Department of Anthropology Handbook for Graduate Students
September 2022

PROGRAM REQUIREMENTS (as described on the Graduate Studies web page, including pending changes)

Total Credit Hours Required (30): A minimum of 24 hours of course work plus 6 thesis hours (ANTHR 699R); A minimum of 20 hours (of the 24 noted above) must be taken under the direct instruction of professional anthropologists at BYU or in another acceptable department at the university. Required and additional courses are noted below.

Required Core Courses:

Archaeology Emphasis

ANTHR 600 (History of Anthropology – Fall)
ANTHR 601 (Current Archaeological Method & Theory - Winter)
ANTHR 602 (Quantitative Methods for Anthropology)
ANTHR 512 (Heritage Resource Management – offered in the fall of even years)

Sociocultural Emphasis

ANTHR 600 (History of Anthropology – Fall)
ANTHR 503 (Contemporary Anthro, Theory - Winter)
ANTHR 543 (Ethnographic Data Analysis – Fall)
ANTHR 639R (Special Topics in Psychological Anthro)

Additional Courses: 12 hours of electives from ANTHR 530-695R, with a maximum of six hours from 695R.
Examinations: (A) Oral presentation of thesis proposal; (B) Oral comprehensive examination in conjunction with the thesis proposal; (C) Oral defense of the written thesis.
Final Written Thesis: 6 hours of ANTHR 699R and successful completion of a master's level thesis.

RECOMMENDED COURSE PLAN FOR COMPLETING YOUR DEGREE IN THE EXPECTED 2 YEARS

Year One

□ Fall (1st year): 9 credits, develop project, form committee/turn in program of study.

□ Winter (1st year): 9 credits, write prospectus (submit draft by mid-February to leave time for feedback and edits), defend prospectus and oral comprehensive exam (by end of April).

□ Spring/Summer: Fieldwork-- 6 credits of ANTHR 695.

Year Two

□ Fall (2nd year): 6 credits of coursework (if needed/desired); analyze data, start writing thesis. Sociocultural emphasis students should take ANTHR 543 this term.

□ Winter (2nd year): finish writing thesis -- 6 credits of 699 (submit draft by mid-January to give time for feedback and edits); defend thesis, graduate.

NOTE: if all credits described above are taken, that is a total of 36 credits, 6 more than are required. Whenever possible, students should use their coursework to develop their research prospectus and to develop their mastery of research methods.

Also note that if you are pursuing a Museum Certificate, additional coursework will be needed*.

*To meet the Museum Certificate requirements, the program of study needs to include 1) Anthr 522, 524, 526, 625, and 688; 2) six hours of Anthr 696R (internship credit); and 3) at least 3 hours of elective credit. All of your graduate committee members need to approve the program of study online, with final approval (also online) coming from the Graduate Program Manager (normally this is the departmental Office Manager).

EXAMPLE 2-YEAR COURSE PLANS

SOCIOCULTURAL

Year One

Fall – 600: History of Anthropology; Elective; Elective (remember, electives should help you develop your project); Form committee; Develop project; Turn in program of study.

Winter – 503: Contemporary Anthropological Theory, 639: Psychological Anthropology, 642: Ethnographic Research Design; Write and defend prospectus and complete oral comprehensive exam.

Spring/Summer – 695: Ethnographic Field Research (6 credits)

Year Two

Fall – 543: Ethnographic Data Analysis, Elective or other coursework (if desired)

Winter – 699 Thesis; Write thesis and defend thesis; Graduate

ARCHAEOLOGY

Year One

Fall – 600: History of Anthropology; Elective; Elective (remember, electives should help you develop your project) OR 512: Heritage Resource Management (offered in even years); Form committee; Develop project; Turn in program of study.

Winter – 601: Current Method & Theory; 602: Quantitative Methods (offered every two years); Elective; Write and defend prospectus and complete oral comprehensive exam.

