Welcome From the Chair…

Welcome to the Department of Anthropology at Wayne State University! During the course of your degree program here you’ll be meeting a lot of new people and, hopefully, discovering exciting new ways of looking at the world and developing a career in anthropology. We hope this guide will help to make your task easier. We cannot guarantee that you’ll find in this booklet all the answers to navigating through the degree process at the University, but it is certainly a good place to start!

Anthropology is a field that is changing rapidly to meet the demands of an increasingly diverse and dynamic global community. Today human populations are linked together in a web of technological, social and economic changes as powerful and compelling as any period in human history. Anthropologists study a rich brew of communication and information advances; economic arrangements and disparities; complex medical technologies; challenging food, resource and population problems; and a vast array of ethnic and political struggles both at home and abroad. While these phenomena present fertile ground for scientific inquiry, we, as anthropologists, find ourselves under increasing pressure to make our theories and insights both more accessible to the public and of greater application to the problems that face the world today.

Anthropologists, as social scientists, life scientists, and humanists, bring a unique perspective to these challenges. Our discipline, while complex, focuses on the very heart of most human dilemmas -- the cultural relations within and among communities and organizations both now and in the past. A greater understanding of human cultures and the dissemination of that cultural knowledge and its practical application in the contemporary world are the real challenges for anthropologists today.

A thorough grounding in anthropological theory and method with a strong orientation to anthropology’s practical applications are the basic building blocks for the courses, research programs and other initiatives in Anthropology at Wayne State University. This emerging orientation to both theory and practice should be a welcome sign for graduate students who hope to find training that can prepare them for the type of anthropology that will become commonplace in the 21st century and the kind of employment opportunities that will be available in the coming decade.

Only twenty years ago the vast majority of jobs in anthropology were academic and required, at a minimum, a Ph.D. Students were trained to be university professors and jobs beyond that narrow orientation were few and far between. Today’s employment picture is just the opposite. The majority of jobs in anthropology (and today there are a lot more of them) are outside academia with new applications for anthropological knowledge in business, government, medicine, museums, cultural organizations, non-profits and elsewhere.

Anthropology at Wayne State is now well established within this broadening field of applications that is transforming the discipline. Our medical, business, and applied programs are thriving, and our core programs in archaeology, cultural anthropology, linguistics and biological anthropology are steadily growing. We are now one of the foremost interdisciplinary research Departments within the College of Liberal Arts and Sciences as evidenced by the level of external funding regularly secured by Anthropology faculty and by the range of research projects, publications, international study programs and other activities carried out by our students and faculty.

Please take a few minutes to look through these pages and get an idea of what’s available and ahead in the program for you. You’ll be glad you invested the time.
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INTRODUCTION

Anthropologists at Wayne State University study variation in human culture and its complex development over humanity’s great span of time on earth. We use the comparative approach to document and illuminate the differences between and similarities among the societies, communities and organizations that occupy the array of environments and geopolitical contexts found around the globe. Urban, rural, agricultural, industrial, corporate, labor, dominant, minority, elite, disadvantaged, material, spiritual, commonplace and extraordinary are just a few of the dimensions within which Wayne State anthropologists work to refine our understanding of human diversity. In addition, we examine human biology, health, language, kinship, economic organization, politics, ideology and the many other components of culture to understand and, hopefully, improve organization and communication among the cultural groups and organizations with whom we work.

At the core of the Department are the traditional specializations in the four sub-fields of anthropology: archaeology, cultural anthropology, linguistics and physical anthropology. To this core we add an emphasis in practice-oriented anthropology in medical anthropology, business anthropology, public archaeology, and museum studies. Practice-oriented anthropology is often defined as the use of anthropological knowledge in practices generally found outside the academic domain. Our practice-oriented programs account for more than half of our graduate student enrollment and represent some of the most dynamic and growing areas in anthropological research and employment today. Equally important, areas of specialization in the Department include the study of religion and spirituality, urban research, and a host of international research foci, with fieldwork locations in Africa, Asia, Europe, the Middle East, and Latin America. The Department also has a long-standing commitment to museum studies and archaeological research carried out at the Wayne State University’s Museum of Anthropology.

It is important to remember that a blend of anthropological theory and practice characterizes all our individual endeavors within the Department. This disciplinary balance in Anthropology at Wayne State binds together both traditional and emerging anthropological specializations in the way we teach, conduct research and reach out to communities of fellow faculty and students within the University as well as colleagues and constituents in Detroit, across the nation and abroad.

Generating research and employment options for students is clearly a critical part of graduate education. Our dual emphases help increase the number of research, employment and enrichment opportunities available to Anthropology graduate students. Students and professors have opportunities to conduct research at the Museum, which also provides opportunities for employment, Graduate Teaching Assistantships (GTAships) and other sources of funding. The Department’s Institute for Information Technology and Culture, in addition to research and employment opportunities for graduate students, hosts a lively open seminar program on a variety of topics and issues of anthropological concern. Wayne State’s Medical Anthropology program collaborates with the Institute of Gerontology and other units at the University to offer research opportunities and employment to many of our students. All our faculty members engage in interdisciplinary research with colleagues and collaborators both on campus and outside of the University to provide a range of opportunities in many allied fields, including a number of international experiences, to students on a regular basis.

This guide represents a kind of “operator’s manual” for successfully securing a graduate degree in anthropology at Wayne State. We begin by introducing you to some of the electronic resources, faculty and administrative staff available to students. It is very important that you maximize your understanding of the people and services available to guide you through the program. Please educate yourself about your own responsibilities for obtaining an anthropology degree. Central to your advancement through this program and the degree process are the student-advisor or student-committee relationships. Identify an advisor as early in the process as you can. Avail yourself of the assistance provided by the Graduate Director, Academic Services Officer and the Anthropology administrative staff. Most problems can be avoided by finding out what an acceptable course of action is before making your plans final. Try to allow for enough time to consider alternative options.

This guide outlines admission procedures, specific procedures for MAs and PhDs, and an assortment of Departmental policies and procedures that govern your ability to move toward graduation in a relatively painless and timely manner. The best advice we can give you at this point is to plan ahead. Take the time now to familiarize yourself with all the issues governing the degree process at the beginning of your studies and avoid time-consuming problems later on. We, as a department, wish you the best of luck in the coming endeavor and look forward to working and learning with you during your time at Wayne State.
Computer Access
The Anthropology Department maintains computer labs for Anthropology student use. The department has a lab in 1143 Old Main that is available to all anthropology students, and a second lab in 3008 FAB that is only for graduate students. In addition, the University provides students with computer access at various Educational Support Labs located in the libraries on campus.

