



THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE



**DEPARTMENT OF ANTHROPOLOGY  
GRADUATE HANDBOOK**

**2017-2018**

**College of Arts and Sciences**

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**GRADUATE STUDENT HANDBOOK  
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It is my great pleasure to welcome you to the graduate programs of the University of Tennessee Knoxville's Department of Anthropology. For those of you embarking for the first time on a new path in our programs, Anthropology offers its wealth of knowledge and opportunities about humans and their communities, a terrific preparation for your future careers and dreams. For those of you already in our programs, you can look forward to continuing on your intellectual journey. The faculty and staff are here to help you achieve your goals as completely and as quickly as possible. You are warmly invited to use these resources as you progress through your graduate career.

This document provides important information about the processes, procedures, and possibilities available to you, (and required of you, in some cases) in the department and University. Read it carefully and be aware of its requirements. Included here are expectations for forming and working with a graduate committee, processes for annual evaluation of student progress, possibilities for graduate funding and how to apply, and many other aspects of our programs and operations that you need to know and follow. There are also references and links to informational resources around the University that may be useful to you over the course of your graduate career. If you have questions about any aspect of your graduate studies here at the University of Tennessee, Knoxville, please don't hesitate to ask your faculty or anyone in the department office.

The Anthropology programs at the University of Tennessee, Knoxville are world-renowned, from our focus on Disasters, Displacements, and Human Rights, to eminent programs in Prehistoric and Historical Archaeology, to our famous Forensic Anthropology Center and its educational, research and outreach capabilities. And of course, we are now in Strong Hall — an astounding building, filled with light and state-of-the-art lecture halls and laboratories (it also has an archaeological story).

You are now part of one of the great Anthropology departments in the country. Take advantage of what's offered, engage with the department and your faculty, recognize the resources you have in your graduate student colleagues, and pursue your academic and intellectual goals with fierce dedication. The department and its people are here to help.

Alex Bentley  
Head, Department of Anthropology  
University of Tennessee

## **Introduction**

In order to serve the mission and vision of the Graduate School and preserve the integrity of Graduate Programs at the University of Tennessee, Knoxville, information related to the process of graduate education in each department is provided for all graduate students.

Based on Best Practices offered by the Council of Graduate Schools, it is important that detailed articulation of the information specific to the graduate degrees offered in each department/program be disseminated.

The Department Graduate Handbook does not deviate from established Graduate School Policies ([tiny.utk.edu/grad-policies](http://tiny.utk.edu/grad-policies)) noted in the Graduate Catalog, but rather provides the specific ways in which those policies are carried out.

## ***Purpose of Handbook***

This handbook is designed to familiarize graduate students with the Department of Anthropology, its policies, financial support and employment opportunities, coursework, degree and graduation requirements.

Graduate students are expected to be aware of and satisfy all regulations governing their work and study at the university, including policies on academic honesty, and to be familiar with penalties for violations. Students are directed to the Graduate Student Services office for information about graduate student assistantships and fellowships (<http://gradschool.utk.edu/graduate-student-life/costs-funding/graduate-assistantships/> and <http://gradschool.utk.edu/graduate-student-life/costs-funding/graduate-fellowships/>).

## ***Departmental Structure for Graduate Administration***

The Director of Graduate Studies (DGS) oversees admissions and the annual review of each student within the department program by assuring that Student Annual Reports are completed and then considered by the faculty. Our DGS is:

Dr. Barbara Heath ([bheath2@utk.edu](mailto:bheath2@utk.edu)), Associate Professor, Archaeology

The Graduate Committee evaluates graduate applications and presents recommendations to the faculty as a whole concerning graduate admissions. The Graduate Committee is composed of three faculty members representing each of the three anthropological sub-disciplines in the Department: archaeological, biological, and cultural anthropology. Each committee member serves a three-year term with his or her last year as Chair of the committee. For 2016-2017, the Graduate Committee will be:

Dr. Barbara Heath ([bheath2@utk.edu](mailto:bheath2@utk.edu)), Associate Professor, Archaeology, Chair

Dr. Graciela Cabana ([gcabana@utk.edu](mailto:gcabana@utk.edu)), Associate Professor, Biological

Dr. Bertin Louis ([blouis2@utk.edu](mailto:blouis2@utk.edu)), Assistant Professor, Cultural

Ms. Pam Poe ([ppoe@utk.edu](mailto:ppoe@utk.edu)) is Administrative Specialist III to whom initial inquiries concerning the graduate program should be directed.

## **General Duties and Responsibilities**

Graduate students and faculty are expected to be fully committed to the program and to actively participate in professional activities.

Students are expected to complete their degree requirements in a timely fashion. Graduate School time-limits are 6 (six) calendar years for an M.A. degree. For the Ph.D., the Graduate School mandates no more than 5 (five) years for the completion of comprehensive exams and 8 (eight) years for conferral of the doctorate. We strongly encourage our M.A. students to complete their degree in no more than 3 (three) years and their Ph.D. in no more than 5 (five) years.

