularly to Items 2 and 3 above and should indicate the expected substantive and/or theoretical and/or methodological contribution to knowledge.
6. *Bibliography* for Literature Review.

Oral Examinations

The following policy applies to all graduate students in the department who are taking oral examinations:

All faculty members may attend and participate in the examination, but only members of the official examining committee may vote.

For the final examination for the MS degree, a three-member examining committee must recommend the candidate unanimously. Only three committee members are required by the Graduate School for the MS and PhD preliminary examinations¹⁰; our department policy stipulates four committee members must participate on PhD committees. Thus, on any committee with four or more members, a single member may withhold his or her signature of approval. For the PhD final examination, four committee members are required and only one dissenting vote is acceptable in certifying the candidate to receive the degree.

The examination will be publicly announced and open to all faculty and others who wish to attend the open phase of the exam. An announcement of the oral examination must be emailed to the department's faculty and graduate students and posted on the bulletin board of the department at least two weeks before the examination date. **For the oral examination on a thesis or dissertation, the student must deposit a copy of the manuscript with the Anthropology Graduate Secretary at least two weeks before the examination. Students taking the MS Non-Thesis option must also deposit a copy of the report with the Graduate Secretary.** The report/thesis/dissertation is kept on file for any interested parties.

¹⁰ University Catalog, Graduate Programs, VII.F.1.

Qualifying Examination

The qualifying examination is intended to show the student is competent in the mastery of their sub-discipline(s). It should also demonstrate achievement of competency in the Graduate School Learning Objective areas (these include critical thinking skills, effective written and oral communication, knowledge of scholarship in area, and appropriate ethics and responsible research).

MS students will need to pass a subfield qualifying examination during their second year of study in order to complete their degree and confirm their competence in the sub-disciplinary specialization. Incoming PhD students need to pass the qualifying examination by the end of their first year to be fully prepared for more specialized study towards the PhD degree. The exam will include written and oral components, and will be prepared by the student's advisory committee in consultation with other faculty within the student's areas of interest.

Definitions of Criteria for Qualifying Examinations

A passing qualifying examination demonstrates competency in the literature of (an) anthropological subfield(s) and the ability to communicate that knowledge effectively. The goal of the qualifying exam is to assess the student's general sub-disciplinary expertise. The questions asked will be related to the general area of the student's Master's broad research subject, but the questions will not be highly focused questions on the student's Master's degree topic.

In order to pass with distinction, a qualifying examination response will demonstrate a capacity for PhD level research, including depth of knowledge of the literature in an anthropological subfield, evidence for self-motivation and independent thought, and the potential to critically and creatively address key problems in the student's areas of interest. (Department Policy April 4, 2012)

Qualifying Examination Procedures

Masters' students will be required to take the qualifying exam by the end of their third semester and incoming PhD students by the end of their first year. PhD students must pass the qualifying exam with distinction in order to continue in the PhD program. The Qualifying Exam cannot be taken unless a student's plan of study has been officially submitted to the department (Department policy 9/28/15).

The options on the Qualifying Exam results will be "Fail", "Pass", or "Pass with distinction." A student who passes with distinction will have satisfied one of the requirements for admission to the PhD program. A student may elect to pursue a Master's Thesis or a pre-proposal research project for the completion of their Masters.

Students who receive a "Fail" or a "Pass" on the exam will be given an option to retake it to improve their performance to "Pass" in order to complete the MS program or to "Pass with distinction" in order to demonstrate sufficient subfield preparation for the PhD program. (Department Policy, 03/25/09)
Students who are granted permission to do a retake shall complete the retake by the end of the next semester. (Grad Committee, 3/28/11)

The Qualifying Exam will be administered by the student's advisory committee. The committee will design individualized take-home format exams for students that include one or more essay questions requiring students to demonstrate breadth and depth in their subfield.

Qualifying exam questions should be approved by the Anthropology Graduate Director before they are sent to the student. Exams are primarily evaluated by the student's advisory committee but the consent of the Graduate Director or Graduate Committee will be necessary in order to report the exam as Fail, Pass, or Pass with Distinction. The student's committee chair will read each exam and seek feedback from the student's advisory committee and graduate committee as needed. (Department Policy, 3/23/2010; 9/28/2015)

Guidelines for suggested minimum responses are exams that are well written, well referenced, with a total of at least 20-40 typed double spaced pages, 1" margins and 12 pt font.

The student will be given 10 days to produce a written response. Each student is expected to work independently. The exam will be released from and uploaded to Blackboard with a start time and due time of 9:00am. The written exam will be reviewed by the advisory committee and followed by an oral defense with the committee. The student's advisor and committee will submit a completed Report of the Qualifying Exam ([Appendix I](#)). Advisors are expected to report on the student's performance on the exam at the annual student progress review. (Qualifying Exam Procedure 04/29/09).

MS Thesis and Non-Thesis Program Options

MS Students may choose to complete either a MS Thesis or Non-Thesis program by satisfying one of the following options

1) MS Thesis or

2) Non-Thesis MS Option. There are two non-thesis options:

Non-Thesis Option A: "applied and practicing anthropology option" or

Non-Thesis Option B: "doctoral pre-proposal option research project."

All options require submission of written research results and a final oral examination by the student's advisory committee. All incoming MS students will be admitted to the MS thesis track unless they signal their intent to pursue a non-thesis program. Students may be admitted provisionally in a non-thesis track upon entrance to our program or subsequent to their arrival. Students should discuss options with their advisor during their first year in the program.

By the end of the first semester of the first year, the student should meet with their advisor to discuss the choice of a thesis or non-thesis program and possible research projects. At this time, the student must declare this choice using the "MS Thesis or Non-Thesis Option" departmental form. The remaining members of the advisory committee should be selected.

The rationale and theoretical basis and research design for a MS thesis or non-thesis research project should be developed with the committee during the first meeting. This meeting should take place no later than the end of the second month of the second semester.

The MS thesis program is intended for those pursuing a traditional academic degree in anthropology.

MS Non-Thesis Program in Anthropology

The objective of the Non-Thesis Master's Program is to provide appropriate learning outcomes for two groups of students: 1) those who are seeking practical training in anthropology (MS-Non-Thesis Option A); and 2) those that will proceed directly to PhD training (MS-Non-Thesis Option B).

Students must obtain advisory committee approval for their choice of MS Thesis or Non-Thesis program and convey this information to the Graduate Secretary by the end of their third semester. In order to receive final approval for the Non-Thesis pre-proposal track a student must have passed the qualifying exam with distinction. (Department Policy 12/08/08)

Students in the Non-Thesis applied and practicing option will be required to take an additional 6 hours of methods, statistics or applied training and may take 3 research credit hours in lieu of the 9 research hours taken by MS Thesis students. (Department Policy 04/29/09)

Non-Thesis Program Options

"Applied and Practicing Anthropology Option" (MS Non-Thesis Option A)

This program option may be appropriate for students seeking a MS degree in Anthropology with an applied orientation or as preparation for employment or training outside of Anthropology. This program option enables students to prepare a substantial research paper or analytic project based on original research done in conjunction with the student's advisor and committee. The analytic project demonstrates the student's mastery of a set of data collection and analytical methods to prepare them for employment. The resulting paper should demonstrate a high level of competency in the student's research specialization, and should be written in a manner that would be consistent with a publishable research report.

The paper will include appropriate bibliographic citations to relevant theory and methods publications, a careful description of methods and a concluding section that relates the body of work to other similar published works where appropriate.

Summer Internship: Students will conduct an internship/research project with a relevant agency or organization during the summer between their second and third semester.

Final Exam: The project produced from the internship experience will serve as the basis for the oral/final exam. Written documentation should be consistent with that of a publishable research report. The form of this assignment may need flexibility depending on the type of project in which the student engages.

All other requirements of the MS degree in Anthropology pertain to this option. Students may choose to do an MS thesis rather than a non-thesis paper, if they so desire. The MS thesis would replace the final applied project paper. Students who choose to continue onto the PhD program after completing the MS Non-Thesis Option A should have passed the qualifying exam with distinction. In addition, students may apply 33 credit hours of MS coursework and 3 credit hours of 696 toward the PhD degree.

Students will submit the research paper as part of the final MS exam process. It will be followed by an oral exam in which the students will be required to demonstrate achievement of the MS learning outcomes for Anthropology.

“Doctoral Pre-Proposal Option” (MS Non-Thesis Option B)

This option is appropriate for those students planning to go on to pursue PhD training at Purdue. Students will only be admitted to this program with committee approval. Final approval is contingent upon passing the qualifying exam with distinction. This option allows the student aiming to integrate the preparation for PhD work with their MS training by combining a thesis-equivalent project with the development of the eventual proposal for the dissertation.

Students pursuing this option benefit by being able to begin development of the dissertation proposal during the second year of graduate school rather than postponing this work to prepare a master’s thesis that may inhibit more directed efforts towards the eventual completion of the PhD.

This more focused track is important given the necessity to write competitive proposals to obtain external funds for dissertation fieldwork in anthropology. Students in this program will be required to produce a final MS paper that provides evidence of completion of a pilot research project and demonstrates progress towards the development of a dissertation proposal. Students will also pass a final MS oral exam demonstrating achievement of MS learning outcomes.

The research paper and oral exam will include a clear statement of a research problem that contextualizes the problem within an anthropological subfield, reviews the relevant literature and demonstrates the feasibility of the research program. This option is only considered sufficient for the awarding of a MS as part of the development towards a PhD program.

MS Final Exam

At the completion of the Master’s thesis, non-thesis research project, or internship, all students are required to make a formal presentation of findings and discussion of the Master’s research process. The brief presentation should include frank discussion of ethics issues relevant for the research. It may also be appropriate for the student to discuss any problems encountered during the research, what the student might have done differently in hindsight, and what the student might do given the opportunity for further work on this topic. This presentation functions as the public portion of the thesis or research project defense, or internship, and is followed by a closed-door final examination meeting of the student and committee.

This department must report the result of a final examination for the MS candidate to the Graduate School. For the MS student in anthropology, the final examination will include a public presentation and defense of the final research project followed by a closed-door portion of the oral examination. The student’s committee will complete internal department examination evaluation forms as well as Graduate School final exam forms.

Usually the process is as follows: (1) the student submits each chapter of their thesis or research project to the advisor (and committee members as indicated) for review and comments and makes necessary revisions; (2) a complete rough draft of the thesis/project report is then submitted to the advisory committee for review and comments, and any necessary revisions are then made; (3) at least three

weeks before the final oral examination is to be held, the Graduate School is so notified; and (4) the final copy is completed, and will include any changes required by the examining committee at the oral examination. Unless a complete draft, which has already been approved by the faculty advisor, is received by the advisory committee no later than three weeks before the scheduled oral defense date, it will be extremely difficult to complete the degree requirements by the last day of classes.

Students who wish to complete the MS degree and exam requirements during a summer session should note the following: at least two weeks before the last day of spring semester classes, each member of the advisory committee must be asked about availability during the summer to read the project and to attend the final oral examination. If any member of the advisory committee will not be available, a replacement must be appointed before the last Friday of spring semester classes. The final examination must be held on or before the last day of summer session classes. No final oral exam may be held during the period between the last day of summer classes and the first day of fall semester classes. Thus, because of the scheduling involved, the complete draft must be received by the advisory committee in time to guarantee completion of the degree requirements and deposit by the end of July to receive the degree in August.