The University provides free e-mail to all students. Your Access ID (two letters followed by four numbers) @wayne.edu is your default email address. Students should keep this account active, since the Anthropology Department and other departments (e.g., financial aid) send students important notifications by e-mail. All email communication will be through your university email. If you prefer to use a personal email address, make sure to forward your Wayne mail. You can also use an alias address (such as firstname.lastname@wayne.edu) which you can set up on the Wayne State email system. If you use an alias, you should include your Access ID in the body of any correspondence with the department (e.g., in your signature) as this is useful for uniquely identifying students in online systems.

Valuable Websites
Students can log in to the Academica system with their Wayne State AccessID to register for classes, view their class list, get their transcript, and other functions: https://academica.aws.wayne.edu/. Academica is the main website for interacting with Wayne State systems and data management. The old Pipeline system is no longer supported.

On the Blackboard system, you can view information about your specific classes, download posted documents, and communicate with other students in the class: http://blackboard.wayne.edu

Anthropology Department Home Page: http://www.clas.wayne.edu/anthropology/
University Graduate Student Website: http://wayne.edu/gradschool/current/
Schedule of Classes: http://www.classschedule.wayne.edu/course_web/schedule/index.cfm
American Anthropological Association: http://www.aaanet.org
College of Liberal Arts and Sciences: http://www.clas.wayne.edu

University Resources
The OneCard system allows students access to the library, parking structures and copy machines. All students should obtain a OneCard. The OneCard Office is located in the Welcome Center.

The Wayne State University Bookstore (Barnes & Noble) is located on the corner of Cass and Warren Avenues.

The University Library system has access to a wide range of books, journals, and other resources both in print and electronically (http://library.wayne.edu/). The anthropology department’s library liaison is Veronica Bielat (vbielat@wayne.edu) and is available to help graduate students with research questions.

Wayne State is consistently among the safest college campuses in the country. The Wayne State Police Department can be reached at 313-577-2222 in an emergency or for non-emergency concerns at http://wayne.edu/safety/.

If you are seeking counseling or psychological services, the WSU Counseling and Psychological Services (CAPS) can be reached at 313-577-3398 and is located in the Student Center or at http://caps.wayne.edu/

All WSU students are members of the Mort Harris Recreation and Fitness Center just around the corner from the department. Find out more at http://rfc.wayne.edu/.
FACULTY AND SUPPORT STAFF

The entire Anthropology Department works in unison to make your progress toward earning the degree as smooth as possible. The professors you will encounter on a regular basis include the following individuals. We also have many part-time faculty with a diversity of specializations, whose numbers fluctuate from one semester to the next.

In your progress towards the degree, you will deal closely with the following staff and faculty members.

**GRADUATE DIRECTOR:** The Department Graduate Director is Dr. Stephen Chrisomalis. Dr. Chrisomalis supervises the administration of all departmental graduate degree programs in consultation with the Graduate School, Graduate Committee, Academic Services Officer, and faculty members. It is the Graduate Director who monitors the academic progress of all graduate students, assuring that degree requirements are met. Students are encouraged to see Dr. Chrisomalis if they experience difficulties in their progress through the graduate program, or need additional mentoring.

**ACADEMIC SERVICES OFFICER:** The Department’s Academic Services Officer is Susan Villerot. She works in conjunction with Dr. Chrisomalis, the Graduate Committee, individual faculty members, and the Graduate School. Your advisor may ask you to see Ms. Villerot for help with initial orientation, guidelines and submission of Plan of Work, equivalency exception paperwork, MA essay / thesis, qualifying exam scheduling, candidacy requirements and completion paperwork, graduation requirements, etc. Ms. Villerot functions to help coordinate student, Graduate School and Department requirements.

**ADMINISTRATIVE ASSISTANT:** Debra Mazur is the Department Administrative Assistant. She manages the departmental budget and personnel matters.

**ADVISOR:** Before registering for courses, you should talk to your primary advisor (refer to faculty list). Your advisor will help you plan your long-term class requirements so you can plan ahead. In addition, your advisor can help smooth out potential obstacles in your academic path before they become major hurdles.

**GRADUATE COMMITTEE:** This committee administers and oversees all policy matters relating to graduate student admissions and training. Any exceptions to department and Graduate School requirements must be processed through the Graduate Committee. See your advisor for further information.
## Contact List

### Administrative Staff

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<thead>
<tr>
<th>Name</th>
<th>Office</th>
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<tbody>
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<th>Departmental Fax Number</th>
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### Faculty

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### Departmental Resources

<table>
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<tr>
<th>Name</th>
<th>Location</th>
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<tbody>
<tr>
<td>Gordon C. Grosscup Museum of Anthropology</td>
<td>1227 Old Main; 313.577.2598</td>
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<tr>
<td>Anthropology Library</td>
<td>1224 Old Main</td>
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<tr>
<td>Graduate Student Computer Lab</td>
<td>3008 FAB</td>
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<tr>
<td>Anthropology Computer Lab</td>
<td>1143 Old Main</td>
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<tr>
<td>Anthropology Community Room</td>
<td>3040 FAB</td>
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<td>GTA Office</td>
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<td>Part-Time Faculty Office</td>
<td>3030 FAB</td>
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<tr>
<td>Departmental Conference Room</td>
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APPLICATION AND ADMISSION

Types of Student Status

Regular Admission
Regular Admission means that the student has met the standard departmental requirements and should follow the guidelines set forth in the Graduate Bulletin for the year of his/her admission.

Qualified Admission
The Department can authorize an admission under exceptional circumstances, and a qualified admission may be authorized. You will have additional criteria to meet in order to remain in the program. Those criteria will be stated in your letter of admission. If you have any questions, please see your advisor, the Graduate Officer or the Academic Services Officer.

Permit to Register
If you have not been admitted to a graduate program, but would like to take one or more courses, you may be granted a "Permit to Register" for one semester only. This is a graduate status and credits will appear on your graduate transcript, but it does not guarantee admission to the MA or PhD program. The Graduate Committee must approve all requests for this status. See the Academic Services Officer for further information.

Applying to the MA Program

Applicants to the MA program must have completed a bachelor’s degree or be in their final semester before completion. The department requires a minimum GPA of 3.2 or higher, but typically admits students with a GPA of 3.5 or higher. Students with a lower GPA may be admitted if the rest of their application file is exceptionally strong. International students from non-English speaking countries must have a TOEFL score of 550 or above for admission.

The deadlines for applications are October 1 to begin during the Winter semester and January 15 to begin in the Fall semester. Contact the Academic Services Officer early in the application process to ask any questions and to make sure you’re on the right track. In addition, you are encouraged to discuss your plans with one or more members of the faculty who specialize in your area of interest as early as possible, to determine if this is the right program for your needs.