Spring/Summer – 695: Field Research (6 credits)

Year Two

Fall –Elective OR 512: Heritage Resource Management (offered in even years)

Winter – 699 Thesis; Finish writing/editing thesis and defend thesis; Graduate

MASTERS THESIS COMMITTEE DETAILS

Your MA committee should include at least three members, one of whom is designated as Committee Chair. The Chair must be an Anthropology faculty member with graduate faculty status (currently all the full-time faculty in the department have graduate faculty status). At least two members of the committee must have graduate faculty status at BYU, but typically committees have three BYU faculty members with graduate faculty status. It is sometimes appropriate to have additional members of the committee, who are not full-time faculty or who are not employed by BYU. Consult with your Committee Chair about this. If you want to have someone on your committee who does not have graduate faculty status at BYU, the department has to petition to allow them to be on your committee.

You need to ask faculty to be on your committee, and they are not obligated to say yes. You should form your committee in Fall semester of your first year or the beginning of Winter semester of your first year at the latest so that you can defend your prospectus Winter semester of your first year. You should expect to explain to potential committee members what you plan on doing for your thesis and why you think that particular faculty member should agree to be on, or be the chair of, your committee.

THESIS AND RESEARCH HOURS

Thesis and research hours are not structured courses, but they do require work and will result in a grade that will affect your GPA. The Graduate Coordinator is usually listed as the instructor for thesis and research hours, but your work in these courses will be supervised by your Committee Chair who will report your grade to the Graduate Coordinator. Make a plan with your Committee Chair of what you will accomplish during the semester and have it approved by your Committee Chair. Your plan should include a schedule of regular meetings with your Chair.

THESIS PROSPECTUS DEFENSE AND ORAL EXAMINATION

The thesis prospectus defense and the comprehensive exam should be completed in your second semester in the program, but they MUST be completed by the end of your third semester in the program or you will receive an UNSATISFACTORY evaluation (two such evaluations will lead to your termination from the program). The prospectus defense and the comprehensive exam occur in the same meeting. Students need to work with their committee members and the Office Manager to schedule the time and reserve a conference room for at least two hours.

In consultation with the chair of your committee, each graduate student develops and writes a thesis prospectus of around ten pages, compiles a bibliography of significant empirical, theoretical, and methodological articles consulted for the prospectus, and writes a summary abstract. The prospectus is a critical aspect of the student's project that precedes intensive research; your committee's review and approval of the prospectus is important to ensuring there are no major problems in your research design and that the research is appropriately scaled for a thesis project. Your bibliography should include a references cited section (for publications actually cited in the thesis prospectus), and a further reading section (for works relevant to your thesis that are not cited in the prospectus, whether you have read them yet or not).

Preparing the prospectus in consultation with your Committee Chair means you should discuss your thesis topic with your Committee Chair. This may mean that you will need to submit and revise several drafts of the prospectus to your Committee Chair, so be sure to factor this time into your timeline. Once the Committee Chair approves the prospectus and bibliography, they will be shared with the rest of the committee, and you will receive one more round of comments that may necessitate further revisions.

The Committee Chair's approval is required before the prospectus defense is scheduled, and the prospectus must be submitted to the rest of the committee AT LEAST two weeks prior to the prospectus defense date. To allow for time for feedback on drafts, you will need to submit your prospectus early in Winter semester of your second year. You will need time to revise the prospectus (probably several times), and your committee chair will need time to read the drafts (two weeks is a good general rule for how long it will take to get feedback), and you have to wait two weeks after you have completed the final draft to defend.

The thesis prospectus defense is open, and other students frequently attend. Once you have scheduled the defense, you should work with the Office Manager to make sure that all department faculty and graduate students are notified of when and where the defense will occur. The prospectus defense includes a 20-minute (or less) presentation by the student, followed by questions by the committee and other attendees concerning the proposed thesis and the bibliography. After the prospectus defense, any non-faculty members in attendance will be asked to leave, and the oral comprehensive exam will begin. The comprehensive exam will include general questions about method, theory, and previous empirical work relevant to your project as well as questions about the possible connections among method, theory, and your proposed thesis. Museum Certificate students should also expect questions relevant to the Museum Certificate program.