### ***Graduate Student Annual Evaluation***

Each graduate student, together with his or her primary graduate advisor, shall on an annual basis (no later than October 1<sup>st</sup>), complete and sign the Anthropology Graduate Student Annual Report (see Appendix 1) and submit one signed paper copy to the Graduate Secretary and one unsigned pdf to the Graduate Secretary and the Graduate Coordinator. If no advisor has been determined for a student, the faculty member on the Graduate Committee in the student's subarea shall complete the Faculty Report on the last page of the Report. Students shall be evaluated as either Satisfactory/Making Adequate Progress or Unsatisfactory/Not Making Adequate Progress. Evaluation forms completed by the graduate advisor with a ranking of "Unsatisfactory/Not Making Adequate Progress" shall provide detail on what the student needs to do by way of improvement, including the amount of time to remedy any deficiencies. Failure to complete the form will render the student ineligible for funding of any kind from the department awarded after the date the form was due (i.e., assistantships, travel or other awards, scholarships). Failure to complete the form two years in a row will mean the student's case will be brought before the faculty for a discussion and vote on whether he or she should be dropped from the program.

Each year the faculty will discuss and vote only on recommendations for those students whose annual evaluations are either not submitted two years in a row, or whose advisor has checked the "Student is Not Making Adequate Progress" line. This vote shall be conducted before the end of the fall semester. Any changes in a student's status as a result of this discussion and vote, such as recommendations for improvement, or termination from the program, shall be communicated to the student within four weeks following the meeting by the student's graduate advisor.

## **Admission Requirements and Application Procedure**

Admission to the graduate programs in Anthropology is through the [Office of Graduate Admissions](#). In addition to reviewing the information provided below, prospective students should consult the [Graduate Catalog](#).

### ***M.A. Program Application Procedure***

Students wishing to enter the Master of Arts degree program with a major in Anthropology should have an undergraduate GPA of 3.5 in the major, 3.3 overall, and hold a bachelor's degree from an accredited university with a major in Anthropology. Applicants with a major in a related field (e.g. biology, classics, geography, geology, history, political science, sociology) will be considered only if they have a formal minor in

Anthropology or its equivalent (at least five upper division anthropology courses).

In cooperation with the Classics and History Departments, the Department of Anthropology offers a concentration in Mediterranean archaeology. Students who apply in this area should have completed appropriate undergraduate courses in archaeology or anthropology. An Anthropology minor is preferred.

Graduate applications are considered once a year by the Graduate Committee. All application materials must be received in the department by December 1<sup>st</sup> for admission the following Fall. All prospective M.A. students must complete the formal online application through the ADMIT system to the Graduate School of the University of Tennessee, Knoxville. All application materials must be submitted online at the Graduate School website by the December 1<sup>st</sup> deadline, otherwise the application will be denied. You should check with the DGS well before the deadline to make sure that all of your application materials have been received. **Completion of your application is your responsibility.** If you are applying for graduate work in Anthropology, you must submit GRE's, Letters of Intent and Writing Samples. The application must also specify that the applicant is applying for admission to the M.A. program, and state the concentration (archaeology, biological anthropology, cultural anthropology, Mediterranean archaeology, zooarchaeology) the student will pursue. Because of the structure of first-year studies, M.A. students should plan to begin their studies in the Fall semester. Please read the section on our website for further ["Advice to Prospective Students."](#)

### ***Ph.D. Program Application Procedure***

A B.A. or M.A. degree in Anthropology is required for admission into the Ph.D. program. Applicants with a major in a related field (such as biology, sociology, geology, classics, history, historic preservation, or geography) will be considered only if they have a formal minor in Anthropology or its equivalent (at least five upper-division anthropology courses). Only students with GPAs above a 3.30 overall in undergraduate or graduate work will be considered for admission. Students with a B.A. or M.A. must apply by December 1<sup>st</sup> for admission the following fall and, due to the requirements of the program, must begin their studies in the fall semester. Please Note: If all application materials are not in the department for consideration by December 1<sup>st</sup>, the application will be denied. You should check with the DGS well before the deadline to make sure that all of your application materials have been received. **Completion of your application is your responsibility.**

Admission to the Ph.D. program is based upon the applicant's academic record and credentials and also on the fit between an individual's interest and faculty areas of research. Applicants will not be admitted to the Ph.D. program unless appropriate faculty members are available to chair and serve on the doctoral committee. Doctoral program applicants should communicate directly with the potential chairperson and two additional members of the anthropology faculty who will be asked to serve on the committee. The Graduate Committee reviews all files and submits recommendations to faculty. Admission to the Ph.D. program shall be by majority vote of the entire faculty.

Applicants to the Ph.D. program should furnish the department and graduate school the same materials as applicants for the M.A. program (see above). The application must specify that the applicant is applying for admission to the Ph.D. program, and state the concentration (archaeology, biological anthropology, cultural anthropology, zooarchaeology) the student will pursue. Please read the section on our website for further ["Advice to Prospective Students."](#)

Students in the M.A. program may apply to advance to the Ph.D. program if they have defended their thesis before starting the Ph.D. program. Alternatively, if a student in the M.A. program shows exceptional promise (reflected in grades, the results of their annual evaluation[s], and other evidence of academic accomplishment or promise), their advisor may nominate them for admission to the Ph.D. program. The nominating materials will include a letter of intent from the student (which should identify faculty likely to serve on the student's committee), the advisor's letter of support and the student's M.A. application packet.

These materials will be made available for faculty review at least two weeks prior to either the late Fall Annual Student Progress meeting or the February Graduate Admissions Committee meeting at which the faculty will vote on nomination(s).

### ***Other Categories of Admission***

Special admissions categories such as non-degree, conditional, probationary, or readmission also exist. Refer to the graduate catalog for more information.