The application for the MA Program consists of the following components:

- A completed application form. The MA application is available online from the Admissions Office website (http://www.gradadmissions.wayne.edu/).
- Official transcripts for all undergraduate and graduate coursework.
- A letter of intent. In this 2-3 page statement, you should discuss your academic and professional interests along with your professional goals so that we can ensure that your interests and our expertise overlap.
- Three letters of recommendation. Letters of recommendation from anthropology professors or professors in other fields are ideal.
- A writing sample, such as a research paper for a previous course.

If you have any questions, please contact the Academic Services Officer.

International applicants should consult the Graduate Admissions website at http://www.gradadmissions.wayne.edu/intl_students.php for additional requirements.
Applying to the PhD Program

Applicants to the PhD program must have completed a bachelor’s degree in anthropology or a related field, or be in their final semester before completion. Applicants for the PhD are expected to show a theoretical awareness and capacity for conducting independent research well beyond the level expected of MA applicants. Applicants who are intellectually strong but do not have a strong background in anthropology should apply to the MA program rather than to the PhD program. The department requires a minimum GPA of 3.5 or higher. Students with a lower GPA may be admitted if the rest of their application file is exceptionally strong.

The deadline for applications is January 15 to begin in the Fall semester. All applicants must submit GRE scores in order to be considered. International students must have a TOEFL score of 550 or above for admission.

Contact the Academic Services Officer early in the application process to ask any questions and to make sure you’re on the right track. You should also discuss your plans with one or more members of the faculty who specialize in your area of interest as early as possible, to determine if this is the right program for your needs. The application for the PhD Program consists of the following components:

- A completed application form. The PhD application is available online from the Admissions Office website (http://www.gradadmissions.wayne.edu/). Official transcripts for all undergraduate and graduate coursework.
- Graduate Record Examination (GRE) scores, to be reported directly to Wayne State from the Educational Testing Service. The Wayne State University institution code is 1898.
- A letter of intent. In this 2-3 page statement, you should discuss your academic and professional interests along with your professional goals so that we can ensure that your interests and our expertise overlap.
- Three letters of recommendation. Letters from anthropology professors are ideal.
- A writing sample, such as a research paper for a previous course.
- An up-to-date curriculum vitae.

International applicants please see the Graduate Admissions website at http://www.gradadmissions.wayne.edu/intl_students.php for additional requirements.

If you have any questions, please contact the Academic Services Officer.

If you are a recent graduate of the WSU Anthropology MA program, you must still formally apply for admission into the PhD program, by completing an online admission application – including all of the above components. Having an approved MA Essay or Thesis is only one of the several factors considered for admission into the PhD program. MA graduates can count a maximum of 32 credit hours from their MA degree towards their PhD.

MD/PhD in Anthropology

For students interested in earning a research PhD in anthropology concurrently with a MD degree from Wayne State University, the department participates in the WSU MD/PhD program which allows students to pursue an eight-year program resulting in both degrees. The MD/PhD option is not open to students currently already enrolled in either the MD or PhD degrees. For more information, contact the Graduate Director and consult the program website at http://mdphdprogram.med.wayne.edu/.

Social Work and Anthropology (SWAN)

The Department along with the College of Social Work has initiated a joint PhD in Social Work and Anthropology, administered by a joint committee composed of faculty from both participating programs. With a specific focus on urban social work, the SWAN program is open to a select number of well-qualified students whose research interests bridge the two fields. Students who are admitted to SWAN who have not previously earned a MSW degree will complete the MSW requirements as
part of the SWAN program requirements. SWAN students have coursework selected from relevant material in both programs, and compose their dissertation committees from faculty in both disciplines. For more information on the SWAN program, contact the Graduate Director and see the SWAN program website at http://clas.wayne.edu/swan/.

**ANT2100 Requirement**

To be admitted to either the MA or the PhD program, you must have completed Anthropology 2100 (Introduction to Anthropology) or its equivalent at another institution. Qualified admission may be granted while this deficiency is remedied; you must then take ANT 2100 in the first semester in your graduate program. This course is an undergraduate course and thus does not count towards the total number of graduate credits needed for degree.
GENERAL POLICIES AND PROCEDURES

If you are a graduate student, there are three sources that govern your graduate career and which you should consult frequently. These are:

- the University Graduate Bulletin (http://www_bulletins.wayne.edu/gradschool)
- this document, the HORIZONS STUDENT HANDBOOK
- the Graduate School website at http://wayne.edu/gradschool/

It is the University's regulations that are the most general; these are laid out in the Bulletin and on the Graduate School website. The Anthropology Department requirements occasionally require a higher standard than those of the Graduate School. Under these circumstances, Departmental requirements take precedence. Department requirements are laid out in the HORIZONS STUDENT HANDBOOK which will be periodically updated. We ask that you consult both of these sources.

You will also need to access the Graduate School website for current policies, procedures and forms. This website includes samples of the various Graduate School forms that you will need to use. It will also answer many of your questions about such matters as transferring credits, residency requirements, time limits, constituting a committee, the guidelines for the MA and PhD Plan of Work, PhD qualifying exams, candidacy forms, prospectus, preparing the dissertation, and defending the dissertation.

Your Advisor

When you were admitted, you were assigned to an advisor on the basis of a match between your interests and the faculty member's expertise. Alternatively, you may have requested a particular advisor. Your advisor is a full-time faculty member with whom you should share some intellectual and research interests and who is your primary contact person on scholarly matters. You should meet with your advisor regularly to consult them about what courses to take, projects or opportunities to pursue, and in general about your progress in the program. The relationship between advisors and graduate students should be one of mutual respect, professionalism, and trust.

If, over time, your interests have changed focus or are altered, your initial advisor may not be the most appropriate person to serve as your advisor and you should feel free to consult with the Graduate Director, Academic Services Officer, or any other full-time faculty member regarding changing your advisor. It is your right and your responsibility to find another full-time faculty member who is willing to be your permanent advisor. If you cannot do so in a reasonable amount of time, you should not expect to continue in the graduate program.

After you have identified a new advisor and they have agreed to serve in this capacity, you should send an email to the Academic Services Officer, copied to the Graduate Director as well as both the new and former advisors, indicating your intent to change advising. In most cases there is no additional paperwork. For PhD students who are at or beyond the level of candidacy, there is additionally a form to be completed and signed by all parties, which can be obtained from the Academic Services Officer.

Throughout your time in the program, you are encouraged to meet and discuss your work with multiple faculty members, not only your advisor. If you are a PhD student, your interactions with other faculty will be helpful in selecting a PhD dissertation committee. If you are an MA student, doing so can help you in selecting your second reader for the Essay or Thesis.
Grading

Grades at the graduate level are intended to reflect higher standards of critical and creative scholarship than those applied at the undergraduate level. This standard of excellence entails that work that was adequate in your previous studies may not be adequate in this program.

