



THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE



**DEPARTMENT OF ANTHROPOLOGY  
GRADUATE HANDBOOK**

**2021-2022**

**College of Arts and Sciences**

**10 August 2021**

**GRADUATE STUDENT HANDBOOK  
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**THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE**

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Welcome to the graduate programs of the University of Tennessee Knoxville's Department of Anthropology! If you are new to our programs, Anthropology offers a broad perspective on humanity, from our ancient origins to the problems and promises of today. Embracing both scientific and humanistic approaches to the study of people and their communities, Anthropology provides excellent preparation for your future career and dreams. If you are already enrolled in our programs, we look forward to continuing to work together in support of your intellectual journey. The faculty and staff are here to help you achieve your goals as quickly and completely as possible. We invite you to use these resources as you progress through your graduate career.

This document provides important information about the requirements, processes, procedures, and possibilities of graduate study in the department and University. Read it carefully and be aware of its requirements. Included here are expectations for forming and working with your graduate committee; requirements for coursework, thesis, and dissertation preparation; processes for annual evaluation of student progress; information about graduate funding and how to apply; and many other aspects of our programs and operations that you need to know and follow. You may find the links to informational resources around the University useful over the course of your graduate career. Be sure to familiarize yourself with the policies developed by the University to enable on-campus study and protect everyone's health during the COVID-19 pandemic. If you have questions about any aspect of your graduate studies at the University of Tennessee, Knoxville, please don't hesitate to ask me, members of the Graduate Committee, your faculty, or anyone in the department office for help.

The Anthropology programs at the University of Tennessee, Knoxville are world-renowned. Our faculty represents a broad spectrum of theoretical and methodological specializations. We have longstanding strengths in southeastern archaeology of the deep and more recent pasts, and are international leaders in forensic anthropology. More recent strengths include anthropological genetics and biomechanics, critical disaster studies, and our focus on the cultural and biological dimensions of disasters, displacement, and human rights (DDHR). Emerging strengths include big data approaches to climate change and social behavior, and microscale approaches to foodways, pastoralism and environmental change. We share an interest in and commitment to community engagement across the subdisciplines. We are fortunate to be based in Strong Hall — a remarkable 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 is 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.

A handwritten signature in cursive script that reads "Barbara J. Heath".

Barbara Heath  
Professor and Head, 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. See <https://catalog.utk.edu/content.php?catoid=33&navoid=4457> for a detailed listing and links to topics.

Students are directed to the Graduate Student Services office for information about graduate student assistantships (<http://gradschool.utk.edu/graduate-student-life/costs-funding/graduate-assistantships/>) and graduate fellowships (<http://gradschool.utk.edu/graduate-student-life/costs-funding/graduate-fellowships/>).

Detailed information on assistantships can be found at:  
[https://catalog.utk.edu/content.php?catoid=33&navoid=4457#what\\_is\\_assistantship](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#what_is_assistantship)

### ***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. David G. Anderson ([dander19@utk.edu](mailto:dander19@utk.edu)), 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 their last year as Chair of the committee.

Currently, the Graduate Committee includes:

Dr. David G. Anderson ([dander19@utk.edu](mailto:dander19@utk.edu)), Professor, Archaeology, Chair  
Dr. Amy Mundorff ([amundorff@utk.edu](mailto:amundorff@utk.edu)), Associate Professor, Biological  
Dr. Raja Swamy ([rswamy1@utk.edu](mailto:rswamy1@utk.edu)), Assistant Professor, Cultural

Ms. Kathy Berry ([kberry16@utk.edu](mailto:kberry16@utk.edu)) is the Graduate Secretary to whom initial inquiries concerning the graduate program should be directed.

## **General Duties and Responsibilities**

Graduate students 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. See: [https://catalog.utk.edu/content.php?catoid=33&navoid=4457#masters\\_degree](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#masters_degree) and [https://catalog.utk.edu/content.php?catoid=33&navoid=4457#doc\\_degree](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#doc_degree)

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

Each graduate student, together with his or her primary graduate advisor, shall on an annual basis (no later than April 10th), complete and sign the Anthropology Graduate Student Annual Report digitally (Appendix 1) and submit one pdf copy to the Graduate Secretary and to the Director of Graduate Studies. As part of this process, if a student is ABD (all but dissertation, or advanced to candidacy), they are to meet with their entire committee annually, and prior to the Annual Evaluation (see details below). Prior to advancing to candidacy, student meetings with committee members are at the discretion of their advisor, or committee chair. 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. Students shall be evaluated as (a) 'Student is Making Satisfactory/Adequate Progress' (b) 'Student Needs Improvement' or (c) 'Student is Not Making Satisfactory/Adequate Progress'. The 'Student Needs Improvement' evaluation cannot be made more than once, and evaluations the years following this evaluation must be either 'Making Satisfactory/Adequate Progress' or 'Not Making Satisfactory/Adequate Progress.'