## **Financial Support**

### ***Graduate Assistantships***

Graduate Teaching Assistantships, Graduate Teaching Associateships, and Graduate Research Assistantships are available through the Department and its Archaeological Research Laboratory (ARL) and Forensic Anthropology Center (FAC). These positions include a monthly stipend, a tuition waiver, and health insurance paid for by the University. **The deadline for funding is February 1.** *Note the application deadline for these positions is separate from the application for admissions. Students who fail to meet this deadline cannot be considered for funding for the following academic year.*

The application form can be downloaded at: <http://anthropology.utk.edu/graduate-assistant-application/>. These positions are awarded on a yearly basis and renewal is based on reapplication in the following Spring semester. Faculty most often serve as advocates for their own students in assigning these assistantships, so this is a compelling reason for students to identify a faculty advisor well in advance of their second year in residence.

The University allows an M.A. student to hold an assistantship for up to three years and a doctoral student to be supported by an assistantship up to five years if enrolling with an M.A. and eight years if enrolling with a B.A. Departmentally appointed assistantship funding for M.A. students shall be for no more than three years, and for Ph.D. students shall be for no more than five years. In the event a student enters directly into the Ph.D. program from the bachelors, or is admitted to the Ph.D. program after one year, departmental funding shall be no more than five years following admission to the Ph.D. program. This requirement does not apply to non-departmentally appointed assistantships including sources of funding provided through research grants, other university departments or centers and external sources (e.g. state/federal grant agencies, CRM contracts).

No students shall be considered for a departmental assistantship unless they have a completed and signed Anthropology Graduate Student Annual Report on file, and their work has been judged as Satisfactory/Making Adequate Progress by the entire faculty. The exception for this shall be first year students, whose work will be reviewed for the first time at the start of their second year.

Teaching Assistants/Associates are expected to work for nine months a year (August through early May, having summers free) but are paid monthly for the entire year of appointment. The student must be enrolled in at least 6 hours each semester to receive an assistantship. These positions are 50%-time, with an expectation of no more than 20 hours of work per week. The University prohibits students holding a 50%-time position to be additionally employed in any other University position. This prohibition is in place to protect the student from over-work and to allow timely progress towards the completion of the degree. If participation in the graduate program ceases voluntarily or is terminated by the University, the University in its sole discretion may

terminate the GTA.

Workloads vary in the teaching appointments. Assistants generally lead discussion sections for introductory courses or labs for upper division courses such as Osteology and Zooarchaeology. Associates are responsible for instructing their own classes. The former positions may be occupied by both M.A. and Ph.D. students while the latter are awarded to advanced students, generally doctoral candidates who have completed their coursework and comprehensive examinations (ABDs).

Graduate Research Assistants are supported through external funds generated by the Anthropology faculty in support of their research agendas and contractual obligations. Workloads and responsibilities vary. Please check with the [ARL](#) and the [FAC](#) for opportunities.

Non-departmental graduate assistantships/fellowships may be available from other University entities, such as Graduate School [assistantships](#) and [fellowships](#), the [Office of Instructional Technology](#) and the [College of Arts & Sciences Advising Services](#). Graduate students should make every effort to seek out such alternatives if they are not receiving funding from the department.

Other forms of on-campus employment are also often available. Please consult the [Graduate Catalog](#) for policies relating to on-campus employment

Information about loans and veterans' benefits can be found in the Graduate Student Handbook. The Financial Aid office administers five types of loan programs:

- Federal Perkins Loan (FAFSA must be on file).
- Subsidized Federal Stafford Loan (FAFSA must be on file).
- Unsubsidized Federal Stafford Loan (FAFSA must be on file).
- Graduate PLUS Loan (FAFSA must be on file).
- The University of Tennessee Loan.

## ***Support for Graduate Student Professional Development***

The Charles H. Faulkner Travel Awards are awarded each Fall in an annual departmental competition. Up to four (4) \$500 awards are distributed to anthropology graduate students presenting papers or posters, preferably at national and/or international meetings. The Department of Anthropology will also match, up to \$200, travel awards provided by the Graduate School. In addition, the College of Arts & Sciences may match up to \$100 for travel funds awarded by the department (once per student per academic year). Additional funding for travel is available through the [Graduate Student Travel Fund](#) administered by the Graduate Student Senate.

The Kneberg/Lewis Scholarships are awarded each Fall in an annual departmental competition. Two (2) \$1500 scholarships are distributed to anthropology doctoral candidates to defray expenses during the dissertation write-up period, including costs incurred by research and travel.

The Patricia Black Scholarship fund is available to support outstanding archaeology students' research projects. Funds are disbursed on a case-by-case basis decided by the archaeology faculty.

The William M. Bass Endowment Fund disburses funds to forensic anthropology graduate students. Funds may be used to defray research expenses, especially thesis or dissertation research, for travel to professional meetings, and occasionally for research equipment purchases. These requests are considered on a case-by-case basis by the forensic anthropology faculty.

The Simon Beckett Student Paper Prize will award \$1000 to the University of Tennessee Anthropology student presenting the best paper at the American Academy of Forensic Sciences. The paper can be either podium or poster. It must be submitted to the FAC one month before the meeting. The FAC faculty will judge the papers and the award will be announced shortly after the annual meeting.



## **Registration and Advising**

Graduate students must maintain active status through continuous enrollment from the time of first enrollment through graduation. Students on approved Leave of Absence are exempted from this requirement. Consult the Graduate School handbook for more information.