The university requires all graduate students to maintain a 3.0 overall GPA across all graduate courses taken at Wayne State. This includes courses taken in other WSU graduate programs. If your overall graduate GPA drops below a 3.0, you will be automatically placed on probation and a hold will be placed on course registration. You will then need to petition the Graduate Committee in writing requesting that the hold be removed. If your GPA remains below a 3.0 for more than one semester, this is cause for removal from the program.

The department also requires you to achieve a minimum of a B grade in all classes listed on your Plan of Work. Grades of B- and lower, and grades of WF (Withdraw-Fail) are counted as failing grades for the purpose of evaluating your ability to continue in the program. If you receive two or more failing grades in courses, or if you fail the same course twice, this is cause for removal from the program.

Registration Overrides

For some courses for which there is a prerequisite, or for which enrollment is full, you may request a course override to allow you to register. The normal procedure for requesting an override is to email the Academic Services Officer as well as the course instructor for which you want permission to register. In some cases, the Academic Services Officer may require written permission of the instructor in order to grant the override. If the course you want to register in is in a different department, permission from that department may be necessary. In all cases, you should make sure to inform your primary advisor what courses you are hoping to take in any given semester.

Repeating Courses

You must repeat any courses in which you received a grade of B- or below in order for them to count towards your degree. The original grade for the course will remain on your transcript, but only the second repetition of the grade will be used in calculating your GPA.

The online course registration system only allows one registration per course and will prevent you from registering for the same course a second time. In order to repeat a course, you will need to email the Academic Services Officer to request an override. You may have a maximum of two overrides throughout your entire graduate program for the purpose of repeating failed courses.

Grade Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**I - Incomplete** The mark of “I” (Incomplete) is given when a graduate student has not completed all of the course work as planned for the term and when there is, in the judgment of the instructor, a reasonable probability that the student will
complete the course successfully without again attending regular class sessions. The student should be passing at the
time the grade of “I” is given. A written contract specifying the work to be completed should be signed by the student
and instructor. Responsibility for completing all course work rests with the student. The mark of “I” will be changed to
a letter grade when the student completes the course work as arranged with the instructor or, if the instructor has left the
University, with the Chair of the department or other instructional unit. Work must be completed within one calendar
year. There will be NO extensions. Any unchanged mark of “I” will automatically be replaced with a grade of “F” after
one year.

Y - Deferred is given in certain courses, such as essay, thesis, and dissertation credits, when the work of the course is
planned to continue beyond the semester. The Y is changed to a grade at the completion of the work.

W - Withdrawal Withdrawals are granted when a student requests a withdrawal and the instructor grants it, in accordance
with University policy. Please check the Schedule of Classes for specific dates. These grades are issued as follows:

- WP: Withdrawal with a passing grade earned to date.
- WF: Withdrawal with a failing grade earned to date.
- WN: Withdrawal given to students who did not attend any classes and/or did not complete any assignments and/or
did not participate in credit-earning activities by the withdrawal date.

Grades of WP, WF, and WN are not used in calculations of grade point averages, but WF grades do count as a failed course for
this purpose of continuation in the program.

Course Equivalencies and Waivers

Some students, due to prior coursework or other experiences, may petition for special consideration with respect to their degree
program. This can take two forms: a waiver of a required course, or a course equivalency.

A course equivalency is basically a graduate transfer credit, granted when you have taken graduate-level courses at Wayne State
or elsewhere, and want to transfer credit from that program directly to your program here at Wayne.

- You can only request it for graduate courses; the university never, ever allows undergraduate courses to count towards a
  graduate degree.
- If you are a MA student here but previously earned a master’s degree elsewhere, you can’t get an equivalency for courses from
  your first master’s. If you just took a couple of courses, then you can be granted equivalencies - just not if the courses counted
towards your first master’s. If you’re a PhD student here, though, you can get equivalencies for MA courses, where appropriate,
regardless of whether you earned the degree. (Talk to the Academic Services Officer if you need clarification.)
- The course for which you are granted equivalency goes on your Plan of Work. If you already have an existing plan of work,
you’ll need to change it separately.
- The course counts for credit towards your degree (thus, you need to take fewer credits here).
- You can use a course equivalency for your electives.

A waiver is granted when you have some experience or coursework such that it is judged that you don’t need to fulfill a
particular requirement of your program.

- You can request it based on undergrad coursework or other experiences.
- It does not give you course credit towards your degree– instead of the course you were originally required to take, you take a
different course here at the 5000 or higher level.
- The waived course doesn’t go on your Plan of Work (but the course you add in its place does).
- It can’t be used for electives (since it doesn’t give you credit, just waives a requirement).
Either way, the procedure is the same: you need to submit a ‘Request for Graduate Course Equivalency or Waiver’ form at http://clas.wayne.edu/Anthropology/Graduate-Programs to the Academic Services Officer so that it can be reviewed, along with course syllabi or other documentation of your prior courses or experience. Once submitted to the Academic Services Officer, your request must be signed both by the faculty member most relevant to the applicable course, and by the Graduate Director.

**Course Alternations and Substitutions**

Graduate study is, by its nature, intended to allow you to flexibly pursue the training of greatest utility to you. One of the advantages of anthropology is that it is a very broad discipline. Because of course scheduling, course cancellations, or your own interests, you may wish to substitute a requirement for a similar course at Wayne State or elsewhere.

It is frequently possible to arrange with an instructor to take a 5000-level class, in conjunction with some extra work (an extra paper or major assignment) in order to have it qualify as a 7000-level seminar for the purposes of your degree program. You should contact both the instructor and the Graduate Director if you wish to do so.

Substitutions are rarely possible for core required courses within the MA and PhD programs. Contact the Graduate Director if you have specific questions.

**Directed Studies**

Directed studies may be authorized provided the area of interest is an integral part of the student's graduate program and is not covered by scheduled courses. They range from 1-9 credits and in general, the departmental expectation is that you will produce a minimum of 10 double-spaced pages of written work for every credit hour taken.

You may request a directed study with any member of the full-time faculty. If the faculty member agrees, you and the faculty member then work out your plans and expectations for the course, using the Directed Study Authorization Form (http://wayne.edu/gradschool/phd/directed-study.pdf) as a guide. This form includes a description of the proposed directed study, as well as the number of credits requested, and must be signed by the instructor AND by the Graduate Director and also approved by your advisor. You must submit the Directed Study Authorization Form prior to registration.