Evaluation forms completed by the graduate advisor with a ranking of either 'Student Needs Improvement' or 'Student is Not Making Satisfactory/Adequate Progress' shall provide details on what the student specifically needs to do by way of improvement, including the amount of time to remedy any deficiencies. Failure to complete the form, or a ranking of 'Not Making Satisfactory/Adequate Progress' 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). An evaluation of 'Student Needs Improvement' will not result in a loss of funding. However, a ranking of 'Student Needs Improvement' followed a year later by 'Student Not Making Satisfactory/Adequate Progress' will mean a loss of funding, and the student's case will be brought before the faculty for a discussion and vote. This vote shall be

conducted before the end of the spring 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.

All members of a student's doctoral committee, once the student is ABD (has advanced to candidacy) are to participate in the annual evaluation process. This will include (a) committee members will notified prior to the annual evaluation process and provided a copy of the form filled out by the student; (b) committee members will attend meeting with the student prior to the evaluation to discuss their progress; (c) committee members will provide input and recommendations to the chair to be included on the form, and (d) committee members will be sent a copy of the signed form after it has been submitted. In addition, (e) committee members will be notified of any changes in the committee membership by the chair.

## **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](https://catalog.utk.edu/index.php?catoid=33) [https://catalog.utk.edu/content.php?catoid=33&navoid=4457#appli\\_steps\\_adm](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#appli_steps_adm)

See also the Department of Anthropology's "[Advice to Prospective Students.](https://anthropology.utk.edu/application-advice/)" <https://anthropology.utk.edu/graduate-admissions-faqs/> and particularly "[Graduate Admissions FAQs](https://anthropology.utk.edu/graduate-admissions-faqs/)"

Information about the M.A. Program in Anthropology may also be found in the Graduate Catalog at: [https://catalog.utk.edu/preview\\_program.php?catoid=33&poid=16030&returnto=4461](https://catalog.utk.edu/preview_program.php?catoid=33&poid=16030&returnto=4461)

Information about the PhD Program in Anthropology may also be found in the Graduate Catalog at: [https://catalog.utk.edu/preview\\_program.php?catoid=33&poid=16031&returnto=4461](https://catalog.utk.edu/preview_program.php?catoid=33&poid=16031&returnto=4461)

All students applying to the M.A. or PhD programs in Anthropology should specify a faculty member the student wants to work with.

### ***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 Slate 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 a Letter of Intent and a Writing Sample. 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.](#)" and particularly "Graduate Admissions FAQs" <https://anthropology.utk.edu/graduate-admissions-faqs/>

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

Except in exceptional cases, a 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 and 3.5 in the major in undergraduate or graduate work will be considered for admission. Students with an 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 and on Slate 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 in 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 at: <https://anthropology.utk.edu/application-advice/> and particularly "Graduate Admissions FAQs" <https://anthropology.utk.edu/graduate-admissions-faqs/>

Students in the M.A. program may apply to advance to the Ph.D. program if they have successfully defended, or plan to defend, their thesis before starting the Ph.D. program. This

must be documented by means of a letter from the student's thesis advisor before starting the Ph.D. program. Alternatively, a student in the M.A. program who, in the opinion of their advisor shows exceptional promise as reflected in grades, the results of their annual evaluation[s], and other evidence of academic accomplishment or promise), may be nominated by their advisor for admission to the Ph.D. program. The nominating materials will include the advisor's letter of support, a letter of intent from the student (that will identify faculty who have agreed to chair and serve on the student's committee), 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 Spring Graduate Student Annual Evaluation report faculty meeting, or the January Graduate Admissions Committee meeting at which the faculty will vote on admissions and nomination(s).

### ***Graduate Certificates (e.g. DDHR Certificate)***

Graduate Certificates are awarded directly by the Graduate School at the time of graduation or degree completion. Students wishing to participate in a Graduate Certificate Program, such as the Disasters, Displacement and Human Rights (DDHR) Certificate in Anthropology, must apply directly to the Graduate School prior to graduation. Please visit [https://catalog.utk.edu/content.php?catoid=33&navoid=4457#grad\\_cert\\_progs](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#grad_cert_progs) for a list of Graduate Certificate Programs, including the DDHR Certificate in Anthropology [https://catalog.utk.edu/preview\\_program.php?catoid=33&poid=16245](https://catalog.utk.edu/preview_program.php?catoid=33&poid=16245) .

If you have specific questions about the DDHR Certificate Program in Anthropology, please contact [ddhr@utk.edu](mailto:ddhr@utk.edu)

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

Special admissions categories such as non-degree, conditional, probationary, or readmission also exist. Refer to the 2021-2022 Graduate Catalog <https://catalog.utk.edu/index.php?catoid=33> for more information.