Information concerning registration is available on the web at <http://onestop.utk.edu/>. Registration is accomplished online via MyUTK. During priority registration, the VolXpress statements are delivered electronically. Students will receive an email indicating their e-VolXpress statement is available for viewing at <https://myutk.utk.edu/>. Payment is due by the deadline noted on the bill.

More detailed information about specific course requirements appears below under the headers for Courses to be Taken – M.A. and Course to be Taken – Ph.D.

### ***Minimum Number of Hours***

Full-time status in Anthropology is six (6) hours with a 50% time assistantship and nine (9) hours without.

### ***Proper use of 502, use of facilities***

Students may enroll in Anthropology 502 (“Use of Facilities”), with permission of the Department Head, during any semester to maintain enrollment and retain access to computer facilities and library privileges.

### ***Proper use of 500 thesis and 600 dissertation hours***

Students enrolled in Anthropology 500 or 600 should be researching and/or writing their M.A. thesis or doctoral dissertation, respectively.

### ***Selection of Advisor and Committee***

Incoming Anthropology M.A. students are encouraged strongly to identify a thesis advisor as soon as possible, preferably by the end of the first semester in residence. The advisor must be willing and able to guide the student’s thesis research. Preferably by the end of the first year, and no later than their second year in residence, a student must form a thesis committee composed of the advisor (as Chair) and at least one other member of the Anthropology faculty along with other mutually-agreed upon members. First year graduate students without an advisor can meet with one of the three individuals listed on page 2 of the Handbook (the Graduate Committee) until they locate an advisor with whom to work.

Incoming Ph.D. students must have one faculty member committed to serve as chair and at least two additional faculty members willing to serve on the committee. Following admission to the Ph.D. program, The Graduate School, upon receiving recommendation from the Head of the Department, appoints a committee of no fewer than four members of the faculty, including the student's major professor, who serves as committee chairperson, and one member from outside the department. Three of the four members, including the major professor, must be approved to direct doctoral dissertations. In consultation with this committee, the student defines his/her future program of studies. When the student and the committee have agreed upon the specific fields of specialized competence in which the student will be examined, a brief delineation of the fields by the student, approved by the members of the committee, is presented to the Department Head and the student's graduate advisor. As early as possible, but no later than a full semester after advancing to candidacy, the student

shall formally present a written dissertation proposal to the Department Head and the student's graduate advisor.

## **Degree Requirements**

### ***Types of Degrees Offered***

The Department offers an M.A. and Ph.D. in Anthropology (described below). In addition, in cooperation with the Department of Classics, the department offers a Masters in Mediterranean Archaeology. Within the graduate degree program students may specialize in a number of concentrations including forensic anthropology, zooarchaeology, archaeology, prehistoric archaeology, historical archaeology, or Disasters, Displacements and Human Rights (DDHR). A requirement of all M.A. degrees is the preparation and oral defense of a written thesis.

### ***Research Requirements for Thesis and Dissertation***

Graduate students in anthropology are expected to contribute to the production of original anthropological knowledge by producing an M.A. thesis and/or a doctoral dissertation.

#### **The M.A. thesis**

The M.A. thesis should be able to be distilled into the equivalent of at least one, peer-reviewed article published in a leading journal in the field. The doctoral dissertation, although produced as a single, comprehensive document, should similarly produce a number of original contributions to the literature. Alternatively, the doctoral dissertation might be transformed into a monograph or book for publication by a scholarly press.

#### **The doctoral dissertation**

Doctoral research and writing will be under the direct guidance of the candidate's major professor and the members of the dissertation committee. The format of the doctoral dissertation—monograph or manuscript—must be chosen and agreed upon by all committee members at the time of the formal dissertation proposal. Details about procedures concerning formatting choice are presented below. The major professor will act as chairperson of the candidate's committee. The candidate must earn a minimum of 24 hours in ANTH 600 and maintain continuous registration until the dissertation is accepted. The option of presenting publishable papers as a dissertation is not a formal option for the Anthropology Department.

A formal dissertation proposal or equivalent publication or document should be produced within one semester of the student's passing their Doctoral Comprehensive Exams and advancement to candidacy. The dissertation proposal or equivalent publication or document must be approved by the student's entire Ph.D. committee. Proposals must outline the theoretical framework of the dissertation, relevant background, and the methods and materials to be used to address research questions. Analyses from pilot research are strongly encouraged. Grant proposals to major national or international funding agencies are accepted as dissertation proposals with the approval of the doctoral committee. An oral defense of the dissertation proposal before the entire Ph.D. committee should take place within three months of submitting an acceptable dissertation proposal or equivalent publication or document. Doctoral dissertation proposal defenses should occur at least one year before the defense of the doctoral dissertation, and preferably before then.

Per Graduate School rules at The University of Tennessee, both a monograph format and multi-part (“manuscript”) formats are permitted for doctoral dissertations. Monograph formats comprise a single document, with chapters that form a complete, interwoven work. Manuscript formatted dissertations include articles submitted or about to be submitted for peer reviewed publications. As stated by the Graduate School, “the use of parts is an effective method of organization when research has been performed in two or more areas that cannot be combined into a single presentation, or to assist in maintaining consistent format for journal articles.” The Graduate School guidelines for both formats are provided in the Guide to the Preparation of Theses and Dissertations; all dissertations must conform to these guidelines. (See Chapter IV for a complete list of requirements for the manuscript formatting option.)