After the comprehensive exam, the student leaves the room for a short period during which the committee discusses the defense and comprehensive exam. After this discussion, the student is invited back into the room to hear the results of the discussion. It is possible (but rare) for a student to fail the defense or exam and be required to repeat one or both of them. More often, the student will be asked to revise aspects of the proposed thesis research and/or to do additional readings in order to strengthen their understanding of important aspects of theory and method, especially ones that are important to the thesis topic. The committee may require the student to submit a written summary of supplemental readings to the Committee Chair.

WRITING AND DEFENDING YOUR THESIS

By early in Winter semester of your second year, you should have submitted a complete first draft to your Committee Chair for review, typically no later than mid-January. You should expect to submit, receive comments on, and revise several drafts of your thesis, and this can be done as you write and complete chapters, but the process should always include close consultation with your Committee Chair. Once the Committee Chair agrees that it is ready, you will need to circulate your thesis to your other committee members. In some cases, there will be at least one more round of comments and revisions before you will be approved to schedule your defense. This is at the discretion of your Committee Chair. Either way, students should submit their thesis to their committee AT LEAST one month before the intended thesis defense date. The time from submitting your first draft to defending your thesis will take months, so plan accordingly. This means you will need to submit to your chair a complete first draft at the start of the semester in which you plan to defend and graduate.

Permission from your Committee Chair or the graduate coordinator is required before you can schedule a thesis defense. The defense MUST be scheduled for AT LEAST one week before the University deadlines for thesis defense, which can be found on the following webpage: https://registrar.byu.edu/graduation-dates-and-deadlines. Any thesis defense later than this will delay graduation until the next semester. Also note that if the committee determines at the defense that substantial revisions are required, it will be the student's responsibility to make these changes and edit the document according to the standards of the department and the university. In some cases, this will be impossible before the graduation deadlines, and the student will need to wait until the next semester to complete the revisions so that they can graduate. Students can avoid this by scheduling their defense date earlier in the semester. Also note that defenses should not be scheduled during spring or summer terms due to the research/travel schedules of committee members, so please be sure to coordinate with your Committee Chair.

The thesis defense is open, and other students and faculty members will often attend. You should schedule a conference room on the day of the defense for two hours. It is the student's responsibility to coordinate this with your committee and the Anthropology Department Office Manager. The format of the defense includes a 20 minute presentation of the thesis, followed by questions from the thesis committee and the audience. This usually lasts about an hour. Once the questioning is done, the audience and the student will be asked to leave the room while the committee members deliberate. The student is then invited back into the room to hear the results. Possible outcomes of the defense are:

1. Pass
2. Pass with Qualifications
3. Recess
4. Fail

Pass means no revisions to the thesis are required.

Pass with Qualifications means that some revisions are required (the committee will specify what revisions are necessary).

Recess means major changes are necessary, and the thesis defense will have to be repeated after changes are made.

Fail means there is not a second chance.

In practice, most defenses result in a Pass with Qualifications. The few cases in the department that have resulted in a Recess or Fail have *always* been the result of students not working closely with their committee or waiting so long to complete a thesis draft that there was insufficient time for revisions.

Any revisions required by the thesis committee after the defense must be completed at least three days before the deadline or the graduation will be deferred to the next semester. Once the thesis is revised and the revisions are approved by the Committee Chair, the document needs to be formatted and submitted electronically by the deadline. Graduate studies and the department have formatting guidelines; department guidelines will be described in a separate document (soon to be completed). Once the thesis is submitted electronically, it has to be reviewed and approved by graduate studies, the department graduate coordinator, and a representative of the College of Family, Home, and Social Sciences. This process can take more time than you might expect, so be sure to factor in at least a week in your schedule for this final step.

Other Important Information

GRADUATE STUDENT EVALUATIONS

Graduate Studies requires the faculty to evaluate each student's progress twice a year. Each student's progress is evaluated as Satisfactory, Marginal, or Unsatisfactory. To complete these evaluations, each student should meet once a semester with their thesis Committee Chair to review the program of study, courses completed or in progress, grades, and progress in thesis research and writing. Students who are in both the MA and the Museum Certificate Programs should also include Cynthia Finlayson and/or Paul Stavast in this meeting. Students who have not yet formed a committee should meet with the department graduate coordinator. It is the responsibility of the student to speak with their Committee Chair each semester about their plans and progress.