If the examination is unsatisfactory, a candidate must wait at least until the following session to repeat the final examination. A new request (G.S. Form 8) must be submitted.¹¹

Thesis and Final Project Deposit

A complete draft of the thesis, which has already been approved by the faculty advisor, should be in the hands of the committee at least six weeks before the scheduled deposit date. For students on the Non-Thesis track, a complete draft of the written project, which has already been approved by the faculty advisor, is due to the committee at least three weeks before the scheduled oral defense date. Students who do not meet these deadlines will delay their graduation from the program.

A completed and final copy of the MS thesis must be deposited at the Graduate School according to Graduate School procedures and by the deadline set each semester by the Graduate School. As of September 1, 2014, iThenticate plagiarism screening by a student's major professor must take place prior to completion of the Electronic Thesis Acceptance Form (ETAF). Satisfaction of this requirement will be certified by both major professor and degree candidate. Please see the Graduate School's Thesis Office website for more information: <https://www.purdue.edu/gradschool/research/thesis/index.html>. Deliver one bound copy of the completed and final thesis or the MS final project to the major professor, one to each committee member, and one to the Anthropology Graduate Secretary.

See also "Theses and Dissertation Formatting and Submission" Section of this manual.

Time Limitations

All requirements for the MS degree, including the MS thesis or non-thesis research are normally completed in 4 semesters.

¹¹ University Catalog, Graduate Programs, VII. Section F.1.

Requirements for Master's Students Requesting Funding to Continue on to the PhD Program

The department policy for any Master's student requesting funding for continuation on to the Doctoral program in the subsequent fall semester requests students signal their intent to continue to the Doctoral program to the graduate chair by **the end of the fall semester** when student progress is evaluated and before funding decisions are made. These **students should defend their theses/projects by the end of spring semester to be eligible to be admitted into the PhD program with funding for the following fall semester**. Students who complete the thesis defense over the summer will be eligible for continuation as long as they demonstrate adequate progress (see below).

All students wishing to be considered for continuation of funding for the PhD program should submit a **complete draft of their Master's Thesis/Project to their advisors before April 1st**.

The advisor will provide an updated progress report to the Graduate Committee by email the first week of April evaluating whether the student has made satisfactory progress on the thesis/project and will be able to hold a spring or at latest a summer defense and graduation. Students will receive notification about decisions on continuation of funding for the PhD and information about TA assignments for fall after the final spring faculty meeting and budgets are finalized. Continuation of funding is provisional, contingent upon successful and timely completion of the MS degree requirements and approval of Request for Continuation to PhD forms (see below).

Procedure for Admission of Continuing Master's Students to PhD Program

Students wishing to continue to the PhD will need to complete and submit a request to continue to the PhD program to the Anthropology Graduate Secretary. Students should fill out the form, to which they will add a 1 page single-spaced summary of proposed research planned for the PhD, including theoretical frameworks, research questions and methods anticipated, plus a separate selected bibliography with key sources. This document should be developed following discussion with the prospective PhD advisor for their input and approval. The form will include signature lines for the student's prospective advisor and at least one additional faculty member that agree to serve on the student's PhD committee, and a line for the intended subject of their PhD research project.

At the January faculty meeting to discuss student progress, advisors of second year MS students will need to provide a report on the current progress made on the thesis/project work. Per preexisting policy, students who are planning to request continuation of funding and admission to the PhD program need to have submitted a draft of their thesis/project to their advisor before **April 1st**. Normally students should defend during the Spring semester. If a Summer thesis defense is planned as an exception, the advisor will need to provide adequate assurance to the faculty that it will be completed before the Fall semester commences.

MS students who pass both the qualifying and the final MS examinations with distinction, have articulated a preliminary PhD research topic and would like to continue on to the PhD program must complete a Request for Continuation from the MS to PhD program form and associated proposed PhD project statement. If the advisory committee recommends advancement to the PhD program, students will also need to obtain the signature of a faculty member willing to serve as their PhD advisor and at least one additional PhD committee member. (Department Policy, 3/23/2010)

This form and the accompanying MS committee approval form must be submitted to the Graduate Secretary by the last day of classes to pass final exams for the semester as set by the Graduate School.

Funding and admission to the PhD program is contingent upon completion of the MS before admission into the PhD program. MS students will not receive more than 2 years of departmental funding prior to completion of the MS degree.

A student continuing to a PhD should have passed the qualifier with distinction, have the majority of the MS committee's approval, have made adequate progress, have a committee for the PhD program and have a title and an advisor approved one-page summary of their prospective research project for the PhD and plans for preliminary research/PhD preparation over the summer.

At the final faculty meeting of the academic year, there will be a discussion of the students hoping to continue on to the PhD. The provisional PhD advisor will need to summarize the student's research project and summer research plans at this meeting. Once the MS thesis has been deposited, and the other requirements have been met (see below), the Graduate Director will signal the approval for continuation to the PhD program to the Graduate School.

(Parentheses indicate how completion of the requirement will be satisfied).

Students must:

- 1) have made satisfactory progress on courses (annual progress report) ([Appendix C](#))
- 2) pass the qualifying exam with distinction (qualifying exam form) ([Appendix I](#))
- 3) have submitted a draft of the MS thesis/project or non-thesis project to their advisors before April 1st (advisor communicates with grad chair)
- 4) complete the Master's thesis/project by the end of Spring semester, or Summer with the committee's approval (Graduate School final exam form)
- 5) have completed the Student Request for Continuation MS to PHD Program and have consent of the majority of the Master's Thesis Committee (MS to PhD recommendation form completed at thesis/project defense) ([Appendix J](#))
- 6) have a prospective advisor and additional PhD committee member (Request for MS student continuation to PhD form) by end of semester ([Appendix J](#))
- 7) submit an advisor approved brief one-page description of their proposed PhD research topic (MS to PhD Approval Form by end of semester) ([Appendix J](#))
- 8) have a cumulative grade point average of at least 3.25

All of the above must be in place and ready for discussion at the final Spring semester faculty meeting. **The form requesting continuation from the MS to the PhD and the accompanying MS committee approval form must be submitted to the Graduate Secretary by the last day of classes in the spring semester.** Once the above requirements have been met and the MS thesis/final exam has been passed, the Graduate Director will communicate with the Graduate School to certify continuation into the PhD program. (Department Policy 4/29/09)

Exit Survey

Please see the Exit Survey sub-heading in the "General Procedures" section of the manual.

Requirements for the Doctor of Philosophy

Degree in Anthropology

Students who have an MS degree in Anthropology from this department (and meet the requirements detailed above) may be recommended for admission to the PhD program by their advisory committee.

Students entering directly into our PhD program with a master's degree from another program should choose a major professor and engage an advisory committee without delay. Students should be prepared to enroll in some or all of the core courses in their first year, based on their background and personal interests. These students will be required to pass the qualifying examination with distinction during their first year in our program. The qualifying examination and making up of any core, statistics, or methods course deficiencies specified by the advisory committee must be completed as preparation for the PhD preliminary examination.

At least 90 total credit hours are required to complete the PhD program, including coursework and research credit hours. PhD program students will take at least a total of 48 semester hours of graduate-level courses beyond the Bachelor's degree (including MS and PhD level courses). For students who have already completed 36 credits as part of their MS requirements in this department, a further 12 credits of coursework are required. For students who have completed a master's degree or professional doctoral degree from another accredited institution, their coursework may be considered to contribute up to 30 credit hours toward satisfying this requirement at the discretion of the student's graduate program. In this case, of the remaining credit hours required, a minimum of 18 credits will be taken as coursework. The student in conjunction with their major advisor and advisory committee will develop a plan of study with considerable depth in selected areas of specialization using courses within and outside the department.

PhD coursework will include at least two 600 level courses in the department (students should check with their faculty advisor to determine if an external course substitution is appropriate) supplemented with elective graduate offerings and reading courses within or outside the department. Students are encouraged to take advantage of any and all 600 level departmental seminars that are appropriate for their programs. Students are required to meet a foreign language requirement using existing Graduate School guidelines.

PhD students, particularly those who have completed a MS in our department, are expected to take preliminary and proposal exams during their second semester to be considered in good standing. However, if extra study is needed because of insufficient background, interdisciplinary research, or foreign language proficiency students may take the preliminary exam in their second year of the PhD program. In these cases, the preliminary exam must be passed and a final draft of the proposal accepted by the student's committee no later than the end of their 4th semester in the PhD program.

Core Requirements for PhD Students

Students admitted directly into the PhD program will need to enroll in the core subfield and theory courses needed to meet our standards of broad proficiency and in order to take the qualifying examination during their first year in our program. Admission letters may sometimes stipulate course

requirements needed to make up deficiencies. Advisors should advise students about course needs and consult with the graduate chair as needed to make individual determinations.

PHD STUDENTS total minimum = 90 total credit hours including both courses and dissertation hours. This includes a minimum of 48 course credit hours beyond Bachelor's, including at least 12 course credit hours beyond a Purdue MS in Anthropology, or 18 course credit hours beyond external master's, plus 30 or 36 MS credit hours. The remaining 42 credit hours to reach the 90 total credit hours required may be taken as additional courses in combination with dissertation hours. The first two years of the sequence will be identical to the MS.

FIRST SEMESTER POST MS	SECOND SEMESTER POST MS	THIRD SEMESTER POST MS	FOURTH SEMESTER POST MS
609 and/or alternate Anth seminar	609 and/or alternate Anth seminar	Additional coursework if needed Research Hours	Additional coursework if needed Research Hours
Electives and Research Hours as needed	Electives and Research Hours as needed	Data Collection/Fieldwork or Research Hours	Data Collection/Fieldwork or Research Hours
Foreign Language Requirement	Foreign Language Requirement	Foreign Language Requirement (for grads with external masters)	Foreign Language Requirement (for grads with external masters)
	For grads with internal MS: - Preliminary exam - Proposal approval by committee For grads with external masters: - Qualifying exam		For grads with external masters: - Preliminary exam - Proposal approval by committee

(Department Policy 04/16/09)

PhD Language Requirement

In Anthropology, language competency is often needed for reading global scholarly literature and may be necessary for successful completion of field research in anthropology. Language coursework or demonstrated proficiency is normally required as part of the student's progress in the doctoral program. The language requirement may be waived by the advisory committee only in exceptional circumstances, and with the approval by the Graduate Committee.

Foreign language exam requirements should be satisfied concurrently with or prior to the completion of the preliminary examination and before students embark on a main phase of dissertation data collection.

(Department Policy 03/23/2010)

Each PhD student is required to demonstrate proficiency in one language other than English. The choice of the language to be demonstrated and the type and level of proficiency must be approved in advance by the student's advisory committee. **This requirement must be satisfied before taking the preliminary examination.**

The Anthropology "PhD Language Requirement Complete" form must be signed by the student's advisor and submitted to the Anthropology graduate program office before the request for the preliminary examination form can be submitted to the Graduate School.