## **Financial Support**

### ***Graduate Assistantships***

Graduate Teaching Assistantships, Graduate Teaching Associateships, and Graduate Research Assistantships are available through the Department. These positions include a monthly stipend and a tuition waiver. Graduate students are responsible for the following fees, estimated for 2021-2022 to be as follows: Programs and Services Fee (\$405), Health Fee (\$101), Library Fee (\$35), Technology Fee (\$120), Transportation Fee (\$75) and Out-of-State Facilities Fee (\$317). Fee amounts are subject to change by the Board of Trustees.

**The deadline for funding applications is December 1, to the Department of Anthropology.** *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 is available at: <http://anthropology.utk.edu/graduate-assistant->

[application/](#). These positions are awarded on a yearly basis and renewal is based on a new application each December. 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.

While 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., the Anthropology Department typically limits appointed assistantship funding for M.A. students to no more than three years, and for Ph.D. students no more than five years. In unusual circumstances a student may apply for an additional year of funding, with procedures documented in Appendix 3. These time limits do 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 'Student is Making Satisfactory/Adequate Progress' by the entire faculty. The exceptions for this shall be students who are evaluated as 'Needs Improvement' or first year students, who may be admitted with funding, but whose work will be reviewed for the first time at the end of their first year.

Department 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 credit 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. Students holding GTAs who would like to engage in paid, on-campus work during the academic year must receive an exemption from the Graduate School and subject to the approval of their advisor. This Additional Pay Request for Graduate Students on Assistantships form must be submitted by the department's administrative staff following approval by the student's faculty advisor. Therefore, please coordinate these requests with the department's business manager as well as your advisor seven days prior to the beginning date of the additional work. Typically exemptions do not exceed an additional 6 hours per week of paid time. Other forms of on-campus employment are also often available. Please consult the Graduate Catalog for policies relating to on-campus employment, and programs such as Federal Work Study [https://catalog.utk.edu/content.php?catoid=33&navoid=4457#work\\_assignments\\_related\\_factors](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#work_assignments_related_factors) and [https://catalog.utk.edu/content.php?catoid=33&navoid=4457#finances\\_grad\\_edu](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#finances_grad_edu)

Workloads vary in the teaching appointments. Graduate Teaching Assistants generally lead discussion sections for introductory courses or labs for upper division courses such as Historical Archaeology Laboratory, Osteology, and Zooarchaeology. Graduate Teaching Associates are responsible for instructing their own courses. 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 your advisor for opportunities.

Non-departmental graduate assistantships/fellowships may be available from other University entities. Graduate students should make every effort to seek out such alternatives if they are not receiving funding from the department.

Information about loans and veterans' benefits can be found in the Graduate Catalog under Academic Policies and Requirements for Graduate Students, Finances of Graduate Education at: [https://catalog.utk.edu/content.php?catoid=33&navoid=4457#finances\\_grad\\_edu](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#finances_grad_edu)  
The Financial Aid office administers five types of loan programs, and additional information can be found at <https://onestop.utk.edu/financial-aid/> :

- 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. See: <https://anthropology.utk.edu/graduate-student-scholarships-and-awards/>

The Department of Anthropology will also match up to \$200 for 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 may be available through the [Graduate Student Travel Fund](#) administered by the Graduate Student Senate. Be sure to follow the procedures and deadlines carefully.

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. See: <https://anthropology.utk.edu/graduate-student-scholarships-and-awards/>

The Patricia Black Scholarship fund is available to support outstanding archaeology students' research projects. There are typically two calls per year for proposal submissions, contingent upon availability of funding, one in the fall and one in the spring, with awards decided by the archaeology faculty. See <https://anthropology.utk.edu/graduate-student-scholarships-and-awards/>

The William M. Bass Endowment Fund disburses funds for forensic related research to 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. See <https://fac.utk.edu/william-m-bass-endowment/>

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. See <https://fac.utk.edu/simon-beckett-student-paper-prize/>

The Walter Leitner award of up to \$1000 is made by the FAC faculty to undergraduate and graduate anthropology students for the purposes of advancing the field of forensic anthropology, including purchasing research equipment or other materials, research-related travel, or travel to meetings (other than the AAFS) to present research findings. See: <https://fac.utk.edu/walter-leitner-award/>

The Disasters, Displacement, and Human Rights Program will, as funds permit, sponsor a Research and Travel Award through a competition among eligible DDHR students.

## **Registration and Advising**

Graduate students must maintain active status through continuous enrollment from the time of first enrollment through graduation. See [https://catalog.utk.edu/content.php?catoid=33&navoid=4457#cont\\_enroll](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#cont_enroll)

Students on approved Leave of Absence are exempted from this requirement (see: <https://gradschool.utk.edu/forms-central/graduate-student-leave-of-absence/>).