At this meeting, the student and the faculty members on the graduate committee should go over and complete the department's Graduate Student Evaluation Form (available as a Word document on the department website). The student should fill out the first part of the form, leaving room for the Committee Chair to add additional comments.

The student should write a short entry under "Progress Since Last Evaluation", making special note of whether goals listed in the previous evaluation were met. If it is the first time you have been evaluated, just explain what you have done in the program so far. List any progress toward your thesis, thesis prospectus, or comprehensive exams, as well as internships or relevant employment and accomplishments such as conference presentations or publications in this section. Under "Goals/Expected Progress" write a short statement about courses planned for the next semester (at least), as well as plans related to thesis research and writing, employment, internships, etc. You can fill out the form in Word but bring a hard copy to the evaluation meeting so your Committee Chair can sign it. Once the form is completed and

signed, a copy will be placed in the student's file, and the student's evaluation will be updated online by the Graduate Program Manager. The student should also keep a copy of the form, complete with signatures and comments.

Here are some things that may lead to a less-than-satisfactory progress report (taken from the BYU Graduate Studies policy document):

A. Marginal progress may include the following:
1. Failure to submit Program of Study.
2. Failure to establish a graduate committee.
3. Registering for thesis hours when little or no work has been done.
4. Failure to submit an approved thesis/dissertation prospectus.
5. Minimal contact with chair or advisory committee members.
6. Prospectus or thesis/dissertation draft not approved.
7. Limited progress toward courses and requirements on Program of Study.
8. Poor performance in clinical/externship/applied experience.
9. Poor performance in research.

B. Unsatisfactory progress may include the following:
1. Grade in a course falling below B-.
2. Failure to complete Program of Study.
3. Failure to establish a graduate committee.
4. Failing a course.
5. Registering for thesis hours when little or no work has been done.
6. Failure to submit an approved thesis/dissertation prospectus.
7. Failure of comprehensive exams.
8. Minimal or no contact with chair or advisory committee members.
9. Prospectus or thesis/dissertation draft not approved.
10. Lacking progress toward courses and requirements on Program of Study.
11. Poor performance in clinical/externship/applied experience.
12. Rated as marginal in previous review and has not remediated weak areas.
13. Concerns about ethical or professional behavior.
14. Poor performance in research.
15. Failure to resolve any problems or fulfill any requirements indicated in a previous marginal or unsatisfactory review.

Note that back-to-back Unsatisfactory or an Unsatisfactory following a Marginal will result is dismissal from the program.

SCHEDULING COURSES

Students in the MA program must take ANTHR 600 their first semester. Those emphasizing archaeology should take ANTHR 601 in their second semester, unless there are unusual circumstances that prevent this. Similarly, sociocultural students should take 503 in their second semester. The Graduate Coordinator must approve any deviation from this policy. Other course scheduling is more flexible, but there are some important things to consider. In particular, the other required courses are not taught every year. Usually they are taught every two years, but occasionally the schedule is irregular. That means that you should take them as soon as you can because not doing so may delay your graduation.

The core courses for the Museum Certificate program (Anthr 522, 524, 526, and 625) are also on a two-year rotation. Again, this means that you should take them as soon as you can or be prepared to wait two years for another opportunity. The Museum Projects course (Anthr 688) is usually taught in the summer. Internships (Anthr 696) can be done at any time, but these usually also occur in the summer.