Language proficiency may be demonstrated by any of these procedures:

1. By satisfying the foreign language requirement at another graduate school and transferring the record to Purdue.
2. By passing the fourth semester of Purdue's undergraduate course sequence in an acceptable language with at least a grade of C- in the last course, or with an equivalent of this requirement transferred from another institution.
3. By examination. The student's department will notify the School of Languages and Cultures of the skill it requires (reading, conversation, etc.) and will submit examination material to be approved by the foreign language examiner. The School of Languages and Cultures will then prepare, proctor, and grade an appropriate examination and transmit the results to the student's department. A student may not take this examination if currently enrolled in one of the corresponding foreign language courses listed under method four. This examination may be repeated only twice. If a language requirement is to be met by examination (regardless of language), the examination and examiner must be approved by the School of Languages and Cultures, and the report to the student's department must be made by the School of Languages and Cultures. The School of Languages and Cultures must be contacted a session in advance of the student's deadline for establishing knowledge in a language other than English, so that they may administer an examination, evaluate performance and/or validate.
4. By graduate coursework. This option currently is available in French, German, Latin, Russian, and Spanish. It consists of passing the appropriate 603 or 605 course with a grade of B- or better (Department policy 9/8/2015). Admission to either of these courses requires either a grade of at least C- in the 601 course in the same language or the permission of the School of Languages and Cultures. Grades in these courses will not be counted in the student's grade index.

If the language is one for which these procedures cannot be used, any of the following methods may be substituted:

1. The student may arrange an examination by a member of the Purdue faculty who is fluent in the language. The format of the exam and the qualifications of the examiner must be approved by the student's advisory committee prior to the examination.
2. The student may take an examination administered by an independent testing center or service (e.g., Educational Testing Service), which is approved by the student's advisory committee.

3. The student may provide evidence satisfactory to the advisory committee that the student is a native speaker of the language.

(Department Policy 04/16/09)

Qualifying Examination

Please see the Qualifying Examination sub-heading in the Master's section of the manual.

Preliminary Examination

The preliminary examination is intended to demonstrate mastery of the student's anticipated research problem and to certify that the student is competent to work on the dissertation.

To become eligible to take the examination, the student must have an approved plan of study, satisfactorily completed most of the formal study, and satisfied any world language requirements.¹²

The preliminary examination process will be designed in consultation with the student and their committee. Exams usually take two weeks, but other arrangements can be made by the committee in consultation with the student. A student must be registered in the session they plan to hold their prelim examination.

In order to be admitted to candidacy for the PhD degree, each full-time student must pass a preliminary examination in Anthropology which is to be taken typically during the second semester of course registration for the PhD degree, but no later than the end of the fourth semester of course registration in the PhD program. The Graduate School policy also states that the examination should be scheduled as soon as possible and must be completed at least two sessions (including summer session) before the date of the doctoral final examination. For example, a doctoral student who passes the preliminary examination during a spring semester is not eligible to take the final examination (provided that the student is registered for the subsequent summer session and fall semester) before the following spring semester.¹³

The examination includes both written and oral sections and will include (besides method and theory) other areas from within the specialty declared by the student in consultation with their committee. In our department, the preliminary examination is usually formulated in consultation with a draft of the preliminary PhD research proposal, in order to resonate with topics relevant to the student's specialty and research project. The examination will be constructed and evaluated by the student's committee in the areas chosen and under the direction of the major professor.

Questions on the written portion of the examination will be given to the student who must submit a typewritten response up to two weeks later. Page limits or guidelines are set by the examining committee. Upon completion of the written examination, an oral examination is scheduled. Successful completion of both parts of the preliminary examination admits the student to candidacy for the PhD degree. Internal and external forms must be completed by the committee at the time of the exam. The

¹² University Catalog, Graduate Programs VII.D.4.

¹³ University Catalog, Graduate Programs VII.D.4.

Anthropology Graduate Secretary will provide the committee chair with the departmental forms. Students must be sure that they have an approved plan of study on file and have satisfactorily completed the foreign language requirement and most of their coursework before scheduling a date for their preliminary exam. To initiate the Graduate School form, students can log into the plan of study generator on myPurdue to request the appointment of an Examining Committee three weeks before the date of the exam.

The Graduate School Form 8 must be submitted to the department's graduate office with enough time for it to be processed by the Graduate School: at least three weeks in advance of the examination. The Graduate Dean may then appoint additional members to the examining committee. The major professor must notify the Dean of the Graduate School (through the online Form 10) of the oral portion of the examination.

Among the four or more committee members, one dissenting vote is acceptable. (Department policy Nov. 6, 2015).

If the report from the student's committee is unsatisfactory, the examining committee may recommend that the student be permitted to request a second examination by submitting a new request (G.S. Form 8 to be submitted by the student). The student must wait at least until the following session (including summer session) to repeat the examination. Should the preliminary examination be failed twice, the student may not be given a third examination, except upon the recommendation of the examining committee and with special approval of the dean of the Graduate School.¹⁴

A prelim must be passed before the last day classes in a session for it to count for that session.

A preliminary examination passed by a student whose graduate study and/or professional activity has been inactive for five years or more is considered invalid (Graduate School Policy¹⁵).

Students that have passed preliminary examinations will be considered advanced to candidacy.

Proposal

A student must prepare a dissertation proposal in consultation with their major professor and advisory committee; a formal committee meeting to discuss a complete draft of the proposal is strongly advised before it is finalized. The final version of the written proposal must receive the formal written approval of the major professor and advisory committee before data collection begins (form to be filed with the graduate program office).

Although an oral defense of the proposal is not required, students will be required to conduct a 30-minute departmental presentation and discussion prior to commencing PhD data collection. The proposal presentation will be publicly announced and open to all faculty and others who wish to attend.

¹⁴ University Catalog, Graduate Programs, VII. Section F.3.

¹⁵ University Catalog, Graduate Programs, VII. Sections D.4.

The proposal must receive the formal written approval of the major professor and advisory committee. The student must obtain final approval on the proposal and any necessary IRB/PACUC approvals before commencing dissertation data collection.

Suggested Outline for Dissertation Proposals

1. *Central Idea of the Thesis*: This should be a brief but concrete statement of the purpose of the proposed thesis.
2. *Preliminary Review of the Literature*: A summary of the literature pertinent to the proposed research.
3. *Theoretical Statement*: Interrelating existing knowledge and specific hypotheses to be investigated.
4. *Data and Methods*: Statement of the procedures, techniques, and tools to be used in the collection and analysis of the data and of the type of data to be used and their availability and quality.
5. *Expected Contribution*: This statement should refer particularly to Items 2 and 3 above and should indicate the expected substantive and/or theoretical and/or methodological contribution to knowledge.
6. *Bibliography* for Literature Review.

Dissertation

Following the approval of the proposal and the public presentation, the student will research and write a dissertation in their area of specialization under the direction of the major professor. There will be a final oral examination in defense of the dissertation. The student should keep the Anthropology graduate program office informed and updated about their schedule for data collection and when they intend to leave and return to campus.

(Department Policy 03/24/10)

The dissertation is assumed to represent the equivalent of 24 to 48 hours of coursework, and a minimum of 24 hours of dissertation research hours must be taken. A student must be registered in research credits for every semester in which the dissertation research is carried on.

(Department Policy 11/03/08)

A complete draft of the dissertation, which has already been approved by the faculty advisor, should be in the hands of the committee at least six weeks before the scheduled deposit date. Students who do not meet these deadlines will delay their graduation from the program.

Time Limitations

Failure to complete all requirements for the PhD degree within 5 years after the semester in which the preliminary examination was passed will result in automatic termination of degree candidate status (whether registered in absentia or not). To be readmitted to the PhD candidacy, the student must retake and pass the preliminary examination.

Research in Absentia

A student is eligible to petition the Graduate School to complete the PhD research *in absentia* under the following circumstances: (a) have successfully completed their coursework and passed their preliminary examination; (b) have made significant progress on the thesis research topic; and (c) have established, in coordination with their major professor, a plan for accomplishing research at the absentia location. Students may accumulate 3 residence credits per semester while in absentia.¹⁶

Students wishing to conduct research in absentia must apply to the Graduate School no later than one month prior to the first day of the session in which absentia registration is to begin.
(Department Policy 11/03/08)

In our department, the expectation is that a student will have to have 1) completed their foreign language requirement and 2) have had their dissertation proposal completed and formally approved and their departmental presentations completed (Dissertation Written Proposal and Presentation forms with signatures) before requesting permission to register in absentia. This relates to and clarifies the requirement for an absentia request b) above "have made significant progress on the thesis research topic."

Final PhD Oral Examination

When, in the opinion of the student's advisor and dissertation committee, the dissertation is complete **(having been revised in response to committee comments)**, the student will defend it in an oral examination conducted by the members of the dissertation committee and any interested members of the Anthropology faculty. The examination will be publicly announced two weeks prior and open to all faculty and others who wish to attend.

The presentation should present an overview of the dissertation fieldwork and research questions as informed by theory, methods, and results. This will be followed by a question and answer period, and then the committee may excuse the public for the closed-door portion of the exam. The presentation and public question and answer period will generally not exceed 45 minutes to 1 hour.

The final oral examination is a defense of the dissertation and is taken *at least two semesters after successful completion of the preliminary examination*. This examination is primarily concerned with the dissertation, but the examining committee may question the student about any aspect of the field it chooses. The committee may also ask that written answers to questions be prepared. The student requests appointment of the examining committee by completing the online "Request for Appointment of Examining Committee" available from the Graduate School plan of study portal in myPurdue *at least three weeks prior* to the examination. Typically, the student's advisory committee serves as the examining committee for the final oral examination.

Students often underestimate the amount of time required to complete the dissertation and final examination process. Usually the process is as follows: (1) the student submits their dissertation chapters (one, two, or three at a time) to each member of the advisory committee for review and comments and then makes any necessary revisions; (2) a complete rough draft of the dissertation is then

¹⁶ University Catalog, Graduate Programs V. Section F.

submitted to the advisory committee for review and comments, and any necessary revisions are then made before a defense; (3) at least three weeks before the final oral examination is to be held, the Graduate School is notified via a "Request for Appointment of Examining Committee"; (4) the final copy is completed, and will include any changes required by the examining committee at the oral examination. Unless a complete draft, which has already been approved by the faculty advisor, is received by the advisory committee **at least six weeks** before the scheduled deposit date, it will be extremely difficult to complete the degree requirements by the last day of classes.

Students who wish to complete the PhD degree requirements during a summer session should note the following: At least two weeks before the last day of spring semester classes, each member of the advisory committee must be asked about availability during the summer to read the project or dissertation and to attend the final oral examination. If any member of the advisory committee will not be available, a replacement must be appointed before the last Friday of spring semester classes. The final examination must be held on or before the last day of summer session classes. No final oral exam may be held during the period between the last day of summer classes and the first day of fall semester classes. Thus, because of the scheduling involved, the complete draft must be received by the advisory committee no later than five weeks before the last day of summer session classes in order to guarantee completion of the degree requirements and receive the degree in August.