At or before the time of the formal proposal defense, doctoral committees, in consultation with the doctoral student, must agree on the format option to be used for the doctoral dissertation. The format of the dissertation is formally approved by the committee at the proposal defense, after which time the format cannot be changed unless unanimously approved by the committee.

The manuscript format requires special considerations, as outlined in the Guide to the Preparation of Theses and Dissertations. Manuscript format dissertations must meet all the requirements of the Graduate School. As outlined by the Graduate School, these dissertations must be integrated into a unified presentation, at minimum with introductory and discussion chapters bounding the articles, and the option of bridging chapters between articles to expand on the theoretical or methodological framework. A disclosure statement must be provided at the beginning of each article, following Graduate School preparation guidelines. This disclosure states how the article was revised, and details the student's involvement in the article; multi-authored papers may be included in dissertations, though the student must have been the primary author. At least one article must be authored solely by the doctoral candidate. The guidelines given for uniform style of headings and bibliographies must be used, even if individual articles were prepared with different formatting requirements. In addition to those guidelines, in the Department of Anthropology, these multi-part dissertations must: 1) focus on a coherent research topic addressing a question (or set of related questions); 2) exhibit a rigorous knowledge of the relevant literature in the research topic; 3) include theoretical contributions to the field of study; and 4) consist of no fewer than three articles, in addition to separate introduction and synthetic discussion/conclusion/synthesis chapters. Students will negotiate the exact details of the nature of the articles, the journals they should be in, and the introductory and concluding essays with the advisor and committee. If parts of a manuscript formatted dissertation have been submitted or published, the committee may still make edits and suggestions about that part to be incorporated into the final version included with the dissertation.

Anthropology graduate students are strongly encouraged to seek external funding in support of their research. In particular, doctoral students are urged to apply to funding agencies that explicitly support dissertation research. These would include, but are not limited to, the [Wenner-Gren Foundation for Anthropological Research, Inc.](#)'s Grants for Doctoral Students, the Social Science Research Council's [Mellon Mays Predoctoral Research Grants](#) and [International Dissertation Research Fellowships](#), and the National Science Foundation's Doctoral Dissertation Research Improvement Grants for [archaeology](#), [cultural anthropology](#) and [biological anthropology](#).

### ***Courses to be taken – M.A.***

A minimum of 30 credit hours in graduate courses is required. Twenty-four hours must be in coursework graded A-F. At least 20 hours of coursework must be at the 500 level or higher. Coursework must include three core classes taken in the first year:

- (a) Anth 510 Method and Theory in Cultural Anthropology (Spring semester)

- (b) Anth 560 Theory in Archaeology (Fall Semester)
- (c) Anth 590 Method and Theory in Biological Anthropology (Spring semester)

Additional coursework (18 hours) should be selected in consultation with the student's advisor and must include one additional course from two anthropology concentrations other than the student's primary concentration. Students in the Mediterranean Archaeology program may select their remaining 18 hours from courses offered in the Anthropology, Classics, or History departments.

All M.A. students must attend the graduate section of the Visiting Lecture Program. First-year students are required to register for two credit hours of Anthropology 550 in the Fall semester; advanced students should register for one credit hour and fulfill all requirements for the course defined by the instructor.

A graduate level methods course (usually Statistics 537 or Anthropology 504, Anthropological Statistics I for archaeology and biological anthropology students or Anthropology 531, Ethnographic Research Methods for cultural students), must be satisfactorily completed. Upon suggestion of the major professor and with permission of the department head an equivalent graduate level course may be substituted. A Statistics Minor is available for our Anthropology MA students. The requirements are described on the [IGSP](#) [Intercollegiate Graduate Statistics Program] website. Statistics 537, 538 & 579 (applied multivariate) are approved IGSP courses.

Students must register for Anth. 500 each semester while working on the thesis, including a minimum of three hours the semester in which the thesis is accepted by the Graduate School. Six hours of Anth. 500 are required, and only six thesis hours can be counted towards the 30-hour minimum.

### ***Admission to Candidacy-M.A.***

The candidacy application for the master's degree is made as soon as possible after the student has completed any prerequisite courses and nine hours of graduate course work with a 3.0 average or higher in all graduate work. The Admission to Candidacy application must be signed by the student's committee and all courses to be used for the degree must be listed, including transfer course work. The student must submit the candidacy application (with original signatures) to the Graduate School (111 Student Services Building) no later than the last day of classes of the semester preceding the semester in which he/she plans to graduate.

### ***Courses to be taken – Ph.D.***

The student must complete the minimum course work requirements of the Graduate Council (48 hours beyond the baccalaureate degree, or 24 hours beyond the master's degree), plus 24 hours of required Anth 600 (Doctoral dissertation and research). Requirements include at least 9 hours of 500- or 600-level courses outside of anthropology, chosen in consultation with the doctoral committee, particularly the outside member who represents the cognate area. Outside course work may be taken in a single discipline or be distributed across two or more disciplines as appropriate to the individual's program of study. A minimum of 12 of the 24, or 30 of the 48 hours of coursework must be graded A-F. In addition to the 24 hours of required Anth 600, a minimum of 6 hours of coursework must be taken at the 600 level. Coursework must include the three core classes taken in the first year:

- (a) Anth 510 Method and Theory in Cultural Anthropology (Spring semester)
- (b) Anth 560 Theory in Archaeology (Fall Semester)
- (c) Anth 590 Method and Theory in Biological Anthropology (Spring semester)

All Ph.D. students must attend the graduate section of the visiting lecturer program (ANTH 550) each year until they are admitted to candidacy. First-year Ph.D. students are required to register for two credit hours of Anthropology 550 in the Fall semester; advanced students should register for one credit hour and fulfill all requirements for the course as defined by the instructor. Materials covered by visiting lecturers may appear on the Doctoral Comprehensive Examination. All Ph.D. required course work must be completed by the end of the fourth year following admission to the Ph.D. program. A minimum GPA for retention in the program is a 3.5.