Appendix A
Graduate Student Evaluation Form

Department of Anthropology

Graduate Student Evaluation Form

Student Name_____ Date_____

Courses

Course	Grade	Hours	Semester	Requirement Met
Anthr 600				Required for MA
Anthr 699R				Required for MA
Anthr 699R				Required for MA

(add lines to the table if necessary)

Progress Since Last Evaluation:

Goals/Expected Progress:

Committee Comments:

Committee Chair_____ Evaluation_____

Appendix B

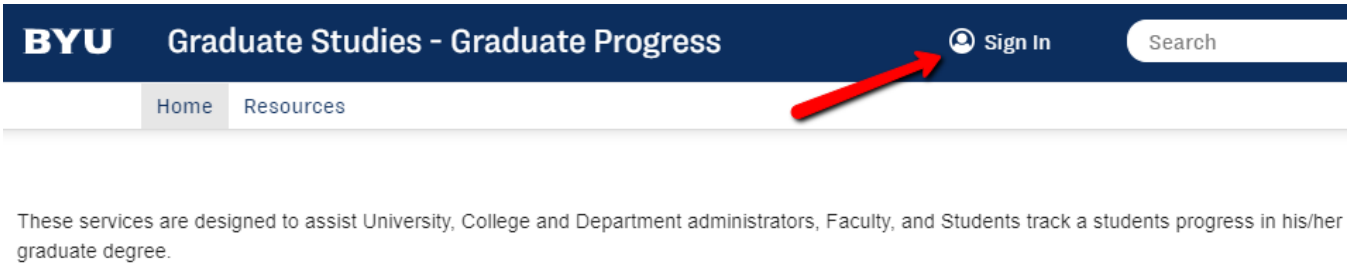
Graduate Studies Instructions for Using GradProgress

Online Procedures for Selecting a Committee, Creating a Program of Study, Uploading a Prospectus, Thesis or Dissertation, and the ETD

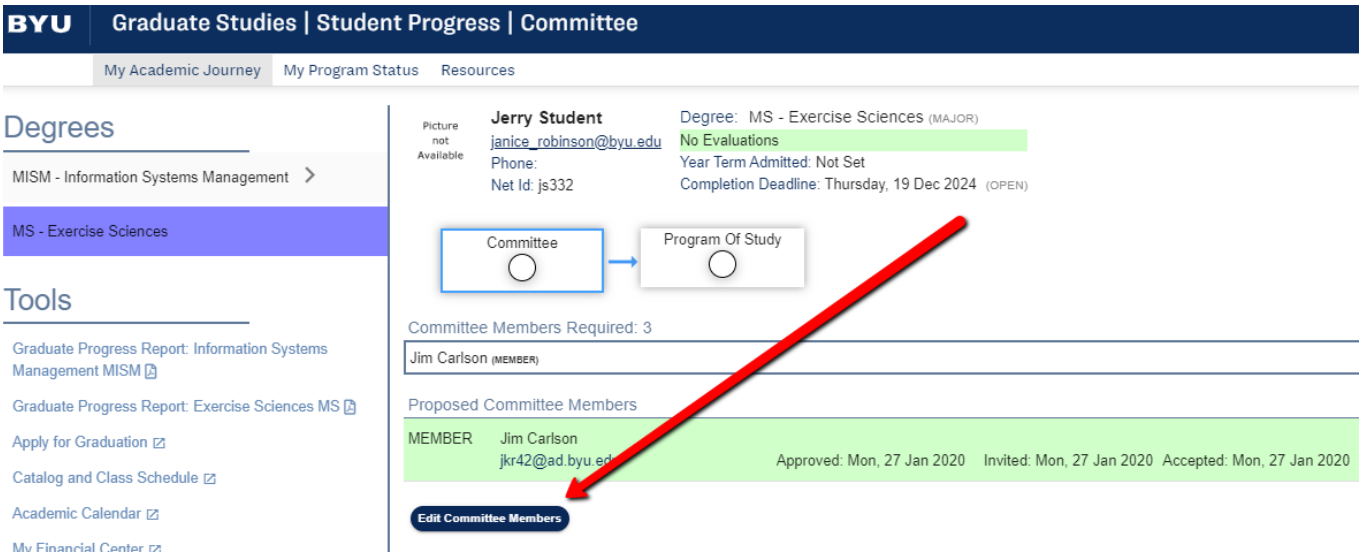
Welcome to the new online graduation tracking website! This new page will allow you to request committee members, create programs of study, and manage additional graduation requirements without having to get physical signatures. All approvals and notifications are done online and by email. Additionally, you will have access to Resources you will need as you complete your program.