If the examination is unsatisfactory, a candidate must wait at least until the following session (including summer session) to repeat the final examination. The student must submit a new request (G.S. Form 8).¹⁷

Dissertation Deposit

A completed and final copy of the dissertation must be deposited with the Graduate School according to Graduate School procedures and by the deadline set each semester by the Graduate School. As of September 1, 2014, iThenticate plagiarism screening by a student's major professor must take place prior to completion of the Electronic Thesis Approval Form (ETAF). Satisfaction of this requirement will be certified by both major professor and degree candidate. Please see the Graduate School's Thesis Office website for more information: <https://www.purdue.edu/gradschool/research/thesis/index.html>.

See also "Templates & Guidance" Section in this manual.

Exit Survey

Please see the Exit Survey sub-heading in the "General Procedures" section of the manual.

¹⁷ University Catalog, Graduate Programs VII. Section F.4.

Appendices

Appendix A: Advising and Career Planning Discussion Form

Department of Anthropology What to discuss with your advisor and/or committee:

Getting Started/Developing an Anthropological Career:

- ☐ What type of anthropological career do I want to have? What are my options after completing my degree? How do I use my time in graduate school to prepare?
- ☐ What knowledge and skills will I need to for having a career *doing xyz*? What key experiences should I try to have? How can I use my anthropological education to work long-term in this area?
- ☐ What types of mentors should I be looking for? What expectations should I have for my mentoring relationships?
- ☐ How should I work on developing my professional network while I am in graduate school? What kinds of people should I try to meet? What should I try to learn from these people for my career development?
- ☐ How often will there be assessments of my progress and achievements? What forms will these take? How will I know if I am “on track” to meet my professional goals?
- ☐ What else should I think about getting started and to be successful in graduate school? What is your most useful advice for graduate students?

Degree Requirements

- ☐ What are the requirements to complete my degree objective?
- ☐ What courses should I enroll in during my first and subsequent semesters?
- ☐ What coursework should I put on my plan of study?
- ☐ When should I file my plan of study?
- ☐ How do I develop a research question?
- ☐ How do I satisfy the foreign language requirement? (PhD and MS-to-PhD)
- ☐ What methods and statistical courses should I enroll in?
- ☐ What is the qualifying exam and when will I have to take it?
- ☐ When should I be ready for my preliminary examinations? (PhD)
- ☐ When should I begin working on my proposal? When will the defense be? (PhD)
- ☐ How long should it take me to collect my research data? Conduct analysis and write my thesis?
- ☐ What are the University and department policies regarding the conduct of research and rights to data and intellectual property developed in the course of my research?
- ☐ When should I expect to graduate

Committee

- ☐ When and how should I form my committee? What role do my non-advisory committee members play in the development of my research?
- ☐ How often will I have scheduled meetings or electronic check-ins with my advisor? With my committee?
- ☐ How should I be keeping my advisor and my committee apprised of my progress?
- ☐ What are my advisor's policies and procedures governing authorship and publication of research results?

Funding

- ☐ What funding opportunities are there for me? Should I apply for fellowships including NSF, Javits, Ford graduate student fellowships?
- ☐ Grants – when should I start writing grants to fund my research?

Appendix B: Checklist for Completion of Degree Requirements

CHECK LIST FOR COMPLETION OF DEGREE REQUIREMENTS

The student should record the date on which each degree requirement has been met on the following check list. This list assumes that the course requirements for the degree are met.

	<u>MS</u>	<u>PhD</u>
English Proficiency Requirement (before Plan of Study is submitted; need not be repeated at PhD level if requirement has been met at the MS level).	_____	_____
Appoint Major Professor (during first semester for MS students; during first semester following completion of requirements for MS degree for PhD students).	_____	_____
Appoint Advisory Committee and obtain approval of Plan of Study (during first semester for MS students; during first semester following completion of requirements for MS degree for PhD students).	_____	_____
Online Human Subjects training (before end of first year of study; need not be repeated at PhD level if requirement has been met at the MS level) and obtain Human Subjects review or exemption.	_____	_____
PACUC certification and approval if needed (before end of first year of study; need not be repeated at PhD level if requirement has been met at the MS level) and obtain Human Subjects review or exemption.	_____	_____
MS research prospectus submitted and presented (by the end of the second semester).	_____	
Take Qualifying Examination (by the end of the third semester for MS; by the end of the first year for PhD). Submit MS thesis to primary advisor (6 weeks in advance of deposit date) and/or by April 1 st if plans to continue to PhD.	_____	_____
Submit MS thesis/non-thesis project, which has been approved by advisor, to advisory committee weeks in advance of exam.	_____	

	<u>MS</u>	<u>PhD</u>
Submit Form 8 for MS final examination 3 weeks in advance of exam.	_____	
Final examination for the MS Degree.	_____	
Make final changes to the MS thesis/final paper as required.	_____	
Deposit MS Thesis to Grad School, prints to committee, dept.	_____	
Complete Exit Surveys (Grad School, CLA, Dept)	_____	
Meet Foreign Language Requirement (before preliminary examination).		_____
Ask Advisory Committee to design and schedule preliminary examination.		_____
Preliminary examination for the PhD degree (usually by end of second semester after the MS degree, but no later than fourth semester).		_____
Completion and approval of PhD dissertation proposal (upon completion of, or concurrent with, the preliminary exam).		_____
<u>PhD Dissertation:</u>		
Submit dissertation draft, already approved by advisor, to committee (at least six weeks before final examination).		_____
Submit penultimate copies to major professor and members of final examination committee (at least three weeks before final examination).		_____
Check with advisor that thesis is defensible before finalizing plans for Exam Date		_____
Submit Form 8 and date and place of final examination to Graduate School (at least three weeks before final examination).		_____
Final Examination (oral defense of dissertation); taken, passed, and final report filed in Graduate School by the deadline set by the Graduate School.		_____
Make final changes to dissertation required by advisory committee.		_____

Make appointment with the Graduate School Thesis/
Dissertation Office to deposit dissertation.

Deposit final copy of dissertation at the Graduate School by the
deadline set by the Graduate School.

Deliver one bound copy of the dissertation to the major professor,
one to each committee member, and one to the Anthropology secretary.

If a student intends to graduate at the end of a given semester but has not met all of the requirements by the above specified deadlines, they cannot graduate at the end of that semester but must register for the following semester.

Please note the following regulations:

- a. If all academic requirements except for the submitting of the final approved thesis or dissertation are completed before the first day of classes of the following semester or session, the student may register for "Degree Only" with Graduate School approval. A nominal fee will be charged by the Bursar.
- b. If all academic requirements except for the final examination and the submitting of the final approved thesis or dissertation are completed before the first day of classes of the following semester or session, the student may register for "Exam Only" with the approval of the Graduate School. A nominal fee will be charged by the Bursar.
- c. Students who have met course requirements for their degree may register for one hour per semester of Research (ANTH 698 for MS Thesis students or ANTH 696 for MS Non-Thesis students, ANTH 699 for PhD students) during a semester in which they require more time for completion of thesis or dissertation work.

Appendix C: Student Annual Activities Form

Department of Anthropology Student Annual Activities Form

This evaluation will be used as part of the annual department assessment of graduate student progress and may also assist internal funding considerations.

NAME: _____ DATE: _____

The purpose of this template is to help graduate students (and their advisors) evaluate the student's performance over the past calendar year (January 1 to December 31). The template includes a variety of topics to help with your self-evaluation. Not all of the topics are appropriate for all students or for all years. Skip those that are not relevant to you right now and insert any that are relevant, but missing from this form. Be sure to consider your involvement in department colloquia, reading groups, and presentations about research teaching and/or professional development. For comparative purposes, be sure to consult your Annual Activities Form from the prior year.

This self-evaluation is due no later than the end of the calendar year. Check the deadline posted in the annual email announcement. Please submit a hard copy and an electronic copy to your advisor.

Accomplishments During the Past Year

A. Courses and Milestones

- a. **Courses taken** (note whether the course is required, whether it provided knowledge directly related to your area of specialization or broad knowledge not specific to your specialization, was a methods course, etc. How did you do in each course?).

Course	Sem/Yr Taken	Grade	Core/Spec/Methods/Broad Knowledge

(to create additional lines, use the "Tab" key when the cursor is in the bottom-most box on the right hand side.)

b. Milestones:

Year in the Program: _____ Current Degree Objective: ____ Current Funding: _____

MS Program Milestones:

- | | |
|---|-----------------------|
| <input type="checkbox"/> Committee Formed; | Date Completed: |
| <input type="checkbox"/> Statistics Requirement Completed; | Date Completed: |
| <input type="checkbox"/> Core Courses Completed; | Date Completed: |
| <input type="checkbox"/> Methods Courses Completed; | Date Completed: |
| <input type="checkbox"/> IRB/PACUC Certification Completed; | Date Completed: |
| <input type="checkbox"/> MS Prospectus Approved; | Date Completed: |
| <input type="checkbox"/> Qualifying Exam Completed; | Date Completed: |
| <input type="checkbox"/> Optional:Concentration/Certificate Reqts complete; | Date Completed: |
| <input type="checkbox"/> MS Defense Date: | MS Written Completed: |
| <input type="checkbox"/> Foreign Lang. Completed (if continuing for PhD); | Date Completed: |

PhD Program Milestones:

<input type="checkbox"/> Committee Formed;	Date Completed:
<input type="checkbox"/> Statistics Requirement Completed;	Date Completed:
<input type="checkbox"/> Core Courses Completed;	Date Completed:
<input type="checkbox"/> IRB/PACUC Certification Completed;	Date Completed:
<input type="checkbox"/> Qualifying Exam Completed;	Date Completed:
<input type="checkbox"/> Foreign Lang. Completed;	Date Completed:
<input type="checkbox"/> Optional:Concentration/Certificate Reqs complete;	Date Completed:
<input type="checkbox"/> PhD Preliminary Exam Completed;	Date Completed:
<input type="checkbox"/> PhD Proposal Approved;	Date Completed:
<input type="checkbox"/> PhD Defense Date:	Dissertation Completed:

IRB Status: ☐ Applied ☐ Approved ☐ Not required Expires: _____
PACUC Status: ☐ Applied ☐ Approved ☐ Not required Expires: _____

B. Research

- a. **Research projects** underway/completed. Include title and date.
- b. Papers for **publication** underway/completed/submitted for publication/accepted for publication (note topic, status, etc). Include title and date; if already published, include full citation. Be sure to check with your Annual Activities Form from the previous year to update the status of any publications previously listed as in-progress, submitted, or in-press.
- c. **Professional talks** given (note conference/place of presentation). Name of conference and date. Be sure to check with your Annual Activities Form from the previous year to update the status of any presentations that were planned or pending acceptance.

C. Development of Teaching Skills

- a. Courses **TA-ed**? Was the course evaluated? Please include a summary of evaluations.
- b. Courses **taught**? Was the course evaluated? Please include evaluations.
- c. **Other** teaching accomplishments (guest lectures in classes; presentations in seminars or research/study groups, progress in teaching workshops or certificates, etc.) Include dates.

D. Development of Research Skills. List Departmental or Graduate School workshops, or external short-courses attended with dates.

E. Departmental, College, University, Community, or National Service.

F. Awards (fellowships and grant proposals, submitted or awarded with dates). Be sure to check with your Annual Activities Form from the previous year to update the status of any awards that were planned or submitted.

G. Other (please include any other achievements that you feel merit consideration).

Plans for Next Year

This section is to be completed after meeting with your committee in the fall semester to discuss your progress.