Students must demonstrate competence in technical research areas by completing two courses with a grade of a B or better. These should be a graduate-level introductory statistics course, usually Statistics 537 or Anth 504 or its equivalent, and at least one other statistics or equivalent course, such as STAT 538 or Anth 604. Courses in research methods, information technology or GIS may be substituted for these requirements, as approved by the student's doctoral committee.

A candidate for a doctoral degree in Anthropology has completed the core classes, technical research requirements, and has successfully passed the written and oral Doctoral Comprehensive Examinations (i.e. "prelims," see below).

### ***Residency requirements***

Every Ph.D. student must complete two consecutive semesters of full-time residence at the University of Tennessee prior to taking the Doctoral Comprehensive Examination.

## **Examinations**

### **Graduate Evaluation**

At the beginning of each fall term, all students will be evaluated by the entire faculty and either will be retained or dropped from the program based on their first year's performance in the core courses as measured by their final grade, and in their other coursework and activities, and as per the Student Annual Anthropology Graduate Student Annual Report and Faculty Evaluation process.

Core course grading will follow a "best practices" format to ensure that the examinations and grading in all three core courses are as transparent as possible to allow students to have realistic expectations and allow for fairness in application and grading.

Students receiving a grade of C or below in any core course must retake it to remain in the program. Students who receive a C or below in two different core courses, or students receiving a grade of C or below in the same core course twice, will be automatically dismissed from the program.

### **Thesis Defense**

An M.A. thesis proposal must be submitted no later than the end of the fourth semester following admission and must be approved by the entire M.A. committee. Successful completion of the thesis and final oral examination is required. A public oral presentation of the thesis will occur, followed by a closed defense of the thesis before the student's M.A. committee and any other interested faculty members. The defense must be scheduled by the advisor through the department and publically announced (generally two weeks) in advance. The advisor acts as chairperson of the oral defense committee. Following revisions agreed upon by the committee in the defense, the acceptance of the thesis will occur, acknowledged by the signature of the committee members, and followed by the submission of the final thesis to the Graduate School. Students must

consult with their advisor about the amount of time necessary to review the draft thesis; however committee members should have at least four weeks to read and comment upon a draft thesis subsequent to the advisor's review and prior to the defense. Upon agreement by the committee that the draft is defensible, the student's advisor will schedule the oral exam. Electronic submission of the thesis is required by the Graduate School. In addition, one hard copy of the thesis is to be provided to the department and to each member of the student's M.A. committee should he or she request one. One final electronic copy of the thesis should also be provided to each committee member.

## ***Ph.D. Exams***

### **Doctoral Comprehensive Examinations (= "prelims")**

Students must successfully complete a written and oral comprehensive exam no later than the end of the fourth year following admission to the PhD program.

(a) Comprehensive Written Examination. When the Ph.D. aspirant has completed all of the foregoing requirements and is judged by his/her advisory committee to be prepared in his/her field(s) of concentration, he/she will be required to take a comprehensive written examination. The exam will consist of three sections and be given by the student's doctoral committee, with questions provided from all members of the committee and administered under the direction of the major professor. All three sections must be taken within seven consecutive days.

(b) Comprehensive Oral Examination. This examination will occur within two months following the successful completion of the comprehensive written exams. The advisor acts as chairperson of the oral defense committee. Students failing the Ph.D. written and oral comprehensive exams will be dropped from the program. Students dropped from the program will receive an M.A. degree if they have completed an M.A. thesis and satisfactorily completed all other required coursework.

### **Admission to Candidacy-Ph.D.**

A student may be admitted to candidacy for the doctoral degree after passing the comprehensive examination, and maintaining at least a B average in all graduate course work. Each student is responsible for filing the admission to candidacy application, which lists all courses to be used for the degree, including courses taken at the University of Tennessee, Knoxville, or at another institution prior to admission to the doctoral program, and is signed by the doctoral committee. Admission to candidacy must be applied for and approved by the Graduate School at least one full semester prior to the date the degree is to be conferred. The candidacy application must be submitted with original signatures.

### **Dissertation Defense**

The draft dissertation document it shall be subject to review by all members of the Ph.D. committee. Students must consult with their advisor about the amount of time necessary to review the draft dissertation; however committee members should have at least four weeks to read and comment upon the draft dissertation subsequent to the advisor's review and prior to the defense. Upon its tentative acceptance by the committee, the student's advisor will schedule the defense. The public oral presentation on the nature and significance of the dissertation to anthropological knowledge shall be made, followed by a closed defense of the dissertation before the student's Ph.D. committee and any other interested faculty members. The defense must be scheduled with the graduate school at least one week prior to the examination and publically announced (generally two weeks)

in advance. Following revisions agreed upon by the committee in the defense, the acceptance of the dissertation will occur, acknowledged by the signature of the committee members, and followed by the submission of the final dissertation to the Graduate School. One bound copy of the dissertation is to be presented to the Department and to each member of the student's PhD. Committee should he or she request one. One final electronic copy of the dissertation should also be provided to each committee member.