Step 1: From My BYU, go to https://gradprogress.sim.byu.edu/ The shortcut url is gradprog if you are already logged in to MyBYU.

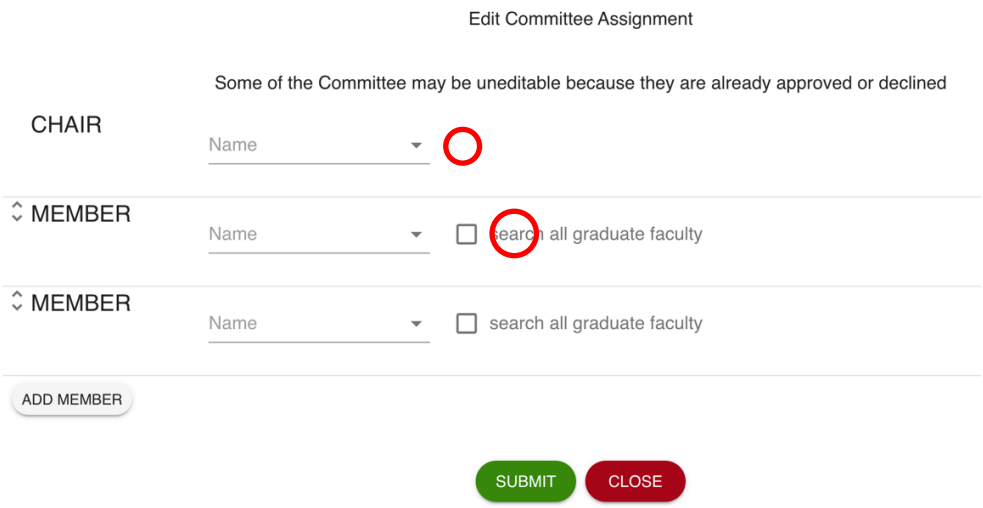
Step 2: Click the "Sign In" link at the top right of the screen and enter your BYU Net ID and password.



Step 3: Select the members of your graduate committee by clicking on the "Edit Committee Members" button.

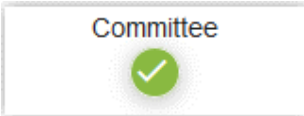


Step 4: Use the small dropdown arrow on the right of each field to select the names of your Committee Chair and members. A master's degree requires a minimum of a chair and two members, a doctoral committee requires a minimum of a chair and three members. The default dropdown options list faculty in your department only. If you would like a committee member from another department on campus, click the "search all graduate faculty" box. The dropdown arrow displays all graduate faculty alphabetically by last name. When you are finished, click the "Submit" button.



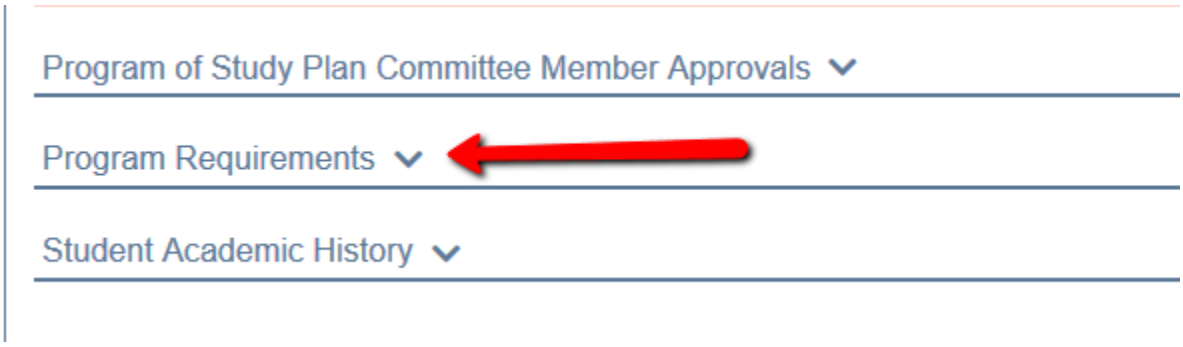
Step 5: Once your committee has been selected and submitted, the next step is to invite them to serve on your committee. This is done by clicking the "Send Invite" button beside each name (or you can send to all who have not accepted). Once the invitation has been sent, the date will appear to the right of the name. If you don't see confirmation, you may click the "Resend Invite" button beside the names. You will use this page to edit the committee members as well. Faculty receive an email and they can accept by clicking a link in the email.