A. Courses and Milestones Planned

a. Courses to be Taken

Course	Sem/Yr To Be Taken	Core/Spec/Methods/Broad Knowledge

(to create additional lines, use the "Tab" key when the cursor is in the bottom-most box on the right hand side.)

- b. **Milestones Planned:** (Indicate your next year's timelines for the following milestones, as needed: committee formation, methods courses to be completed, plans for teaching workshop or certificate requirements, foreign language requirement planned, completion of IRB or PACUC certification, IRB application; completion of general exams, MS prospectus, Master's thesis/non-thesis project, dissertation proposal, doctoral dissertation).

B. Research

- a. **Research projects** planned for the coming year.
- b. **Papers planned for publication** (note topic, status, etc). Include title and date; if already accepted, include full citation.
- c. **Professional talks planned** (note conference/place of presentation). Name of conference and date, if known.

C. Development of Research Skills. Describe skills needed and your plans for developing them.

D. Funding

- a. Do you have funding promised to you from the department/university that you plan to use? If yes, include semesters, funding source and type. If no, indicate whether you wish to be considered for departmental funding, include semester(s).
- b. What other funding sources do you plan to apply to? Indicate whether these are internal or external, whether the funds will cover tuition and fees, when you plan to apply and the start date of the funding, if awarded.

E. Other (please include any other information about your future plans).

Appendix D: Master's Thesis and Non-Thesis Plan of Study Guidelines

DEPARTMENT OF ANTHROPOLOGY -- MASTER'S THESIS AND NON-THESIS PLAN OF STUDY GUIDELINES

GS = Graduate School Policy

D = Department Policy

A plan of study must be completed in the Plan of Study Generator (POSG) via myPurdue. You can access the POSG by clicking on the *Academics* tab and then the *Graduate School Plan of Study* link.

The plan of study may be submitted as a "Draft". An e-mail notification is sent to the advisory committee who may review and indicate any changes to be made. Only a plan of study submitted as a "Final" can be signed off on by your committee. The plan of study form will be electronically routed, reviewed and, if approved, signed by the graduate program secretary, graduate program director, advisory committee, Graduate School authorization, and Graduate School processor. Please remember a plan of study cannot be processed and approved until it is submitted as a "Final". It can take up to 3-4 weeks for a plan of study to go through the signature process and be processed by the Graduate School, so submit early. Students usually submit their plan of study in their first semester of enrollment. You may check the status of your plan at any time by returning to the POSG and clicking on the Display Submitted Plan of Study link.

Guidelines:

- ❖ Students must be registered (enrolled in classes) or have eligibility to enroll during the semester that the plan of study is submitted. {GS}
- ❖ Students should file their plan of study within their 1st semester. {D}
- ❖ At least one-half of the total credit hours used to satisfy degree requirements must be earned while registered at Purdue University {GS}
- ❖ More than 50 percent of Purdue credits must be earned through the campus where the degree is conferred. {GS}
- ❖ Purdue University courses taken while in regular graduate status must be "C-" or above in order to meet degree requirements. {GS}
- ❖ Only transfer courses taken at another accredited university for a grade of A or B may appear on a plan of study. {GS}
- ❖ Courses taken as non-degree, excess undergraduate credit, or transfer credit must be "B-" or above. {GS}
- ❖ Up to 12 credits taken while in postbaccalaureate or teacher license status (including any undergraduate excess credits) with a grade of "B" or better may be considered for use on a plan of study for an advanced degree. If requesting more than 12 credit hours, a waiver request must be submitted for approval. {GS}
- ❖ Courses taken as Pass/Fail or audited may not be used on a plan of study. {GS}
- ❖ Departmental credit for a course cannot be used on a plan of study. {GS}
- ❖ A maximum of 18 credits will be allowed from any one semester (9 credit hours for the summer session) on a plan of study. {GS}
- ❖ If a student has a lapse of enrollment of five years or more then the courses on their plan of study (or transfer coursework) become invalid and they must take the coursework over again. {GS}
- ❖ 300 and 400 level coursework may not exceed six credit hours {GS}
- ❖ The plan of study may not include courses offered by this department numbered below the 500 level (except other courses by arrangement). {D}
- ❖ Courses from a master's plan of study cannot be used for another master's plan of study. {GS}
- ❖ Department Name should be: Department of Anthropology {GS}
- ❖ Degree Title should be: Master's: Thesis or Master's: Non-Thesis {GS}
- ❖ Program Area should be completed. {GS}
- ❖ Degree Expected should be filled in, but it is only an estimate. You can always graduate before or after the date you have indicated. {GS}.
- ❖ If a student expects to complete a concentration, it must be listed in the Concentration Area.
- ❖ Research Area is for the title of your thesis. This is for Master's Thesis only. This title can be changed up until the time you deposit. {GS}
- ❖ A total of 36 hours of graduate level coursework beyond the Bachelor's degree including up to 9 credit hours of research credits (ANTH 698) should be on a Master's Thesis plan of study. A total of 36 hours including up to 3 credit hours of research credits (ANTH 696) should be on the Master's Non-Thesis plan of study. Master's Non-Thesis plans of study should also include 6 hours of coursework in methods, statistics, and/or applied courses beyond the required core. {GS}
- ❖ The following courses should be on a Master's Thesis and Non-Thesis plan of study: {D}
- ❖ **1. Theory course:**
Anthropology 507 History and Theory of Anthropology

- ❖ **2. Research Design and Methods Courses (2), possible courses listed on pages 27-29.**
- ❖ **3. Subfield Core Courses (2 subfield courses are required. Students must take at least one core course from across the cultural/physical areas (i.e. 505 or 514 plus 535 or 504))**
 - Anthropology 505 Culture and Society
 - Anthropology 514 Anthropological Linguistics
 - Anthropology 535 Foundations of Biological Anthropology
 - Anthropology 504 Problems in World Prehistory
- ❖ **4. Advanced Anthropology Seminars (All students must take at least one 600 level seminar)**
 - ANTH 609 Seminar in Anthropology
 - ANTH 611 Special Topics in Archaeology
 - ANTH 620 Special Topics in Cultural Anthropology

Students completing the MS Non-Thesis Option A (Applied and Practicing Anthropology) are required to take a 600-level seminar relevant to applied anthropology.
- ❖ **5. MS Non-Thesis Option A (Applied and Practicing Anthropology) (all 3 are required)**
 - Anthropology 640 Foundations and Frameworks: Applying Anthropology
 - Anthropology 641 Discovery and Design: Making Projects Work
 - Anthropology 642 Public Engagement: Using Anthropological Knowledge
- ❖ Students must enroll in a minimum of two methodology courses. Anthropology 605 Seminar in Ethnographic Analysis is highly recommended. Possible courses also include: Anthropology 606, The Conduct of Anthropological Inquiry; Anthropology 534, Human Osteology; Anthropology 536, Primate Ecology and Conservation; Anthropology 589, Archaeology and Materials Science; Anthropology 620, Special Topics: Qualitative Ethnographic Analysis; Anthropology 620, Special Topics: Seminar in Visual Anthropology; Appropriate methods courses in other programs include Agriculture and Biological Engineering (ABE) 591, Intro to GIS; Biology 591, Field Ecology; Nutrition 534, Human Sensory Systems and Food Evaluation; Sociology 581, Methods of Social Research II; Sociology 583, Application of Social Research Methods. Alternates need to be discussed with a student's committee. If you choose a different relevant course outside of the department, you must submit a waiver request form (forms are in the graduate secretary's office) to the graduate program secretary for the graduate committee to approve before you take the course. {D}
- ❖ Statistics Requirement: ANTH 306, SOC 382 or PSY 500 or equivalent 3 semester hours in the social sciences or has taken an equivalent course at the undergraduate or graduate level. The student should note in the "supplemental note" section of the plan of study, which course they are using to satisfy this requirement. These Stat credit hours do not count toward the 36 credit hours required on a Master's Thesis plan of study or the 30 credit hours required on a Master's Non-Thesis plan of study. {D}
- ❖ You must submit a Statistics Requirement Completed form (forms are in the Anthropology graduate program office), signed by your advisor, to the Anthropology graduate program office. The graduate program coordinator will not be able to sign off on your plan of study until she receives this form.
- ❖ Thesis research hours (698 or 696) should be noted by the student in the supplemental note section on their plan of study and will apply toward the number of hours needed for the degree. {GS}
- ❖ Titles of coursework on your plan of study must match exactly what is on the transcript. {GS}
- ❖ The committee chair or at least one co-chair must be from the program area where the student is admitted. {GS}
- ❖ Committee must have a minimum of 3 members of whom 51% must be regular Purdue faculty with Graduate School certification. {GS}

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Appendix E: PhD Plan of Study Guidelines

DEPARTMENT OF ANTHROPOLOGY PhD PLAN OF STUDY GUIDELINES

GS = Graduate School Policy

D = Department Policy

A plan of study must be completed in the Plan of Study Generator (POSG) via [myPurdue](#). You can access the POSG by clicking on the *Academics* tab and then the *Graduate School Plan of Study* link.

The plan of study may be submitted as a “Draft”. An e-mail notification is sent to the advisory committee who may review and indicate any changes to be made. Only a plan of study submitted as “Final” can be signed off on by your committee. The plan of study form will be electronically routed, reviewed and, if approved, signed by the graduate program secretary, graduate program director, advisory committee, Graduate School authorization, and Graduate School processor. Please remember a plan of study cannot be processed and approved until it is submitted as a “Final”. It can take up to 3-4 weeks for a plan of study to go through the signature process and be processed by the Graduate School, so submit early. Students usually submit their plan of study in their first semester of enrollment.

You may check the status of your plan at any time by returning to the POSG and clicking on the Display Submitted Plan of Study link.