Consult the Graduate School website for more information at: <https://gradschool.utk.edu/> including Academic Policies and Requirements for Graduate Students: [https://catalog.utk.edu/content.php?catoid=33&navoid=4457#cont\\_enroll](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#cont_enroll)

A general index of all Graduate School Policies and Requirements for Graduate Students is available at <https://catalog.utk.edu/content.php?catoid=33&navoid=4452>

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 Courses to be Taken – Ph.D.

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

Full-time status in Anthropology is six (6) credit hours with a 50% time assistantship and nine (9) credit 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. Requirements for continuous enrollment are given at [https://catalog.utk.edu/content.php?catoid=33&navoid=4457#cont\\_enroll](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#cont_enroll) As per the Graduate

Catalog: 'All degree-seeking graduate students are expected to make a full commitment to their graduate and professional study in order to ensure that they can complete all degree requirements without unnecessary delay. Graduate students are therefore required to maintain an active status through continuous enrollment from the time of first enrollment until graduation.

Continuous enrollment is maintained by registering for a minimum of one graduate credit hour per semester (excluding the summer, unless stipulated otherwise by the program or department). However, students who have started taking dissertation hours (course 600) must maintain a minimum of three credit hours per semester during all semesters, including the summer, as stipulated in the policy on "Registration for Course 600 (Doctoral Research and Dissertation)" in order to comply with the Continuous Enrollment requirement (see under Doctoral Programs for details).' Exemptions to this must be formally applied for and approved at the department and college level [https://catalog.utk.edu/content.php?catoid=33&navoid=4457#cont\\_enroll](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#cont_enroll)

### ***Conduct of Responsible Research***

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 ([dsteadma@utk.edu](mailto:dsteadma@utk.edu)) is the IRB representative for the Anthropology department.

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

Incoming Anthropology M.A. students are strongly encouraged 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 on the Graduate Committee listed on page 2 of the Handbook until they identify an advisor with whom to work. For extended discussion of the Graduate School Rules for M.A. Committees, see [https://catalog.utk.edu/content.php?catoid=33&navoid=4457#masters\\_degree](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#masters_degree)

Incoming Ph.D. students must have one faculty member committed to serve as chair prior to admission to the Ph.D. program. Preferably by the end of the first year, and no later than the end of the second year in residence, a student must have formed a doctoral committee composed of the advisor (as Chair) and at least three other members, including one outside member. This committee must be approved by the Graduate School, upon receipt of a signed recommendation from the Head of the Department. The student's major professor serves as committee chairperson. Three of the four members, including the major professor, must be approved to direct doctoral dissertations. In consultation with this committee, the student defines their future program of studies. 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 student's graduate advisor, and a defense of that proposal, upon review and approval by the committee, shall be conducted. For extended discussion of the Graduate School Rules for PhD Committees, see [https://catalog.utk.edu/content.php?catoid=33&navoid=4457#doc\\_degree](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#doc_degree)

If changes are made in the composition of a graduate committee, the faculty members involved must be notified as a courtesy.

## **Degree Requirements**

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

The Department offers an M.A. and Ph.D. in Anthropology (described below and in the Graduate Catalog). In addition, in cooperation with the Department of Classics, the department offers a Masters in Mediterranean Archaeology. A requirement of all M.A. degrees is the preparation and oral defense of a written thesis. Within the graduate degree program students may specialize in a number of concentrations including forensic anthropology, zooarchaeology, ethnobotany, southeastern archaeology, historical archaeology, or Disasters, Displacements and Human Rights (DDHR). The DDHR Graduate Certificate Program requires a separate application to the Graduate School. See: <https://gradschool.utk.edu/forms-central/admission-to-graduate-certificate-program/>

### ***Requirements for the M.A. Program***

#### **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, to be taken in the first three semesters of residency, and passed with a grade of B or higher:

- (a) ANTH 510 Method and Theory in Cultural Anthropology
- (b) ANTH 560 Theory in Archaeology
- (c) ANTH 590 Method and Theory in Biological Anthropology

Additional coursework as needed 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 hours from courses offered in the Anthropology, Classics, or History departments. A minimum of 30 hours is required for an MA degree. Students must register for a minimum of 3 credit hours of ANTH 500 in the semester in which the thesis is accepted by the Graduate School. A minimum of six credit hours of ANTH 500 are required for the thesis option. After receiving the master's degree, a student is no longer permitted to register for ANTH 500 Thesis. See

[https://catalog.utk.edu/preview\\_program.php?catoid=33&poid=16030&returnto=4461](https://catalog.utk.edu/preview_program.php?catoid=33&poid=16030&returnto=4461)

All M.A. students must attend the graduate section of the Visiting Lecture Program (ANTH550). 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.