Once everyone has accepted the request to be on your committee, and the committee has been approved by the program manager or coordinator, the "Committee" block will indicate the approval and display the checkmark.



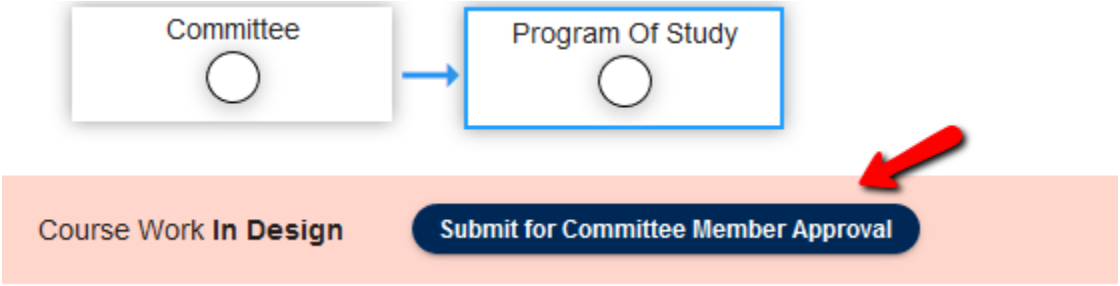
You may proceed to create a Program of Study while you are waiting for committee acceptance and approval.

Step 6: Click on the Program of Study (POS) box to open a new subsection of the page. Some required courses may already be populated if your program has specific courses that everyone must take. Select the second line to add more courses:



Use these buttons to add and remove courses while you are in the Planning stage.

Once you are satisfied with your POS, submit it to your committee for approvals using this button near the top of this progress milestone:



Step 7. Once your committee has approved your POS, the graduate program manager will be notified to do a final check and give final approval. Some adjustments may be needed and can be entered by the program manager. You will be notified by email when your POS is approved.

Prospectus:

Once you have a prospectus ready for review (thesis, dissertation or project programs), you upload it on the Graduate Progress page. You must convert it to PDF before upload and may enter a title. Your faculty will be notified by email that they can view your Prospectus. They may make comments and ask for edits. You will be notified by email of necessary changes and be required to upload a new version. All versions are kept, but only the last one will appear in the viewing box. Previous versions can be accessed on the left side date links.

Once all committee members are satisfied, you will be notified of their approvals by email.

Ready for Defense:
After you have completed your research or project, you upload your written work into the progress milestone called "Ready for Defense." It looks just like the Prospectus progress milestone. This is where you will share your written work with your committee to read and make comments for edits needed. Read the Resource page for requirements and samples and FAQs about your written work formatting.

Defense:
Once all committee members have approved, you will work with your graduate program manager to schedule a time for your defense. This will be displayed on the page, and all committee members will be notified. They work with the program manager (independent of this page) to find a time agreeable to all. After your defense you may be asked to make further edits in your work and your defense status will be listed as Qualifications.

All edits or revised versions should be uploaded in the 'Ready for Defense' progress milestone. Your Committee Chair will submit the "Pass" status once he/she is satisfied.

ETD:
If you are in a Thesis or Dissertation program, you will continue to upload your ETD in this progress milestone.

You are entering publication details that will be searchable and used to catalog your work in the digital library. You will enter your name again in the correct fields (first, middle, last) which are used for the library catalog search functions.

You have to enter some items like Key words, Abstract, Availability, and check some agreements.

PUBLICATION DETAILS DOCUMENT

Required Fields *

Author Name* full name here

This is how your name should appear on the title page and after the copyright and on the abstract page. Punctuation may be added where needed.

First Name Middle Name Last name

Please verify names are in the correct field.