Guidelines:

- ❖ The plan of study must be approved by the Graduate School before scheduling the Preliminary Examination. {GS}
- ❖ Students must be registered (enrolled in classes) or have eligibility to enroll during the semester that the plan of study is submitted. {GS}
- ❖ Students should file their plan of study within their 1st semester. {D}
- ❖ At least one-third of the total credit hours used to satisfy degree requirements must be earned while registered for doctoral study at Purdue University {GS}
- ❖ Purdue University courses taken while in regular graduate status must be “C-” or above in order to meet degree requirements. {GS}
- ❖ Only transfer courses taken at another accredited university for a grade of A or B may appear on a plan of study. {GS}
- ❖ Courses taken as non-degree, excess undergraduate credit, or transfer credit must be “B-” or above. {GS}
- ❖ Up to 12 credits taken while in postbaccalaureate or teacher license status (including any undergraduate excess credits) with a grade of “B” or better may be considered for use on a plan of study for an advanced degree. If requesting more than 12 credit hours, a waiver request must be submitted for approval. {GS}
- ❖ Courses taken as Pass/Fail or audited may not be used on a plan of study. {GS}
- ❖ Departmental credit for a course cannot be used on a plan of study. {GS}
- ❖ A maximum of 18 credits will be allowed from any one semester (9 credit hours for the summer session) on a plan of study. {GS}
- ❖ If a student has a lapse of enrollment of five years or more then the courses on their plan of study (or transfer coursework) become invalid and they must take the coursework over again. {GS}
- ❖ 300 and 400 level coursework may not exceed six credit hours {GS}

- ❖ The plan of study may not include courses offered by this department numbered below the 500 level (except other courses by arrangement). {D}
- ❖ Courses from a PhD plan of study cannot be used for another PhD plan of study. {GS}
- ❖ Department Name should be: Department of Anthropology {GS}
- ❖ Degree Title should be: Doctor of Philosophy {GS}
- ❖ If a student expects to complete a concentration, it must be listed in the Concentration Area.
- ❖ Program Area should be completed. {D}
- ❖ Research Area is for the title of your thesis. This title can be changed up until the time you deposit. {GS}
- ❖ Degree Expected should be filled in, but it is only an estimate. You can always graduate before or after the date you have indicated. {GS}.
- ❖ In the supplemental note section on your plan of study you should indicate how you will satisfy the foreign language requirement. {D}
- ❖ Thesis research hours (699) should be noted by the student in the supplemental note section on their plan of study and will apply toward the number of hours needed for the degree. {GS}
- ❖ A total of 90 hours between coursework and research credits (ANTH 699), and up to 30 credit hours for your Master's, should be included on a PhD plan of study. {GS}
- ❖ Titles of coursework on your plan of study must match exactly what is on the transcript. {GS}
- ❖ Committee must have a minimum of 4 members of whom 51% must be regular Purdue faculty with Graduate School certification. {GS}
- ❖ The committee chair or at least one co-chair must be from the program area where the student is admitted. {GS}

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Appendix F: Sample of a Student's Plan of Study

Graduate Plan of Study

Status

OUTSTANDING

Student	SAMPLE, SAMMY STAN	00445566
Student Email	sssampl@sampleuniv.edu	
Department	ANTHROPOLOGY	ANTR
Degree Title	MASTER OF SCIENCE : THESIS	MS
Program	Anthropology-MS	ANTR-MS
Date Degree Expected	MAY 2019	
Concentration	APPLIED ANTHROPOLOGY	
Research Area	ANTHROPOLOGY AND ME	

Area	Courses Title	Subj. Abbr.	Course No.	Credit Hours	Regis. Type	Grade	B or better	Transfer From	Date Completed To Be Completed
PRIMARY	PROBLEMS IN WORLD PREHISTORY	ANTH	50400	3	RE		YES	-	May 2019
PRIMARY	CULTURE AND SOCIETY	ANTH	50500	3	RE	A	YES	-	May 2018
PRIMARY	THEORY SOCIOCULT ANTH	ANTH	50700	3	RE	A	YES	-	Dec 2017
PRIMARY	ANTHROP LINGUISTICS	ANTH	51400	3	RE	A	YES	-	Dec 2017
PRIMARY	FNDATIONS BIOL ANTHROP	ANTH	53500	3	RE	A	YES	-	Dec 2017
PRIMARY	SEMINAR IN ETHNOGRAPHIC ANALYSIS	ANTH	60500	3	RE		YES	-	Dec 2018
PRIMARY	THE CONDUCT OF ANTHROPOLOGICAL INQUIRY	ANTH	60600	3	RE		YES	-	May 2019
PRIMARY	SELF, IDENTITY AND AGENCY	ANTH	60900	3	RE		YES	-	Dec 2018
RELATED	SCHOLARSHIP LESBIAN&GAY ISSUES	IDIS	59000	3	RE	A-	-	-	May 2018

Supplemental Notes: [Add A Supplemental Note](#) [View All Notes](#)

Subject	Type	Author	Date Added
EDU INTENTION WARNING	PURDUE	System	04/22/2018
EDUCATIONAL INTENTION	PUBLIC	System	04/22/2018

Items in purple are completed. / Items in green are incomplete. Courses: ** Grades posted here are as of the end of the semester that they were taken.

Late grade changes or title changes may not be reflected. If you see a discrepancy, contact the Graduate School.

Purdue graduate course tallies:

Purdue POS GPA: 3.94

Purdue Primary Area Credit Hours : 24

Purdue Related Area Credit Hours : 3

Purdue Area Not Specified Credit Hours: 0

Language Requirement: None

Comments Regarding Exceptions or Requirements:

Research Credit Hours	ANTH 698 - 9 cr. hrs	This note last updated by SAMPLE, SAMMY STAN on 04/20/2018	Move to Supp Notes
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Advisory Committee Information and Approval Status

Level	Names of Advisory Committee Members	Cert	Faculty Identifier	Status	Department Code	Advisor in Area of
50	Darren Digby (CHAIR)	R	C4299	APPROVED by Darren Digby 04/24/2018 16:32:10	ANTR	
50	Ann Thropology (MEMBER)	R	C6810	APPROVED by Ann Thropology 04/22/2018 09:26:24	ANTR	
50	Archie Ology (MEMBER)	R	C7361	<input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="button" value="Submit Signature"/>	ANTR	

Additional Authorization

Level	Authorization	Required Signature	Status
70	Student	Sammy Sample	SUBMITTED 04/22/2018 07:14:52
60	Plan of Study Coordinator	Graduate Secretary	APPROVED by Graduate Secretary 04/22/2018 09:02:00
20	Graduate Program Authorization Anthropology	Sherylyn Briller	Waiting on higher level signatures
10	Graduate School Authorization	Patricia A. Springer	Waiting on higher level signatures
0	Processor	Richard D. Coffman	Waiting on higher level signatures

Appendix G: Sample MS Program Semester by Semester Planning

	Semester 1	Semester 2	Summer - Data collection	Semester 3	Semester 4
Courses	Core Courses	Core Courses	Research Hours, as needed	Core Courses	Electives
	Foreign Language, if needed	Foreign Language, if needed		Electives	Research Hours
	Methods and Statistics			Research Hours Foreign Language, if needed	Foreign Language, if needed
Committee	Select Advisor and Committee with Advisor's input	Plan research with committee		Discuss data analysis with committee	Submit draft chapters to advisor and committee
	Select Program (Thesis, Non-Thesis PhD or Applied)	Submit Plan of Study early in semester Advisor submits annual progress report		Annual Progress Meeting with committee Submit annual progress report	Advisor submits annual progress report
	Plan Courses			Signal intent to continue to PhD by end of semester (if applicable)	Apply for continuation to PhD by end of sem. (if applicable)
	Discuss progress; submit annual progress report	Submit travel forms, as needed			Declare degree candidacy
	Determine summer project				
Research	IRB or PACUC certification	Work on research plan	Data collection (independently/externally funded)	Analyze data	Make final changes to the plan of study
	Attend CIE Teaching Workshop I Series (if needed)	Submit IRB/PACUC protocol		Attend CIE Teaching Workshop I Series (if needed)	Complete Thesis/Report submitted to advisor before April 1 (to be eligible for continued funding, if applicable)
	Intl students: take OEPT and additional courses (if applicable)			Update IRB/PACUC	Plan continuation to PhD and submit forms if appropriate
	Look into summer funding; apply if possible	Apply for summer funding if possible			If continuing, plan summer training/prep for PhD
Exams		Prospectus (oral presentation and written portion)		Qualifying Exam (oral and written): "Pass" to MS; "High Pass" to be eligible for PhD program	MS Oral Defense (May deadline to be eligible for continued funding, if eligible)
					Submit thesis/report (May deadline to be eligible for further funding) Complete exit surveys

Appendix H1: Sample PhD Semester by Semester Planning (Post Purdue MS)

	Semester 1	Semester 2	Summer	Semester 3 - Fieldwork	Semester 4 - Fieldwork
Courses	600s Courses, Research Hours	600s Courses, Research Hours	Research Hours, if needed	Research Hours, as needed	Research Hours, as needed
	Methods and Statistics, as needed	Electives			
	Foreign Language, if needed	Continue Language (must be satisfied prior to or concurrent with prelim)			
Committee	Annual Progress Meeting with committee; submit annual progress report	Advisor submits annual progress report		Discuss fieldwork/research	Discuss fieldwork/research
	Plan Courses	Meet with committee before fieldwork begins		Annual Progress Meeting with committee	Advisor submits annual progress report
	Submit Plan of Study before prelim	Submit travel forms, as needed	Meet with committee before fieldwork begins	Submit annual progress report	
	Plan fieldwork location; initiate site permissions				
Research	Work on proposal	Submit IRB/PACUC protocols	Research/Fieldwork	Independently/externally funded data collection	Independently/externally funded data collection
	Attend CIE Teaching Workshop I Series (if needed)	Plan intl travel (visa, permissions, travel insurance)		Collect and enter data	Collect and enter data
	Read in subject area	Prepare grants		Revise and resubmit grant applications	Submit IRB/PACUC protocol amendments as needed
	Submit external grants; budget project	Submit in absentia registration request, if needed.			
Exams	None	Preliminary Exam			
		PhD Proposal (Oral presentation and Written)			
		Need final committee approval on proposal before research			

	Summer	Semester 5*	Semester 6*
Courses	Research Hours, if needed	Research Hours, as needed	Research Hours, as needed
Committee		Discuss data/dissertation	Discuss dissertation
		Annual Progress Meeting with committee; submit annual progress report	Advisor submits annual progress report
		Submit chapters to committee	
		Discuss grant, post-doc, job applications with committee and submit	
Research	Research	Analyze data	Final project/grant reports due
		Present at conferences	Analyze and report results
		Update IRB/PACUC	Present at conferences
		Participate in professionalism trainings, seminars and opportunities	
Exams			PhD Dissertation and edits
			PhD Oral Defense
			Dissertation deposit

*Additional semesters as needed.

Appendix H2: Sample PhD Semester by Semester Planning (Post External MS)

	Semester 1	Semester 2	Summer	Semester 3	Semester 4
Courses	Core and 600s Courses, as needed	Core and 600s Courses, as needed	Research Hours, if needed	Electives	Electives
	Methods and Statistics, as needed	Electives		Research Hours	Research Hours
	Foreign Language, if needed	Continue Language, as needed		Continue Language, as needed	Continue Language (must be satisfied prior to or concurrent with prelim)
Committee	Select Advisor and Committee with Advisor's input				Submit travel forms, as needed
	Plan Courses	Advisor submits annual progress report	Meet with committee before any fieldwork	Annual Progress Meeting with committee; submit annual progress report	Advisor submits annual progress report
	Discuss progress; submit annual progress report			Plan fieldwork location; initiate site permissions	Meet with committee before fieldwork begins
	Submit Plan of Study				
Research	IRB or PACUC certification	Work on research plan	Research	Work on proposal	Plan intl travel (visa, permissions, travel insu)
	Attend CIE Teaching Workshop I Series (if needed)	Plan pilot summer research or training		Attend CIE Teaching Workshop I Series (if needed)	Submit IRB/PACUC protocols
	Read in subject area	Prepare grants		IRB/PACUC	Submit in absentia registration request, if needed.
	Research grant options; pilot grant options	Apply for summer funding if possible		Submit external grants	Submit external grants
Exams				Budget project	
	None	Qualifying Exam (oral and written): "High Pass" to be eligible for PhD program		Preliminary Exam	PhD Proposal (Oral presentation and Written)

	Summer	Semester 5 - Fieldwork	Semester 6 - Fieldwork	Summer	Semester 7*	Semester 8*
Courses	Research Hours, if needed	Research Hours, as needed	Research Hours, as needed	Research Hours, if needed	Research Hours, as needed	Research Hours, as needed
Committee		Discuss fieldwork/ research	Discuss fieldwork/ research		Discuss data/dissertation	Discuss dissertation
		Annual Progress Meeting with committee; submit annual progress report	Advisor submits annual progress report		Annual Progress Meeting with committee; submit annual progress report	Advisor submits annual progress report
	Meet with committee before fieldwork begins				Submit chapters to committee	
					Discuss grant, post-doc, job applications with committee and submit	
Research	Research/ Fieldwork	Independently/ externally funded data collection	Independently/ externally funded data collection	Research/ Fieldwork	Analyze data	Final project/grant reports due
		Collect and enter data	Collect and enter data	Analyze data	Present at conferences	Analyze and report results
		Revise and resubmit grant applications	Submit IRB/PACUC protocol amendments as needed		Update IRB/PACUC	Present at conferences
					Participate in professionalism trainings, seminars and opportunities	
Exams						PhD Dissertation
						PhD Oral Defense
						Dissertation Deposit
					*Additional semesters as needed.	