Students must demonstrate competence in technical research areas by completing a graduate-level introductory statistics course, usually Statistics 537 or ANTH 504 or an equivalent graduate level course approved by the student's committee and the department head.

Courses in research methods, information technology or GIS may be substituted for these requirements, as approved by the student's doctoral committee. Cultural anthropology students may take ANTH 531, Ethnographic Research Methods, or a qualitative, quantitative or mixed methods course in Anthropology or another field in consultation with their advisor. A Statistics Minor is available for our Anthropology M.A. students. The requirements are described on the IGSP [Intercollegiate Graduate Statistics and Data Science Minor] website, [https://catalog.utk.edu/preview\\_program.php?catoid=33&poid=16275](https://catalog.utk.edu/preview_program.php?catoid=33&poid=16275) Statistics 537, 538 & 579 (applied multivariate) are approved IGSP courses.

### **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, as per Graduate School requirements. See <https://gradschool.utk.edu/forms-central/admission-to-candidacy-masters-or-specialist-degree/>

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 or digital 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 they plan to graduate.

### **The M.A. Thesis**

Graduate M.A. level students in anthropology are expected to contribute to the production of original anthropological knowledge by producing an M.A. thesis.

The M.A. thesis should ideally be able to be distilled into the equivalent of at least one peer-reviewed article or monograph. An MA thesis demonstrates competence in conducting research, and developing an analytical approach to a well-defined problem. All anthropology M.A. students will be required to develop and defend a thesis proposal before they commence conducting research towards their thesis. A public oral defense of the thesis proposal should take place within one month of submitting an acceptable thesis proposal or equivalent publication or document. Thesis proposal defenses should occur at least one semester before the defense of the thesis, and preferably earlier than that. Likewise, a public oral defense of the thesis is required. [https://catalog.utk.edu/content.php?catoid=33&navoid=4457#masters\\_degree](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#masters_degree)

### ***Requirements for the Ph.D. Program***

#### **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). See [https://catalog.utk.edu/content.php?catoid=33&navoid=4457#doc\\_degree](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#doc_degree) A minimum of 50% of required credit hours taken at UT (excluding dissertation hours), 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. A minimum of 6 credit hours must be taken in UT courses at the 600-

level, exclusive of course 600 Dissertation.

Coursework must include three core classes, to be taken in the first three semesters of residency, and passed with a grade of B or higher:

- (a) ANTH 510 Method and Theory in Cultural Anthropology
- (b) ANTH 560 Theory in Archaeology
- (c) ANTH 590 Method and Theory in Biological Anthropology

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, above the minimum Graduate School requirement of 3.0

[https://catalog.utk.edu/content.php?catoid=33&navoid=4457#doc\\_degree](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#doc_degree)

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. Cultural anthropology students may take ANTH 531, Ethnographic Research Methods, plus one additional course (e.g. qualitative, quantitative or mixed methods courses) in Anthropology or another field. Upon suggestion of the major professor and with permission of the department head an equivalent graduate level course may be substituted.

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

[https://catalog.utk.edu/content.php?catoid=33&navoid=4457#doc\\_degree](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#doc_degree)

## **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. As per the Graduate Catalog, under residence requirement:

Doctoral programs at the University of Tennessee require intensive study over consecutive semesters, including summers. Doctoral students may satisfy the residence requirement in either of two ways:

Enroll in 2 consecutive semesters of 9+ credit hours.

Enroll in 3 consecutive semesters of 6+ credit hours.

For the doctoral degree, a minimum of two consecutive semesters of residence is required, except in programs where alternative or additional residence requirements have been approved. In these cases, the details can be found in the program description.

A statement as to how and during what period of time the residence requirement has been met will be presented with the Application for Admission to Candidacy form

<https://gradschool.utk.edu/forms-central/admission-to-candidacy-doctoral-degree/> along with signatures of approval from the major professor and the department head/program director.

### **The Doctoral Dissertation**

The doctoral dissertation should 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.

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, including during the summer, until the dissertation is accepted. See [https://catalog.utk.edu/content.php?catoid=30&navoid=3866#cont\\_enroll](https://catalog.utk.edu/content.php?catoid=30&navoid=3866#cont_enroll)

As per the Graduate Catalog: 'students who have started taking dissertation hours (course 600) must maintain a minimum of three credit hours per semester during all semesters, including the summer, as stipulated in the policy on "Registration for Course 600 (Doctoral Research and Dissertation)" in order to comply with the Continuous Enrollment requirement (see under Doctoral Programs for details).'

[https://catalog.utk.edu/content.php?catoid=33&navoid=4457#cont\\_enroll](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#cont_enroll)

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. Cultural anthropology doctoral students must consult relevant guidelines from their advisors in planning for their dissertation proposals and comprehensive examinations. Analyses from pilot research are strongly encouraged. Grant proposals to major national or international funding agencies may be accepted as dissertation proposals with the approval of the doctoral committee. A public oral defense of the dissertation proposal should take place within three months of submitting an acceptable dissertation proposal or equivalent publication or document. Students are encouraged to complete proposal defenses before extensive research and writing occurs, well before the defense of the doctoral dissertation.