## ***Standing and Appeals***

Graduate students are expected to be aware of and satisfy all regulations governing their work and study at the university, including policies on academic honesty, and to be familiar with penalties for violations.

Students are directed to the [Graduate Catalog](#), to [Hilltopics](#) and to the publications on [graduate student appeals](#).

Graduate students in Anthropology are required to maintain continuous enrollment (except on approved leave), earn a B or above in the three core courses (Anth 510, Anth 560, and Anth 590), maintain a cumulative grade point average (GPA) of at least 3.0 on all graduate courses taken for a letter grade of A-F, and make progress towards their degree to remain in good standing. Students who receive a grade of "incomplete" must work with the instructor to fulfill the course requirements and receive a grade. After one calendar year, incompletes automatically are converted to an "F."

## ***Termination from Program***

Students may be terminated from the program if they are considered to be Not Making Satisfactory progress toward their degrees, as determined through the annual evaluation procedure which evaluates grades, progress towards degree and professional activity. Termination from the program shall be determined by vote of the faculty. Students who fail to enroll without an approved leave of absence will be terminated from the program.

Graduate students are expected to comply with all legal requirements for research including departmental and university Institutional Review Boards (IRB). Faculty advisors can help guide students through the process of compliance. Dr. Dawnie Steadman ([osteo@utk.edu](mailto:osteo@utk.edu)) is the IRB representative for the Anthropology department.

The Department of Anthropology conforms in its appeals process to the guidelines presented for undergraduates on pages 47-49 in [Hilltopics](#) and to the [Graduate Council guidelines of 2009](#).

According to these policies, departmental appeals are to be made in writing to the Department Head. A graduate student may appeal two types of academic decisions to the Head.

Students may have grievances concerning the interpretation of and adherence to university, college, and department policies and procedures as they apply to graduate education, including the annual evaluation process and Termination. The initial appeal at the Department level must be filed no later than 30 days after the incident that occasions the appeal.

Students may have grievances concerning grades. Students may appeal grades only on the basis of one or more of the following allowable grounds: (1) A clearly unfair decision (such as lack of consideration of circumstances clearly beyond the control of the student, e.g., a death in the family, illness, or accident); (2) Unacceptable instruction/evaluation procedures (such as deviation from stated policies on grading criteria, incompletes, late paper examinations, or class attendance); (3) Inability of the instructor to deal with course responsibilities; or (4) An exam setting which makes concentration extremely difficult. The initial grade appeal must be filed no later than 30 days after the after the final grade has been issued.

Students with grievances related to race, gender, religion, national origin, age, or handicap should file a formal complaint with the Office of Equity and Diversity with a copy to the department Head. University appeals procedures can be found on the [Graduate School website](#).

## Appendix 1 (Graduate Student Annual Report form)

### Anthropology Graduate Student Annual Report and Faculty Evaluation Department of Anthropology, The University of Tennessee 2016-17 Academic Year

**THIS FORM IS DUE ON October 3<sup>rd</sup> by 5 pm.**

Please do the following:

- 1) Complete the form electronically and send it to your graduate advisor for review.
- 2) Get one hard copy of the completed form signed by your advisor.
- 3) Sign the first page of the same hard copy.
- 4) Turn in the signed hard copy of the form to Pam Poe (506 Strong Hall).
- 5) E-mail a PDF copy of the completed form (without signatures) to the department email at anthdept@gmail.com **and** to the graduate program coordinator, Dr. Barbara Heath (bheath2@utk.edu). The e-mail should have this subject line: *Anthropology Graduate Student Annual Report: (last name, first name, year)*

Fill the form out completely to the best of your ability for each question. Referring to an attached CV as an answer is unacceptable. If a category is not applicable, please type 'NA'. Use whatever space is needed to complete this form.

#### 1. Student information

Name of Student \_\_\_\_\_ Email: \_\_\_\_\_

Name of Advisor(s): \_\_\_\_\_

Signature of Advisor(s): \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date Signed \_\_\_\_\_

My signature indicates that I have read this evaluation, been given an opportunity to ask questions, and understand the feedback I have received.

#### 2. Faculty Evaluation

Initial the appropriate line:

\_\_\_\_\_ Student is making Satisfactory/Adequate Progress

\_\_\_\_\_ Student is Not Making Adequate Progress

#### 3. Comments

Comments or suggestions for improvement.



**4. Cumulative record**

**Degree sought and subfield:** \_\_\_\_\_

**Date of enrollment in current graduate degree program (mm/yyyy):** \_\_\_\_\_/\_\_\_\_

**(Circle appropriate degree program):**    MA.        Ph.D.

**Note any approved leave.**

**Assistantships received** (List by Academic Year, Type [GTA, RA], Source [Department, other/specify])

**Have you applied for or do you plan to apply for an NSF or other Graduate Research Fellowship?** (Please check with NSF for eligibility).

**Have you applied for or do you plan to apply for an NSF Doctoral Dissertation Research Improvement Grant or other research funding?**

**Have you received any grant funding from an external granting agency? If so, list agency and dates of award.**

**Committee members and dates of meetings (formed in first year, dates of annual committee meetings):**

Members (for your current degree program):

- 1.
- 2.
- 3.
- 4.
- 5.

Dates of Annual Meetings (list from earliest to most recent):

- 1.
- 2.
- 3.