Appendix I: Qualifying Examination Form

QUALIFYING EXAMINATION DEPARTMENT OF ANTHROPOLOGY		
Instructions: Please rate each of the learning objectives and comment on the areas of improvement or detail particular achievements. This information will be used for departmental assessment only.		
Name of Student: _____		
ORAL EXAMINATION:		
Date Exam Held _____		
How well was the learning objective satisfied: 1-Unacceptable; 2-Acceptable; 3-Very Good – indicate a number in the rating column for each learning objective. <i>The committee should confer on the numerical value of each of the ratings.</i>		
Learning Objectives:	Rating:	Comments:
Communication - Presentation - Responses to questions		
Ethical & Responsible Research - Treatment of subjects / materials - Reduction of risk		
Critical Thinking - Ability to synthesize and analyze data		
Knowledge & Scholarship - Knowledge of wider lit.		
WRITTEN EXAMINATION:		
How well was the learning objective satisfied: 1-Unacceptable; 2-Acceptable; 3-Very Good – indicate a number in the rating column for each learning objective. <i>The committee should confer on the numerical value of each of the ratings.</i>		
Learning Objectives:	Rating:	Comments:
Communication - Clarity in writing		
Ethical & Responsible Research - (if incorporated)		
Critical Thinking - Ability to synthesize and analyze data		
Knowledge & Scholarship - Use of wider literature		

QUALIFYING EXAMINATION
DEPARTMENT OF ANTHROPOLOGY

This information will be used for student assessment. **Each member of the committee needs to complete a separate form.**

Name of Student: _____ Exam Date: _____

Please discuss the positive aspects of the oral presentation as well as the areas that need improvement.

Please discuss the positive aspects of the written exam as well as the areas that need improvement.

**QUALIFYING EXAMINATION
DEPARTMENT OF ANTHROPOLOGY**

Instructions: Please indicate whether the results of the examination are Fail, Pass, Pass with Distinction, and whether a retake is recommended. How well did the student do in each of the categories below: 1-Unacceptable; 2-Acceptable; 3-Very Good. *The committee should confer on the numerical value of each of the ratings.*

In order to pass with distinction, a qualifying examination response will demonstrate a capacity for PhD level research, including depth of knowledge of the literature in an anthropological subfield, evidence for self-motivation and independent thought, and the potential to critically and creatively address key problems in the student's areas of interest. To receive a Pass with Distinction, the majority of ratings must be ranked as 3.

Name of Student: _____ **Degree Pursued:** _____

ORAL EXAMINATION: _____ **Date Exam Held** _____

Objective:	Rating:	Notes:
Competency in literature of anthropological subfield or interdisciplinary area		
Ability to communicate knowledge		
Evidence of independent thought		
Potential to critically and creatively address key problems in area of interest		

WRITTEN EXAMINATION:

Objective:	Rating:	Notes:
Competency in literature of anthropological subfield or interdisciplinary area		
Ability to communicate knowledge		
Evidence of independent thought		
Potential to critically and creatively address key problems in area of interest		

COMMITTEE MEMBERS' SIGNATURES

Fail	Pass	Pass with Distinction	Signature	Date	Recommend Retake

Appendix J: Student Request for Continuation MS to PhD Program

***Fill out form and discuss with your advisor for their approval.**
DEPARTMENT OF ANTHROPOLOGY
STUDENT REQUEST FOR CONTINUATION MS TO PhD PROGRAM

Name: _____ DATE _____

MS Final Exam/Defense Date _____

Proposed PhD Research Topic:

On a separate document, please provide a full 1 page single- spaced summary of proposed research planned for the PhD, including theoretical frameworks, research questions and methods anticipated. Attach a separate selected bibliography with key sources. This summary needs to be approved by the prospective advisory committee (at least advisor and one additional member) and the chair of the graduate committee. This document will be considered along with the other requirements in consideration of student readiness to advance from MS to PhD program.

I agree to serve as the above named students advisor for the PhD program:

_____	_____
Signature	Date

Proposed committee members (need at least one signature in addition to advisor):

_____	_____
Signature	Date

_____	_____
Signature	Date

Appendix K: Fieldwork Year Funding Request Form

Fieldwork Year Funding Request Form

Due: January 1

This form is to be used by Anthropology PhD graduate students who are requesting funding during their fieldwork year: the 2nd year for students with an internal MS and 3rd year for students with an external MA/MS. In order to make this request, the student must be making excellent progress in the program: by May 30, coursework and language requirement must be completed, preliminary exam must be passed, PhD proposal must be approved, and proposal presentation must be completed. In addition, the student must apply for at least one PhD grant that is external to the university. Funding is limited and is subject to availability.

Please provide the following information:

Date (or intended date) of Preliminary Exam: _____

Date (or intended date) of approval for PhD proposal: _____

Date (or intended date) of Proposal presentation: _____

By May 30, you must provide the Graduate Program Assistant with updated information regarding progress in the program. If you haven't completed the requirements by May 30, your request will not be considered.

Date (or intended date) and name of external research grants for which you have applied: _____

Date you intend to begin fieldwork: _____

Describe what you will do during this year to advance your PhD research if funded by the department (100 words, attach pages if needed):

By signing below, I indicate that I understand that if I accept funding during this fieldwork year, it will be subtracted from my post-fieldwork awarded funding.

Student Name

Date

Advisor's signature: _____

Appendix L: Requirements for Anthropology Area Concentration in American Studies

For the **Major Field in Anthropology at the MA level**, American Studies students are required to take 12 credit hours in anthropology. The courses should include:

One theory course (ANTH 507)

One subfield course (ANTH 505, 535, 514 or 504)

Two additional anthropology courses related to area of interest (500 or 600 level)

For the **Major Field in Anthropology at the PhD level**, American Studies students are required to take 15 credit hours in anthropology. The courses should include:

One theory course (ANTH 507)

One methods course (ANTH 605 or 606)

One subfield course (ANTH 505, 514, 535 or 504)

One 600 level course

One additional graduate course in Anthropology related to area of interest

PhD Preliminary Examination Requirement: The student must pass the preliminary examination in anthropology during the 3rd or 4th semester. Exam responses should demonstrate breadth and depth within anthropology as well as knowledge of the student's prospective research topic. The written exam will be followed by an oral defense. A 3-person examination committee should include at least 2 Anthropology faculty members.

Foreign Language and/or Research Methods: Students with an area of concentration in **Anthropology** may have the foreign language requirement waived and replaced by demonstrated proficiency in research tools and methodology as required by the Department. This requirement may be met by taking at least three of the following courses and receiving a "B" grade or better in each:

Anth 605, Anth 606, Soc 382, Soc 583 (Application of Social Research Methods [survey methods]).

Appendix M: IBRC Electives (Grouped by Topic)

Nutrition and Metabolism

ANSC 522	Monogastric Nutrition (3 credits) <i>(F)</i>
ANSC 595	Adipocyte Biology (2 credits) <i>(F)</i>
ANSC 620	Proteins and Amino Acids in Nutrition (3 credits) <i>(F)</i>
BCHM 667	Prokaryotic Metabolic Regulation (1 credit) <i>(typically S)</i>
FN 330	Diet Selection and Planning (3 credits) <i>(F)</i>
FN 520	Medical Nutrition Therapy (4 credits) <i>(S)</i>
FN 530	Public Health Nutrition (2 credits) <i>(S)</i>
FN 534	Human Sensory Systems and Food Evaluation (3 credits) <i>(S)</i>
FN 580	Geriatric Nutrition (2 credits) <i>(S)</i>
FN 590	Lipids and Cell Function (2 credits) <i>(F)</i>
FN 590	Nutritional Epidemiology (1 credit) <i>(Sum)</i>
FN 590	Phytochemicals: Biochemistry and Physiology (2 credits) <i>(every other S)</i>
FN/ANSC 605	Nutritional Biochemistry and Physiology I (4 credits) <i>(F)</i>
FN/ANSC 606	Nutritional Biochemistry and Physiology II (2 credits) <i>(S)</i>
FN/ANSC 607	Nutritional Biochemistry and Physiology III (2 credits) <i>(S)</i>
FSCI 609	Food Lipids (1–3 credits) <i>(F)</i>
FSCI 610	Food Proteins (3 credits) <i>(S)</i>
FSCI 630	Carbohydrates (3 credits) <i>(F)</i>

Physiology and Neural Systems

ANSC 514	Animal Biotechnology (3 credits) <i>(F)</i>
BCHM 565	Biochemistry of Life Processes (2 credits) <i>(S)</i>
BIOL 559	Endocrinology (3 credits) <i>(F)</i>
BIOL 573	Molecular Biology Of Animal Cells (3 credits) <i>(F)</i>
FN/ANSC 605	Nutritional Biochemistry and Physiology I (4 credits) <i>(F)</i>
FN/ANSC 606	Nutritional Biochemistry and Physiology II (2 credits) <i>(S)</i>
FN/ANSC 607	Nutritional Biochemistry and Physiology III (2 credits) <i>(S)</i>
PSY512/BIOL562	Neural Systems (3 credits) <i>(S)</i>

Growth, Development and Aging

ANSC 555	Animal Growth and Development (3 credits) <i>(S)</i>
BIOL 444	Human Genetics (3 credits) <i>(F)</i>
BIOL 481	Eukaryotic Genetics (3 credits) <i>(S)</i>
BIOL 595	Developmental Biology (3 credits) <i>(F)</i>
FN 580	Geriatric Nutrition (2 credits) <i>(S)</i>
FN 590	Basic Bone Biology (0-4 credits) <i>(F)</i>
PSY 367	Adult Development and Aging (3 credits) <i>(F, S, Sum)</i>
PSY 535	Psychology of Death and Dying (3 credits) <i>(typically S)</i>
PSY 560	Cognitive Functioning in Older Adults (3 credits) <i>(S)</i>
VCS 650	Biology of Aging (1-3 credits) <i>(S)</i>

Behavioral Analyses Including Learning and Memory

BIOL 580	Evolution (3 credits) <i>(S)</i>
BIOL 592	The Evolution Of Behavior (3 credits) <i>(S)</i>