**Graduate Enrollment at Other Institutions**

WSU has a dual enrollment policy with the University of Michigan, which allows graduate students at either institution to take courses at the other while receiving credit on your WSU graduate transcript. If there is a course at the University of Michigan (in anthropology or in some other discipline) that is not offered at WSU, and that you and your advisor agree is appropriate for your research program, you should consult the Academic Services Officer for more information. You should allow at least two months for all the appropriate permissions to be obtained to allow you to pursue this option.

For students wishing to take courses at other Michigan institutions, the MIGS (Michigan Intercollegiate Graduate Studies) program allows graduate students to take courses at other Michigan universities. MA students are limited to one semester of study and PhD students are limited to two. If you are interested in this program then you should contact the Academic Services Officer for more information.

**Program Withdrawal**

There is no formal process for taking a short-term leave of absence from either the MA or PhD programs. If you do not register for courses, your time towards the degree continues as usual. You should inform your advisor as well as the Graduate Director of your intentions when you do so.
If you do not register for courses for two years (i.e. any four consecutive academic terms, excluding summer) then you will be considered to have withdrawn from the program, and your student file will be made inactive. If, after this time, you wish to resume your studies, you will need to re-apply for admission into the program. The department may, if it chooses to readmit you, require that you retake any or all graduate courses that you had taken before your withdrawal.

**Student Code of Conduct**

A high standard of student conduct plays a major role in creating an environment of excellence, and the Student Code of Conduct is used to maintain these high standards. The policy 1) establishes the expectations that students are accountable for their behavior; 2) describes acceptable student conduct, both academic and non-academic; 3) describes disciplinary policies and procedures; 4) specifies the rights of students and other parties; 5) specifies prohibited conduct and sanctions to be imposed if such conduct occurs. Examples of prohibited conduct subject to the Student Code of Conduct include, but are not limited to: academic dishonesty, knowingly furnishing false information to the University, disorderly behavior, theft, damage of property, illegal drugs, weapons on campus, false report of emergency, unauthorized entry, violation of criminal law, etc.

The University Student Conduct Officer, housed in the Dean of Students Office, monitors the student disciplinary process and is responsible for coordinating matters involving student discipline; describing the disciplinary procedures; and informing students and other parties of their rights. Copies of the Student Code of Conduct are available from the Dean of Students Office, Room 351 Student Center or from the Offices of the Deans of each School and College. An electronic copy of the code may be found at [http://www.doso.wayne.edu/codeofconduct.pdf](http://www.doso.wayne.edu/codeofconduct.pdf).
GUIDELINES FOR MA STUDENTS

Coursework

The MA degree requires that students complete all required courses at the graduate level. Twenty-four credit hours must be taken in residence at WSU. Twenty-one credit hours must be in departmental anthropology classes. All courses must be completed with a grade of B or higher; B- and below is not acceptable. Please also see the Graduate Bulletin for additional guidelines. The following courses, or their equivalents, are required for completion of the MA degree:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Notes</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core</strong></td>
<td></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>ANT 7005 Thinking and Writing Anthropology</td>
<td>3</td>
<td>Every Fall (F)</td>
<td></td>
</tr>
<tr>
<td>ANT 7010 Anthropological Theory I</td>
<td>3</td>
<td>Every Winter (W)</td>
<td></td>
</tr>
<tr>
<td>ANT 5320 Language and Societies</td>
<td>3</td>
<td>Every Winter (W)</td>
<td></td>
</tr>
<tr>
<td>ANT 5140 Biology and Culture</td>
<td>3</td>
<td>Every Fall (F)</td>
<td></td>
</tr>
<tr>
<td>ANT 5270 Archaeological Theory &amp; Techniques</td>
<td>3</td>
<td>Every Winter (W)</td>
<td></td>
</tr>
<tr>
<td>ANT 5700 Applied Anthropology</td>
<td>3</td>
<td>Every Fall (F)</td>
<td></td>
</tr>
<tr>
<td><strong>Methods (choose one in consultation with advisor)</strong></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>ANT 5210 Anthropological Methods</td>
<td>4</td>
<td>Every Term (F/W)</td>
<td></td>
</tr>
<tr>
<td>ANT 5230 Mixed Methods</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANT 5280 Archaeological Field Methods</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>ANT 7xxx: Seminar</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANT 7xxx: Seminar</td>
<td>3</td>
<td>may be non-anthro</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>may be non-anthro</td>
<td></td>
</tr>
<tr>
<td><strong>plus one of the following graduation requirements:</strong></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ANT 7900 Synthesis (Plan C)</td>
<td>3</td>
<td>Every Winter (W)</td>
<td></td>
</tr>
<tr>
<td>ANT 7999 Essay (Plan B)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANT 8999 Thesis (Plan A)</td>
<td>8</td>
<td>(in lieu of electives)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CREDITS</strong></td>
<td></td>
<td></td>
<td>33-34</td>
</tr>
</tbody>
</table>

Students planning on taking Plan A (Thesis) only require 3 credit hours of electives instead of 9. The 8-credit thesis plus the three credits of elective (along with the core and methods requirements) reach a total of 33 credits. Students in Plans B and C take nine credits of elective plus their 3-credit graduation requirement to reach a total of 34 credits.
If you enter the MA program with a BA from WSU and have completed any of the core classes as an undergraduate (with a grade of B or better) you do not need to repeat them. You must replace them with any other graduate level course that you and your advisor agree will help you achieve your career goals.

If you are intending to apply for the PhD program, you are strongly encouraged to take ANT 7020 (Anthropological Theory II), the second semester of theory, as an elective or seminar. For the student who does not intend to pursue a PhD, this course is also recommended for a comprehensive understanding of anthropological thought today.

Students wishing to specialize their degrees in specific applied subfields may substitute the 9 credit hours of electives above with one of the following course sets:

<table>
<thead>
<tr>
<th>Concentration in Medical Anthropology</th>
</tr>
</thead>
<tbody>
<tr>
<td>7420 Anthropology Practicum</td>
</tr>
<tr>
<td>5400 Culture, Health, and Illness</td>
</tr>
<tr>
<td>One additional medical anthropology course</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Concentration in Museum Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>7420 Anthropology Practicum</td>
</tr>
<tr>
<td>5600 Museum Studies</td>
</tr>
<tr>
<td>7625 Material Culture</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Concentration in Business Anthropology</th>
</tr>
</thead>
<tbody>
<tr>
<td>7420 Anthropology Practicum</td>
</tr>
<tr>
<td>5800 Anthropological Perspectives on Business</td>
</tr>
<tr>
<td>7700 Seminar in Business Anthropology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Concentration in Applied Archaeology</th>
</tr>
</thead>
<tbody>
<tr>
<td>7420 Anthropology Practicum</td>
</tr>
<tr>
<td>6555 CRM &amp; Public Archaeology</td>
</tr>
<tr>
<td>6570 Archaeological Laboratory Analysis</td>
</tr>
</tbody>
</table>

Completing the MA Plan of Work

By the time you have completed 12 hours of graduate coursework, the University requires you to file a MA Plan of Work (POW). If you do not file a POW, the University will place a hold on your record that will prevent you from registering for classes. When the completed MA POW form is accepted by the Dean’s Office, you move from the status of MA applicant to MA candidate. At the time of preparing your Plan of Work, you, in conjunction with your advisor, will select Plan A, B, or C. If you opt for Plan A or B it is your responsibility to work with your advisor to ensure that he/she agrees to supervise your project.