Availability*

- Release the scholarly work **immediately** for worldwide access. Please select immediate release unless there is a patent, copyright or publication issue.
- Delay the release of the entire work for one year, for **publication** purposes. After the one year delay, automatically release the work for worldwide access. [The student author or the student's committee chair may request the work be released sooner than one year by submitting a request to Graduate Studies.]
- Secure the entire work for export control or patent purposes; please select the appropriate box below. During the secured period, the copyright owner agrees to not exercise his/her ownership rights, including public use in works, without prior authorization from BYU. This secure option requires approval from Graduate Studies. The secured work will be released to the digital library after Graduate Studies has been given permission to do so.
  - **Export Control** - My work has export control restrictions
  - **Patent** - My work involves a patent
- Creative Work to be held under Embargo until I notify Graduate Studies that it should be released to the digital library.

Language English

Orcid ID

Key Words*

Each key word should be separated by a comma. Example: chemical, computer, music, Joseph Smith, DNA, values

Abstract*

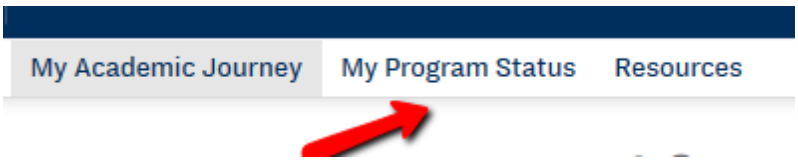
In the **Document subsection**, you will upload a PDF document. It must have all fonts embedded as well as bookmarks for each heading in the table of contents.

This document must be approved by Graduate Studies (preliminary pages), department, college and then final approval by Graduate Studies for publishing to the digital library. You can receive comments at any stage requiring you to make edits so pay attention to your emails.

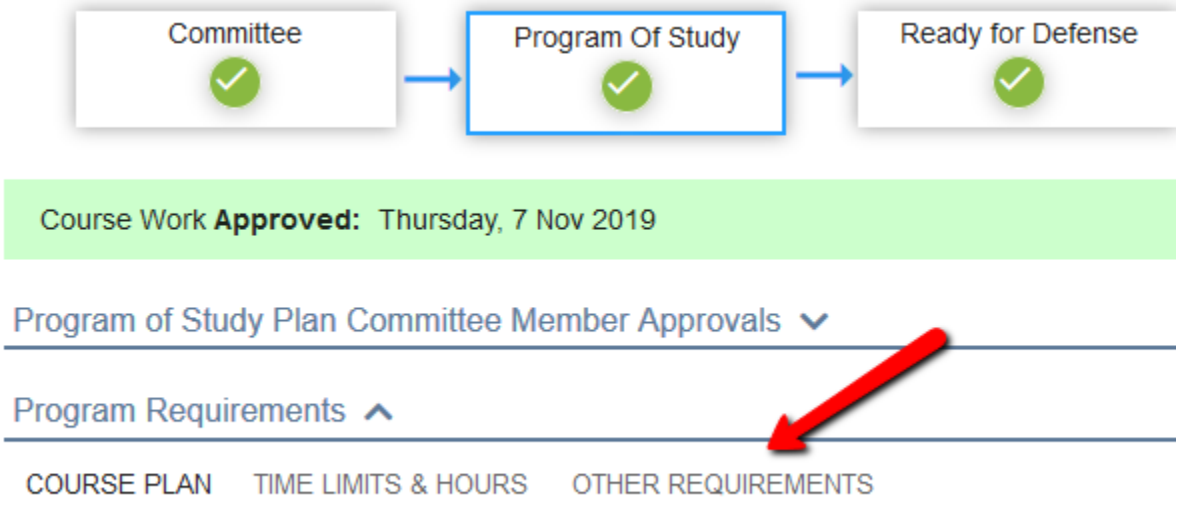
Once you receive the final approval from Graduate Studies, the ETD requirement is met.

Other Requirements:

In most programs, you will have other requirements to meet before graduating. You can check these on the tab that says Progress report,



or under the POS progress milestone you can click the link for Other Requirements.



Make sure to check your program status often. You are on your way!