BIOL 595	Animal Communication (3 credits) <i>(F)</i>
PSY 333	Motivation (3 credits) <i>(F, S, Sum)</i>
PSY 494	Introduction to Ethology (3 credits) <i>(F)</i>
PSY 615	Introduction to Psychobiology <i>(check with department)</i>
PSY 622	Animal Learning (3 credits) <i>(F, S)</i>

Experimental Methods and Statistics

AGEC 605	Agricultural Price Analysis (3 credits) <i>(F)</i>
AGEC 632	The Economics of Health Care and Health Policy (3 credits) <i>(F)</i>
AGEC 691	Population Economics (3 credits) <i>(F)</i>
CPB 619	Design, Conduct and Analysis of Clinical Trials (2 credits) <i>(typically F)</i>
CPB 623	Microcomputer Applications in Clinical & Biomedical Research (3 credits) <i>(S)</i>
HK 611	Data Analysis in Health and Kinesiology (3 credits) <i>(F)</i>
PSY 600	Statistical Inference (3 credits) <i>(F, S)</i>
PSY 601	Correlation and Experimental Design (3 credits) <i>(F, S)</i>
STAT 501	Experimental Statistics I (3 credits) <i>(F, Sum)</i>
STAT 502	Experimental Statistics II (3 credits) <i>(S, Sum)</i>
STAT 503	Statistical Methods for Biology (3 credits) <i>(F, S)</i>
STAT 511	Statistical Methods (3 credits) <i>(F, S)</i> [if not used as core requirement]
STAT 512	Applied Regression Analysis (3 credits) <i>(F, S, Sum)</i> [if not used as core requirement]
STAT 514	Design of Experiments (3 credits) <i>(F, S)</i> [if not used as core requirement]

Additional Seminar Options

(after satisfying two required seminars, additional seminars may be taken)

ANTH 609	Seminar in Professionalism (2-3 credits) <i>(S – may be repeated)</i>
FN590/PSY692	Ingestive Behavior Seminar (1 credit) <i>(every other F – may be repeated)</i> [in addition to use as a core requirement]
PSY 696	Seminar in Neurobiology, Endocrinology, and Behavior (1 credit) <i>(F, S – may be repeated)</i>

Additional Related Courses

BIOL 585	Ecology (3 credits) <i>(F)</i>
FN 534	Human Sensory Systems and Food Evaluation (3 credits) <i>(S)</i>
FN590/PSY692	Special Topics in Ingestive Behavior (3 credits) <i>(every other S – may be repeated)</i> [in addition to use as a core requirement]
PSY 633	Special Lectures in Neuroscience (2 credits) <i>(F)</i>
PSY 635	Ethical Issues in Biomedical Research <i>(check with department)</i>
PSY 692	Evolutionary Psychology (3 credits) <i>(F)</i>

**** Notes:** (course offerings are subject-to-change)

(S) = Course typically offered in Spring

IBRC CORE CURRICULUM		
How many units do you need for the Ingestive Behavior concentration?	Lowest # of units required	Highest # of units required
13 courses; units will vary		
1. Core Program: The first part of the Core includes 5 courses for a total of 11 units. The next 8 courses are chosen from the categories below.	11	11
2. Statistics: Take 2 of the 3 courses offered. Each course is 3 units each.	6	8
3. Ethics: Take 1 of 2 courses offered.	1	2
4. Seminars: Take 2 of the 5 seminars offered.	2	4
5. Electives: Select 3 elective courses from the suggested list which is grouped by topics below.	4	12
* Nutrition and Metabolism		
* Physiology and Neural Systems		
* Growth, Development and Aging		
* Behavioral Analyses including Learning and Memory		
TOTAL required units to be taken for core curriculum.	24	35
The difference in units depends on which electives are chosen within group topics.		

Appendix N: Student Emergency Information Card



Student Emergency Information Card	
Student Name _____ Date of Birth ____/____/____ Citizenship _____ Study Abroad Program Name _____ Abroad Program Emergency Contact _____ address _____ phone # _____ cell # _____ e-mail _____ Abroad Housing Emergency Contact _____ address _____ phone # _____ cell # _____ e-mail _____ Home (U.S.) Campus Emergency Contact _____ Purdue Police _____ address _____ city _____ state _____ zip _____ 765-494-8221 _____ phone # _____ cell # _____ e-mail _____	Family (U.S.) Emergency Contact _____ address _____ city _____ state _____ zip _____ phone # _____ cell # _____ e-mail _____ Insurance Company _____ Policy # _____ 24 Hour Ph # _____ Embassy/Consulate _____ phone # _____ address _____ Equivalent 911 Abroad _____ phone # _____ Nearest Hospital Abroad _____ phone # _____ address _____ Passport # _____ Blood Type _____ Special Medical Conditions _____ Wishes In Event of Serious Injury/Death _____

Appendix O: Sexual Harassment, Assault and Emergency Response and Prevention

On Campus and Travel Abroad Resources

BASIC INFORMATION: Purdue Website SHAN Network includes information on what sexual harassment is and who to turn to for help <https://www.cla.purdue.edu/facultyStaff/shan/>

[Purdue Website on Sexual Violence Awareness: https://www.purdue.edu/sexual_assault/](https://www.purdue.edu/sexual_assault/)

UMD on Harassment <http://www.health.umd.edu/mentalhealth/sarpp/relationship>

American Anthropological Association's (AAA) Policy on Sexual Harassment and Sexual Assault:

http://s3.amazonaws.com/rdcms-aaa/files/production/public/AAA_SH_Policy_2018.pdf

Purdue-reporting on campus: The Office of the Dean of Students (ODOS) has a 15-member on-call team (OOT) that is prepared to assist students in crisis, including the aftermath of a sexual assault. You cannot contact the OOT directly, but [Purdue's police department](#), [Franciscan Health Lafayette East](#) and the [Mental Health America of Tippecanoe](#) can contact the OOT on your behalf, and only at your request.

For non-immediate threats, students can report incidents online at <https://cm.maxient.com/reportingform.php?PurdueUniv>

BEFORE YOU TRAVEL Make a Personal Emergency Action Plan and Card and Review SAFETI Sexual Harassment Information and associated training materials:

Personal Emergency Action Plan. Develop an emergency planning kit with contact information, access to money and a plan in the event of illness or other emergency. This link contains a series of questions to prompt you to collect the information you might need and keep it in one place. <http://www.studyabroad.purdue.edu/safety/peap.cfm>

Information on Sexual Harassment And Prevention For Students Studying Abroad

http://globaled.us/safeti/v1n22000ed_sexual_harassment_and_prevention.asp

SAFETI Training Workbook for Students Traveling and living overseas. This workbook is modeled on Peace Corps training materials used for training on sexual harassment with useful case studies. <http://globaled.us/peacecorps/personal-safety-and-awareness-workbook.asp#2015>

WHILE AWAY:

Purdue Emergency Contact System for Purdue Student Travelers *In the event of severe illness or injury to a Purdue student(s), or if a Purdue student is the victim of a crime, on-site staff should be contacted immediately. After the immediate needs of the student have been met, telephone the Purdue Study Abroad Office at +765 494 2383 during weekday business hours (EST) to report the problem or incident. If it is felt that a Purdue official should be contacted outside of weekday business hours, telephone the Purdue Police Department at +765 494 8221, who will get a message to the appropriate Purdue official right away. Purdue has an Emergency Card form you can fill out and leave a copy with your US emergency contacts and keep a copy with you at all times while traveling.* http://www.studyabroad.purdue.edu/safety/emergency_card.cfm

Anthropology Department Contacts. Please don't hesitate to contact your faculty advisor, Talin Lindsay

(tlindsay@purdue.edu), Melissa Remis (remism@purdue.edu or 765-494-3665), and/or Michele Buzon (mbuzon@purdue.edu or 765-494-4680) if a situation arises in the field that you are uncomfortable about and would like to get advice. You can call the department office (765-496-7400) to leave a phone number for one of us to return your call. Advisors should be sure that their own students have a mobile phone number or email for their faculty, which is checked daily before the students leave for the field. Consider also exchanging information with the department head, or another faculty as a back-up. This does not substitute for contacting local authorities, those responsible for your field site or other people who can help you locally, more immediately or directly. However, we can listen, brainstorm with you to find appropriate channels on campus or where you are to respond to your concerns and provide a way for you to document the issue.

Other Useful Travel Safety Websites:

- [Country Specific Information](https://travel.state.gov/content/studentsabroad/en.html) from the U.S. Department of State. Includes worldwide U.S. Embassy locations, current crime and security information, travel tips specific to each country, and much more.
<https://travel.state.gov/content/studentsabroad/en.html>
- [Responsible Study Abroad: Good Practices for Health and Safety](#) from the Association of International Educators (NAFSA). A comprehensive list of responsibilities that program providers should address to participating students and their parents.
- [Smart Traveler Enrollment Program \(STEP\)](https://step.state.gov/step/) from the U.S. Department of State. Enroll in STEP for better governmental assistance in case of an emergency abroad. <https://step.state.gov/step/>
- Get [Help in an Emergency while Overseas](#) from the U.S. Department of State.
- Help for US Citizen Victims of Crime Overseas <https://travel.state.gov/content/passports/en/emergencies.html>
- [Rape Abuse and Incest National Network](http://www.rainn.org/). This site contains a lot of information on seeking help and helping others.
<http://www.rainn.org/>
- [Forced Marriage Prevention](#) from the U.S. Department of State.

Appendix P: Departmental Alumni Survey

Department of Anthropology Alumni Survey

Name: _____

Address after Graduation: _____

Email and Phone Number after Graduation: _____

1) What is the status of your postgraduate plans (in the next year)?

- ☐ Returning to, or continuing in, pre-degree employment
- ☐ Have made definite commitment for “postdoctoral research” or other work
- ☐ Negotiating with one or more specific organizations
- ☐ Seeking position but have no specific prospects
- ☐ Other full-time degree program (e.g., PhD, MD, JD, MBA, MPH etc.)
- ☐ Do not plan to work or study (e.g., family commitments, etc.)
- ☐ Other – Specify _____

2) What best describes your postgraduate plans (within the next year)?

- ☐ “Postdoctoral research” or further training
- ☐ Academic Employment (teaching, research in a college or University setting)
- ☐ Applied anthropological work outside academia

3) If you will be employed or funded for research after graduation, where will be your place of employment or affiliation and what will your position be?

4) If you will not be employed after graduation, what are your plans? _____

Is there a name and address of a person who is likely to know where you can be reached in case your address changes in the future? _____

Would you like added to the Department of Anthropology mailing list after you graduate?

☐ YES ☐ NO

Please keep us up to date with your career progress and contact information. Thank you!

Purdue University, Department of Anthropology, Stone Hall, Room 326C, 700 W. State Street, West Lafayette, Indiana 47907
anthgrad@purdue.edu

**Purdue University, Department of Anthropology
Graduate Program Office
Stone Hall, 700 W. State Street, Room 310
West Lafayette, IN 47907-2059
(765) 496-7428 Fax: (765) 496-7411
anthgrad@purdue.edu
<http://www.cla.purdue.edu/anthropology/graduate>**