Per Graduate School rules at The University of Tennessee, both a monograph format and multi-part ("manuscript") formats are permitted for doctoral dissertations. See [https://catalog.utk.edu/content.php?catoid=33&navoid=4457#doc\\_degree](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#doc_degree) and <https://gradschool.utk.edu/documents/2016/03/guide-to-thesesdissertations.pdf/>

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.)  
<https://gradschool.utk.edu/documents/2016/03/guide-to-thesesdissertations.pdf/>

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. 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. The graduate student must be the first author of all papers, and in the case of collaborative (i.e., multi-authored) research, at least one article must be single authored by the doctoral candidate. 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](#).

## **Examinations**

### **Graduate Evaluation**

At the end of each spring 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 publicly 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 setting the defense date. 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. One final electronic copy of the thesis must 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, they will be required to take a comprehensive written examination. The exam format, decided at the discretion of the committee, will typically 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 parts of the exam 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 written and oral comprehensive examinations, and maintaining at least a B average in all graduate course work. As per the Graduate Catalog, "The comprehensive examination must be passed prior to admission to candidacy." 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.

Upon admission to candidacy, as per the Graduate Catalog, "continuous enrollment is maintained by registering for a minimum of one graduate credit hour per semester (excluding the summer, unless stipulated otherwise by the program or department). However, students who have started taking dissertation hours (course 600) must maintain a minimum of three credit hours per semester during all semesters, including the summer, as stipulated in the policy on "Registration for Course 600 (Doctoral Research and Dissertation)" in order to comply with the Continuous Enrollment requirement. See:

[https://catalog.utk.edu/content.php?catoid=33&navoid=4457#cont\\_enroll](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#cont_enroll)

### **Dissertation Defense**

The draft dissertation document 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 setting the defense date. 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 publicly 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.

### ***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.”

### ***Early Termination/Withdrawal from the 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.

***If a student is not on a Leave of Absence and not enrolled for one semester (including summer), their account will become inactive in the system. If the student wants to return in the future, they have to apply for readmission*** and the department would decide if they want to readmit them or not. Depending on how far removed the student was from last enrolling, a time extension may need to be requested to ensure all coursework can be counted towards the degree. See <https://catalog.utk.edu/content.php?catoid=33&navoid=4457#readmission>

The Department of Anthropology conforms in its appeals process to the guidelines presented for undergraduates on pages 47-49 in [Hilltopics](#) and to The University of Tennessee Graduate Council Appeal Procedure (Effective Fall 2017 at <https://gradschool.utk.edu/documents/2016/02/student-appeals-procedures.pdf/> 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, sexual misconduct, or disability 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](#) at <https://gradschool.utk.edu/> and at <https://gradschool.utk.edu/graduate-student-life/understanding-your-rights-and-obligations/>

If a student is terminated or withdraws from a program prior to the end of the semester, the student will be responsible for payment of tuition and other fees from the termination/withdrawal date until the end of the semester. The responsibility for paying tuition

and fees will apply to all students, including those who have tuition waivers during the semester in which they are terminated/withdraw early. Please see the graduate catalog for additional information about early termination/withdrawal at: <https://onestop.utk.edu/withdraw/> and [https://catalog.utk.edu/content.php?catoid=33&navoid=4457#financial\\_assist](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#financial_assist). If you are considering early withdrawal, you should contact the Bursar's office to inquire about the financial ramifications for early withdrawal.

# Appendix 1 (Graduate Student Annual Report form)

## Anthropology Graduate Student Annual Report and Faculty Evaluation

Department of Anthropology,  
The University of Tennessee  
2021-22 Academic Year

**THIS FORM IS DUE ON April 11<sup>th</sup>, 2022 by 5:00 P.M.**

Please do the following:

- 1) Complete the form electronically and send it electronically to your graduate advisor for review.
- 2) Meet face to face with your advisor and, if ABD, your entire committee, and discuss your performance, your plan for the next year and after, and this evaluation.
- 3) Sign the first page of the form electronically.
- 4) Have your advisor initial and sign the form on the first page electronically.
- 5) E-mail a PDF copy of the completed and signed form to Kathy Berry at [kberry16@utk.edu](mailto:kberry16@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): \_\_\_\_\_

1. We have discussed the student's Teaching Evaluations (if student held GTA) \_\_\_\_\_ (initials of advisor)

2. We have discussed upcoming milestones and required filings \_\_\_\_\_ (initials of advisor)

3. We have discussed the student's plan of action for the coming year \_\_\_\_\_ (initials of advisor)

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

Advisors: please base your decision on whether the student has successfully completed goals set out in the previous evaluation and has accomplished these in a manner that befits a junior colleague. Initial the appropriate line:

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

\_\_\_\_\_ Student Needs Improvement

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

### **3. Comments**

Comments or suggestions for improvement (list specifically what needs improvement, and when, and attach additional paperwork as necessary).