**Outline your accomplished and planned schedule for the following (give dates mm/yyyy):**

**Completion of coursework** \_\_\_\_\_

**Completion of candidacy exams (prelims)** \_\_\_\_\_

**Completion of proposal for thesis/dissertation** \_\_\_\_\_

**Completion of primary field work/data collection** \_\_\_\_\_

**Completion of data analysis** \_\_\_\_\_

**Date of defense scheduled through graduate school**

**Date of submission of Admission to Candidacy form** (if applicable)

**Date of acceptance of thesis or dissertation proposal**

**Publications** (Published, In press, Accepted, or Submitted; List in order from most recent, including all published in the past year)

**Presentations given at professional meetings and other invited presentations**  
(list in order from most recent).

**Awards Received**

**5. Course requirements: Attach a photocopy/pdf of your graduate transcript (mandatory).**

**Have you completed the three Anthropology Graduate Core courses?**  
(List course number, semester, year, and grade received)

**Have you met the statistics/related courses requirement? With what courses?**  
(List course number, semester, year, and grade received)

**Which courses outside the department have you taken for graduate credit?**  
(List course number, semester, year, and grade received)

**Have you completed the graduate school language requirement, if applicable?** (List exam date and result, or courses taken in meeting this requirement, years taken, and grades received)

**6. Activities of the past year**

**Teaching** (courses and approximate number of hours per week spent on each)

**Course evaluations.** Please attach copies of your course evaluation records.

**Other employment, student activities/representation, etc.**

**Research activity** [key question(s), fieldwork/data collection activity, relationship to thesis or dissertation; <1 page, list each major activity separately]

**If you received a ‘Student is Not Making Adequate Progress’ in your last review, indicate specifically what you have done to address the issues of concern.**

**Are there any goals that you failed to reach this year? If so, why?**

**Anything else you would like to add about the previous year?**

**7. Planned activities for the next academic year (including summer)**

**Courses to be taken**

**Plans for applying for research funding (with deadlines)**

**Research plans with goals for each semester and upcoming summer (<1 page)**

**Planned manuscript submissions** (with name of target journal)

**Planned presentations at regional and national meetings**

**What courses would you prefer to teach or TA next semester? (List 3, in ranked order)**

**Anything else you would like to add?**

## Appendix II - Resources

### International students

- Center for International Education ([international.utk.edu](http://international.utk.edu))
- International House ([ihouse.utk.edu](http://ihouse.utk.edu))
- ITA Testing Program ([tiny.utk.edu/ita-testing](http://tiny.utk.edu/ita-testing))

### Professional development & training

- Office of Graduate Training and Mentoring ([gradschool.utk.edu/training-and-mentorship](http://gradschool.utk.edu/training-and-mentorship))
- Best Practices in Teaching Program ([tiny.utk.edu/bpit](http://tiny.utk.edu/bpit))
- UT Libraries Information for Graduate Students ([libguides.utk.edu/graduate](http://libguides.utk.edu/graduate))
- Center for Career Development ([career.utk.edu](http://career.utk.edu))
- Tennessee Teaching and Learning Center ([tenntlc.utk.edu](http://tenntlc.utk.edu))
  - UT CIRTl: Center for Integration of Research and Teaching ([tlc.utk.edu/cirtl-program-center-for-integration-of-research-and-teaching/](http://tlc.utk.edu/cirtl-program-center-for-integration-of-research-and-teaching/))
- Experience Learning ([experiencelearning.utk.edu](http://experiencelearning.utk.edu))

### Funding

- costs and funding opportunities ([tiny.utk.edu/grad-funding](http://tiny.utk.edu/grad-funding))
- Graduate Student Senate Travel Awards ([gss.utk.edu/travel-awards](http://gss.utk.edu/travel-awards))
- Financial Aid and Scholarships ([onestop.utk.edu/financial-aid](http://onestop.utk.edu/financial-aid))

### Student resources

- Counseling Center ([counselingcenter.utk.edu](http://counselingcenter.utk.edu))
- departments and college websites
- Graduate School ([gradschool.utk.edu](http://gradschool.utk.edu))
- Graduation Deadlines ([tiny.utk.edu/grad-deadlines](http://tiny.utk.edu/grad-deadlines))
- Graduate School Forms ([gradschool.utk.edu/forms-central](http://gradschool.utk.edu/forms-central))
- Graduate Catalog ([tiny.utk.edu/grad-catalog](http://tiny.utk.edu/grad-catalog))
- Student obligations and appeals process ([tiny.utk.edu/rights-obligations](http://tiny.utk.edu/rights-obligations))
- Graduate Student Senate ([gss.utk.edu](http://gss.utk.edu))
- Office of Graduate Admissions ([gradschool.utk.edu/admissions](http://gradschool.utk.edu/admissions))
- Student Conduct and Community Standards ([studentconduct.utk.edu](http://studentconduct.utk.edu))

- Office of Equity and Diversity ([oed.utk.edu](http://oed.utk.edu))
- Sexual Misconduct, Relationship Violence, and Stalking ([sexualassault.utk.edu](http://sexualassault.utk.edu))
- Office of Multicultural Student Life ([multicultural.utk.edu](http://multicultural.utk.edu))
- Office of Research Integrity ([research.utk.edu/compliance](http://research.utk.edu/compliance))
- Thesis/Dissertation Consultant ([gradschool.utk.edu/thesesdissertations](http://gradschool.utk.edu/thesesdissertations))
- Office of Information Technology ([oit.utk.edu](http://oit.utk.edu))