The Plan of Work is a PDF form which you download at http://clas.wayne.edu/Multimedia/clas.wayne.edu/Files/WSU_CLAS_Masters_Plan_of_Work_Form_02-11-2016.pdf. Fill in all of the required courses you expect to take in the MA program and try to indicate the semester you intend to take the course. Use the ‘Major’ column for anthropology courses and the ‘Minor/Cognate’ column for all other courses. Total the number of overall credits. List only the credits necessary for fulfilling your degree requirements. If you were previously a WSU undergraduate and took one or more graduate program requirements as an undergraduate, do not list these classes on your Plan of Work chart. Instead, inform the Academic Services Officer, who will make a note at the bottom of your plan regarding these courses.
The completed POW form must be signed by your advisor (hard copy or electronic signature is fine). Submit the completed form, along with a copy of your unofficial transcript to the Academic Services Officer, who will submit it to the College for approval. You will receive notification of its approval from the College of Liberal Arts and Sciences Dean’s Office.

If you need to change or add a course to your POW, a Change in Master’s Plan of Work Form needs to be submitted. This form is available at the College of Liberal Arts and Sciences Current Student page. You can use a Change form for two updates. If you need to update your POW a third time, a new POW must be submitted. The Dean’s Office is not as concerned with the semester a requirement is fulfilled as much as substitution of courses listed, (for example, your POW lists seminar, ANT 7620, but instead you took ANT 7630 – with the approval of your advisor).

MA Progress Letter

Each academic year, the department conducts a review of all master’s students at the end of the Winter semester (normally in December). Based on your progress in coursework and other academic activities, the faculty will review your work, and then the Graduate Director will write a progress letter to you, with copies going in your student file and to your advisor.

MA Graduation Requirements

You may complete a master’s degree by writing a Thesis (Plan A), an Essay (Plan B), or by taking the Synthesis course (Plan C). You formally choose which plan you intend to pursue when you complete your MA plan of work, in conjunction with your advisor. Your advisor must approve your choice of plans, and if you decide to change plans, you must submit a new Plan of Work (not a Change of Plan of Work form). As a general guideline:

- Plan A is best if you have a major research project in mind that involves substantial collection and analysis of original data AND that will take multiple semesters to complete AND that is closely related to your advisor’s research;
- Plan B is best if you have a well-focused research topic of interest, and for which much of the work can be completed in a single semester;
- Plan C is best if your interests cannot be easily conceptualized as a master’s project, if you have no single project, or if your research lies outside your advisor’s direct expertise.

You must apply online to graduate on Academica in the term you expect to graduate. The deadline to file to graduate is normally around the end of the first month of each term. You should notify your advisor as well as the Academic Services Officer of your expected timeline to ensure that you meet all deadlines. We are here to ensure that you know all the deadlines and are able to meet them. If you do not complete the requirements in the semester you file to graduate, you will need to reapply for the following semester.

Plan A: MA Thesis (ANT8999)

The Thesis plan requires you to complete the department’s 8 credit hour Thesis Direction course (ANT8999). The thesis is an independent research project taking multiple terms and culminating in an oral defense. When you decide on Plan A along with your supervisor, you should also identify a second committee member from among the full-time faculty. You then complete and submit the Thesis Outline and Record of Approval form. You may then begin to register for your eight ANT8999 credits. You may register for any number of credits in ANT8999 in any term, up to a maximum of eight.

The thesis has no minimum or maximum length, but is normally 50-100 double-spaced pages in length, excluding bibliography and appendices, and is a significant contribution to scholarship in a specific field. MA Theses are governed by the same rules for formatting, binding, and submission as are PhD Dissertations, and so you should ensure that you are in compliance with the current rules set by the Graduate School. (http://gradschool.wayne.edu/masters/thesis-info.php)
You must submit a completed first draft of your MA Thesis to your advisor, in the semester before you intend to defend. Your advisor will suggest revisions at this point. Once the revised draft is completed, you will submit it to both your advisor and your other committee member, and both will suggest revisions. You should submit the revised draft to both committee members a minimum of two months before your expected defense date. Once you have made any additional revisions and have obtained your committee’s approval, you may submit your manuscript to the Graduate School for a format check, which must occur at least two weeks prior to your defense. The Graduate School requires the final manuscript of the thesis, including the signed title page, to be submitted at least three weeks before the end of the term you expect to graduate, so you must schedule your defense before that time.

The oral defense for the MA thesis is open to the public, like a dissertation defense. In the defense, you give a brief (20-minute) oral presentation of your work, followed by questions from your thesis committee and the audience. Oral defenses are not normally scheduled between May 15 and August 15. At the end of the defense, if the thesis is judged to be adequate, both committee members sign and date the title page of your thesis. Your advisor will assign a grade and inform the Academic Services Officer so that your degree can be certified.

Plan B: MA Essay (ANT7999)

The Essay plan requires you to complete the department’s 3 credit hour Essay Direction course (ANT7999). The essay is an independent research project for which the bulk of the writing takes place in a single term. When you decide on Plan B along with your supervisor, you should also think about faculty members who might serve as the second reader for your essay. You must take all 3 credit hours of ANT7999 in one term, which is normally (but not always) the term in which you expect to graduate. While it is possible to conceptualize and complete an MA essay in one term, more often you would conceptualize the project and do readings in one term, and then complete the writing in the next term.

The MA essay has no minimum or maximum length but is normally 30-60 double-spaced pages, excluding bibliography and appendices, and demonstrates scholarly excellence. The College of Liberal Arts and Sciences sets the regulations and formatting requirements concerning MA essays. The two key dates you need to know are the deadline to apply to graduate, normally around the end of the first month of term, and the deadline to submit your essay to the College, including all revisions and with your two readers’ signatures on the cover page, normally around a month before the end of term.

You must submit a first draft of your MA Essay to your advisor three months before you expect to graduate. Do not apply to graduate until you have a full draft in your advisor’s hands. After your advisor suggests revisions, you make changes and then submit a second draft to both your advisor and your second reader. This should be a minimum of six weeks prior to your expected graduation to give time for both readers to analyze your work and suggest changes. When both readers agree that your essay is adequate, they sign the title page, which constitues their approval of the final document. Bring a hard copy of the signed title page, and email a PDF copy of the full final essay, to the Academic Services Officer. No hard copy of the full essay is required. Your advisor emails your grade for ANT7999 to the Academic Services Officer, so that your degree can be certified.