### **4. Program Progression Milestones**

Degree sought and subfield:

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

(Circle appropriate degree program):  M.A..  Ph.D.

Note any approved leave.

Do you have a full Thesis/Dissertation Committee?  YES  NO

Reminder: The Graduate Handbook specifies that all graduate students establish a committee as soon as possible in their course of study, and ideally well before completion of required coursework.

Thesis/Dissertation Committee members, major advisor first (for your current degree program):

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

**Dates of Thesis/Dissertation Committee Meeting(s) in current review year.**

- 1.
- 2.
- 3.

**Give completion dates (only for completed milestones) for the following (give dates mm/yyyy):**

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

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

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

**Defense of Thesis/Dissertation** \_\_\_\_\_

**Do you currently have a GTA or RA? (List nature and source)**

**How many years of assistantship support have you received?**

**Have you completed the three Anthropology Graduate Core courses?**

**(List course number, semester, year, and grade received)**

**ANTH 510** \_\_\_\_\_

**ANTH 560** \_\_\_\_\_

**ANTH 590** \_\_\_\_\_

**Have you met the statistics/technical/methods courses requirements? With what courses? (List course(s) number, semester, year, and grade received)**

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**Which courses, if any, outside the department have you taken for graduate credit since starting the graduate program at UT? (List course(s) number, semester, year, and grade received)**

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**5. Research plans and progress**

**Publications since starting the graduate program at UT (Published, in review, in press etc.).**

**Presentations given at professional meetings since starting the graduate program at UT.**

**Have you applied for any funding from an external granting agency since starting the graduate program at UT? If so, list agency, dates of application, and outcome.**

**Have you applied for any funding from an internal granting agency since starting the graduate program at UT? If so, list agency, dates of application, and outcome.**

**Awards received since starting the graduate program at UT**

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

**Have you discussed your research plans formally with your committee and given them**

**opportunity for input?**

**Research plans for next review year with goals for each semester and summer  
(continued, if necessary)**

## Appendix 2 – Web Resources

### International students

- Center for International Education (<https://international.utk.edu/>)
- International House (<http://ihouse.utk.edu/>)
- ITA Testing Program (<https://gradschool.utk.edu/graduate-student-life/ita-testing-program/> )

### Professional development & training

- Office of Graduate Training and Mentoring (<https://gradschool.utk.edu/training-and-mentorship/>)
- Best Practices in Teaching Program (<https://gradschool.utk.edu/training-and-mentorship/bpit/>)
- UT Libraries Information for Graduate Students (<https://libguides.utk.edu/graduate>)
- Center for Career Development (<https://career.utk.edu/>)
- Tennessee Teaching and Learning Center (<https://teaching.utk.edu/>)
- UT CIRTl: Center for Integration of Research and Teaching (<https://teaching.utk.edu/utcirtl/>)
- Experience Learning (<https://experiencelearning.utk.edu/>)

### Funding

- Costs and funding opportunities (<https://gradschool.utk.edu/graduate-student-life/costs-funding/>)
- Graduate Student Senate Travel Awards (<https://gss.utk.edu/travel-awards/information/>)
- Financial Aid and Scholarships (<https://onestop.utk.edu/financial-aid/>)

### Student resources

- Counseling Center (<https://counselingcenter.utk.edu/>)
- Department of Anthropology (<https://anthropology.utk.edu/>)
- Graduate School (<https://gradschool.utk.edu/>)
- Graduation Deadlines (<https://gradschool.utk.edu/graduation/graduation-deadlines/>)

- Graduate School Forms (<https://gradschool.utk.edu/forms-central/>)
- Graduate Catalog (<https://catalog.utk.edu/index.php?catoid=27>)
- Student obligations and appeals process (<https://gradschool.utk.edu/graduate-student-life/understanding-your-rights-and-obligations/>)
- Graduate Student Senate (<https://gss.utk.edu/>)
- Office of Graduate Admissions (<https://gradschool.utk.edu/admissions/>)
- Student Conduct and Community Standards (<https://studentconduct.utk.edu/>)
- Office of Equity and Diversity (<https://oed.utk.edu/>)
- Sexual Misconduct, Relationship Violence, and Stalking (<https://titleix.utk.edu/>)
- Office of Multicultural Student Life (<https://multicultural.utk.edu/>)
- Office of Research Integrity (<https://research.utk.edu/compliance/>)
- Thesis/Dissertation Consultant (<https://gradschool.utk.edu/thesesdissertations/>)
- Office of Information Technology (<https://oit.utk.edu/>)
- Student Disabilities Services <https://sds.utk.edu/>

### **UT Covid-19 Policies**

- Information on Coronavirus (COVID-19) - University of Tennessee  
<https://www.utk.edu/coronavirus/>
- Quarantine and Self Isolation <https://www.utk.edu/coronavirus/guides/when-to-self-isolate>
- Self Isolation Form  
<https://cas.tennessee.edu/cas/login?service=https%3A%2F%2F covidform.utk.edu%2Flogin.php>
- Chronicling COVID-19: the UT Student & Campus Response to the Coronavirus  
<https://www.lib.utk.edu/special/chronicling-covid-19/>
- Coronavirus Disease Information and Resources | UTHSC  
<https://uthsc.edu/coronavirus/>
- Covid 19 Updates <https://www.utk.edu/coronavirus/updates/>
- Students / COVID-19 Information / The University of Tennessee  
<https://www.utk.edu/coronavirus/students/> and

- COVID-19 Information for Graduate Students <https://gradschool.utk.edu/covid-19/>
- APPS FOR MYUTK. <https://www.utk.edu/mobile/>
- Covid Statement for Syllabi [https://teaching.utk.edu/the-syllabus/?utm\\_source=newsletter&utm\\_medium=email&utm\\_content=COVID-19%20statement%20for%20syllabi%20is%20available%20on%20the%20TLI%20website&utm\\_campaign=provost-fall-2021-covid#covid](https://teaching.utk.edu/the-syllabus/?utm_source=newsletter&utm_medium=email&utm_content=COVID-19%20statement%20for%20syllabi%20is%20available%20on%20the%20TLI%20website&utm_campaign=provost-fall-2021-covid#covid)
- CDC Guidance How To Protect Yourself and Others: [https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html?utm\\_source=newsletter&utm\\_medium=email&utm\\_content=consider%20CDC%20guidance&utm\\_campaign=provost-fall-2021-covid](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html?utm_source=newsletter&utm_medium=email&utm_content=consider%20CDC%20guidance&utm_campaign=provost-fall-2021-covid)
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## **Appendix 3 Procedures for Applying for Additional Years of GTA Funding**

### Application for an Extension of Funding Proposal

#### Eligible Students:

1. Doctoral candidates and Master's students in the Department of Anthropology
2. Doctoral candidates and Master's students that are in good academic standing as defined by the Graduate School
3. Doctoral candidates and Master's students that have always received "making satisfactory progress" on the Annual Student Evaluation
4. Doctoral candidates and Master's students who have never lost their assistantship due to poor performance
  - a. Applicants must be able to teach effectively.
  - b. Applicants whose progress has been delayed due to exceptional circumstances, such as the current pandemic.

#### Application Process:

1. Doctoral candidates and Master's students seeking a funding extension will submit a written request and supplemental application materials to the Graduate Committee by December 1<sup>st</sup>.
  - a. Supplemental application materials should include:
    - The applicant's most recent Annual Evaluation
    - An up to date academic record
    - A timeline for the completion of their degree
    - A list of any extramural funding the student has received
    - A written statement of support from the student's academic advisor
2. Doctoral candidates and Master's students seeking a funding extension will present their reasons for seeking the funding at a Graduate Committee meeting.
  - a. The applicant's academic advisor must also attend this meeting
3. Doctoral candidates and Master's students may request anywhere from one semester to one year of additional funding.
4. The Graduate Committee will decide whether the student's application meets the aforementioned eligibility for application.
  - a. If so, the Graduate Committee will provide the application materials to the faculty in the appropriate concentration the applicant is in, who make the decisions about who will receive funding, and also make these materials available to the entire faculty prior to a final vote of approval, which will occur at the faculty meeting(s) when assistantships are decided.
5. If the Faculty votes to approve the application, a written request from the Department of Anthropology will be sent to the Dean of the Graduate School, prior to the final funding decisions.
6. The Application for an Extension of Funding process will be written into the Department of Anthropology's Graduate Student Handbook.

As per the Graduate School:

[https://catalog.utk.edu/content.php?catoid=33&navoid=4457#what\\_is\\_assistantship](https://catalog.utk.edu/content.php?catoid=33&navoid=4457#what_is_assistantship)

*“The maximum number of years that a graduate student can be appointed to a graduate assistantship is three years as a master’s student, five years as a doctoral student, or eight years in doctoral programs in which students enter with a baccalaureate degree only. Departments or programs may impose stricter limits. Requests for an extension beyond the maximum periods of time here specified must be made in writing by the academic unit to the Dean of the Graduate School. Established time limits for completion of graduate programs – six years for a master’s program and eight years for a doctoral program – also apply to all graduate assistants.”*