Plan C: Coursework (ANT7900)

The Coursework plan requires you to complete the department’s 3 credit hour Synthesis course (ANT7900), which is offered each Winter term. This is a rigorous theoretical and analytical course in which you demonstrate mastery of anthropological theory and methods across the different subfields and in your specific area of expertise. This course is also open to graduate students not in Plan C, and counts towards any graduate degree.

You must have completed at least 21 credit hours in the program prior to taking ANT7900, including ANT7005 and ANT7010 (7010 may be taken concurrently). It is thus probable, though not necessary, that you will graduate in the term in which you take ANT7900. You must still file to graduate in accordance with the deadline set for that term, but there are no additional requirements beyond the successful completion of ANT7900 with a grade of B or higher.
GUIDELINES FOR PhD STUDENTS

Overview of the PhD program

The PhD program is a much more individualized program of study than the MA program. You will make most of the decisions regarding your training and study together with your advisor (committee chair) as well as other members of your PhD committee. The Graduate Director, Graduate Committee, and the Academic Services Officer are also involved in tracking and overseeing graduate student progress through the PhD program.

Progress through the PhD program involves the following steps, in this approximate order:

- Coursework
- Submitting a PhD Plan of Work
- Completing non-dissertation PhD coursework, including the foreign language requirement
- Assembling a committee
- Completing qualifying exams
- Submitting a PhD prospectus and obtaining HIC approval for research
- Taking dissertation credits
- Completing doctoral research
- Writing the dissertation
- Defending the dissertation
- Submitting the final manuscript

In addition, you will be asked to complete an Annual Summary of Student Progress report each year.

The Graduate School website includes information for PhD students that you should consult in addition to this document (http://www.gradschool.wayne.edu/Current/phd.asp).

Annual Summary of Student Progress

Each year the University Graduate School requires that all PhD students fill out a document known as the Annual Summary of Student Progress. This document is designed to aid the student, the advisor, the department, and the Graduate School in effectively tracking individual PhD student progress and achievement. The progress form is available on the Anthropology website at the beginning of the winter semester each year, and is normally due at the end of March. The document is to be completed by the student and then forwarded to his or her advisor, who comments on and signs the form. You then return the completed form to the Academic Services Officer for review by the Graduate Director. Failure to return this document by the stated deadline will result in a hold being placed on your record. Students who do not complete the Annual Progress Report will also not be eligible for departmental funding.

Near the end of the winter term, the faculty will conduct an annual review of PhD student progress to ensure that students are making timely progress and that there are no concerns. Students who have not completed their Annual Summary of Student Progress may be required to meet with the Graduate Committee in order to ensure that accurate information is received before the hold is removed from their record. In April or May, you will receive a letter from the Graduate Director discussing your progress over the previous year. A copy of this letter will be placed in your student file in the department, and a copy is sent to the department.

Individual Development Plan (IDP)

All students should, by the end of their first year in the program, have a completed Individual Development Plan (IDP) on file electronically with the Graduate School. The IDP is not a progress report, but rather is a professional reflection tool designed to
help you identify your strengths and fit these with your professional goals. The IDP is approved by both your advisor and the departmental graduate director. You will be contacted directly by email by the Graduate School about the completion procedures for the IDP.

**PhD Coursework**

The PhD requires 90 credits beyond the BA with a grade of B or better, of which at least 30 must be taken in residence at WSU. The following courses, or their equivalents, must be completed with a grade of B or better:

<table>
<thead>
<tr>
<th>Core coursework</th>
<th>28 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 5140 Biology and Culture</td>
<td></td>
</tr>
<tr>
<td>ANT 5210 Anthropological Methods</td>
<td></td>
</tr>
<tr>
<td>ANT 5270 Archaeological Theory &amp; Techniques</td>
<td></td>
</tr>
<tr>
<td>ANT 5320 Language and Societies</td>
<td></td>
</tr>
<tr>
<td>ANT 7005 Thinking and Writing Anthropology</td>
<td></td>
</tr>
<tr>
<td>ANT 7010 Anthropological Theory I</td>
<td></td>
</tr>
<tr>
<td>ANT 7020 Anthropological Theory II</td>
<td></td>
</tr>
<tr>
<td>ANT 7030 Debates in Anthropology</td>
<td></td>
</tr>
<tr>
<td>ANT 7780 Conceptualizing the Dissertation</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advanced methods courses</th>
<th>6-7 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 7200 Qualitative Research I</td>
<td></td>
</tr>
<tr>
<td>ANT 7210 Qualitative Research II</td>
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<tr>
<td>or two of:</td>
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<tr>
<td>ANT 5280 Archaeological Fieldwork</td>
<td></td>
</tr>
<tr>
<td>ANT 6570 Archaeological Lab Methods</td>
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<tr>
<td>ANT 5230 Mixed Methods</td>
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</tbody>
</table>

| Three 7000-level seminars in anthropology                                       | 9 credit hours  |
|                                                                                |                 |
| One graduate-level course in any other cognate field                           | 3 credit hours  |

| Elective credits in anthropology or other allied fields                         | 13-14 credit hours |
|                                                                                |                 |

<table>
<thead>
<tr>
<th>Dissertation credits</th>
<th>30 credit hours</th>
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<tbody>
<tr>
<td>ANT 9991-9994 Dissertation credits, taken in consecutive semesters</td>
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</table>

**Foreign Language Requirement**

Competency in at least one language other than English is essential for doctoral students. Even if you are planning fieldwork in an English-language setting, much academic literature is written in languages other than English. Also, proficiency in additional languages will permit you to conceptualize post-dissertation projects in other settings.

The department requires all PhD students to have completed three semesters of the same foreign language at the college level before taking qualifying exams. You may have already satisfied this requirement in previous coursework (e.g., during your undergraduate study). If not, it is advisable to complete the requirement early on during your time at Wayne so that you can potentially use your language expertise and so that you are not burdened with time-consuming language classes later in your program. Please note that foreign language classes, because they are undergraduate credits, do not count towards the 90 credit
total for the PhD. Courses taken at other institutions including community college do fulfill this requirement. Students with a degree from an institution where English is not the primary language of instruction are exempt from this requirement.

If you have gained proficiency in a foreign language outside of the classroom, you can take a placement exam or pass a translation test approved by an appropriate department at Wayne State (e.g., Classical and Modern Languages, Literatures and Cultures). If your exam results demonstrate competency at the three-semester level, you have completed the requirement. Once your examiner confirms your result with the Academic Services Officer, your status will be updated and recorded in your file.

Students planning a dissertation project in a site requiring a fieldwork language other than English may be required by their committee to demonstrate field language proficiency above and beyond the university’s language course requirements. The committee may require the completion of a written or oral test in that language.

**PhD Plan of Work**

The PhD Plan of Work must be submitted by the completion of 40 graduate credits. For students with a WSU master’s degree, this includes any MA credits that will be counted towards the PhD (up to 32). The Plan of Work, downloadable at http://www.gradschool.wayne.edu/Current/onlineforms.asp, lists the courses you have taken and the courses you plan to take. If you do not complete a Plan of Work by 40 credits, you will have a hold placed on your record and be ineligible for funding. Use the required coursework listed above under “PhD Coursework” as a guide for filling out your POW, and make sure you are in compliance with all additional requirements. Consult the Academic Services Officer to make sure you have filled it out properly; then submit your complete POW with your advisor's signature to the Academic Services Officer.

Changes and additions to your PhD Plan of Work must be approved and signed by your advisor. A Change in PhD Plan of Work form http://www.gradschool.wayne.edu/forms/Change%20in%20Plan%20of%20Work%20Form.pdf may be used to make up to 4 changes in the POW. Turn the signed form in to the Academic Services Officer. If you wish to make more than 4 changes, please submit a revised Plan of Work instead.

**PhD Committee**

In the final semester when you are finishing your coursework, you must form a dissertation committee and convene a meeting to create a timeline and set expectations for your qualifying exam and prospectus. Your committee chair is your primary faculty advisor and must be a full-time faculty member in the department. The PhD committee consists minimally of two members in the department (including the committee chair); a third member either inside or outside the department; and a fourth external faculty member outside the department, and generally outside the discipline of anthropology. The first three members normally are the three faculty members who supervise the qualifying exam.

Refer to the document "Changes in the Dissertation Committee Composition" (at http://www.gradschool.wayne.edu/GradFaculty/DissCommChanges.pdf) for further details on the composition of the PhD committee.

If you wish to change your committee composition after successful completion of the qualifying exam, please contact the Academic Services Officer for the necessary steps.

**Progressing in the Degree**

Once you have formed a committee and completed your coursework, there are several crucial steps to take. You should take your qualifying exams, advance to candidacy and defend your prospectus within one year (12 months) of the completion of your coursework. Exceptions to this rule must be approved by the Graduate Committee. Note that qualifying exams and oral prospectus meetings are not normally scheduled between May 15 and August 15. Between finishing your coursework and advancing to candidacy, you may take up to 10 credit hours of ANT9990 Pre-Doctoral Candidacy Research credits.
As you progress through the program, the following steps are required, normally in this order:

• Approval of the Plan of Work
• Establishment of, and initial meeting with, the dissertation committee
• Completion of all coursework as set forth in the Plan of Work, including the foreign language requirement
• Satisfactory completion of the written Qualifying Examination
• Submission of a Recommendation for Doctor of Philosophy Candidacy Status form
• Submission of IRB forms for human subjects research (if applicable)
• Completion of the Oral Prospectus Meeting
• Submission of a Doctoral Dissertation Outline and Record of Approval form with completed prospectus and IRB approval
• Submission of a Conflict of Interest form

Qualifying Examination

After you have completed all PhD coursework, including the language requirement, you may complete the PhD Qualifying Examination. In this exam, you demonstrate in-depth competence in three areas of specialization relating to your dissertation topic, including mastery of a broad range of theoretical materials and an ability to think and write analytically.

It is a take-home exam consisting of four essay questions: one in each area of specialization, designed by one of your first three committee members, and the fourth, common to all students, asking you to synthesize and apply the material from the first three exam questions to your dissertation topic.

In conjunction with each committee member, you will develop an appropriate reading list and the question to be asked on the exam. Final discretion for the reading list and the wording of the questions lies with your committee members. Each of your four answers should be roughly ten double-spaced pages (2500-3000 words) in length and should cite relevant literature in the area.

This exam must be completed, working independently, within one seven-day week from the time it is received and submitted to the Academic Services Officer, who will distribute the entire exam to your committee members. Your committee will read and evaluate the exam. Answers will be assessed on the quality of critical analysis and mastery of the relevant literature.

If the exam is found to be satisfactory, you will receive written confirmation from the Academic Services Officer. If it is found to be unsatisfactory, you may be asked to rewrite any or all of the answers and resubmit the exam. If it is found to be unsatisfactory a second time, you may not continue in the program. Qualifying exam questions or answers will be kept on file electronically in the department and added to your student file.

Candidacy

After passing your qualifying exams, you become eligible to become a PhD candidate, which lets you start taking dissertation credits and makes you eligible for certain external funding opportunities. To become a candidate, all four of your committee members (including the external member) sign the “Recommendation for Doctor of Philosophy Candidacy Status” form. These forms are sent to the Graduate School and confirm your Candidacy status. Once you have reached Candidacy status, you can begin to take dissertation credits in the sequence ANT 9991-9994.

Dissertation Credits

Dissertation credits are the sequence of four courses, ANT 9991 – 9994 (7.5 credits x 4). Dissertation credits that will count toward the PhD degree cannot be taken until you have attained candidacy. Once you have attained candidacy, you must register in the following semester for ANT 9991 and complete the 9991-4 sequence over consecutive semesters (registration in
spring/summer is optional). Each semester you take dissertation credits, you must contact the PhD office of the Graduate School by sending an email to phdstudents@wayne.edu to request a registration override for the appropriate course (9991-9994).

ANT9990 credits are Pre-Doctoral Candidacy Research credits and do not count toward the total 30 dissertation credits required for the PhD degree; in addition, no more than 10 credits of 9990 may be taken. You should take these after you are finished your other coursework but before you achieve PhD candidacy, in order to maintain your student status and library privileges.

If you complete all four dissertation courses before graduating, you should register for candidacy maintenance (ANT9995) to maintain access to university resources. Maintenance credits are far less expensive than ordinary tuition and are not eligible for tuition support. You must be enrolled (e.g., in 9995) the semester you defend their dissertation and graduate.

**Prospectus and IRB approval**

Your dissertation prospectus outlines the scope, theoretical framework, significance, and methodology of your proposed dissertation research. It is often 20-30 pages in length although there is no firm minimum or maximum length. You work with your advisor, as well as your other committee members, on various drafts of the document, and then you defend your prospectus in an oral prospectus meeting. This is normally a brief (15-20 minute) presentation of material from your prospectus. After the presentation, your four committee members meet with you, ask further questions, and, if necessary, request changes. Once approved, they sign the “Doctoral Dissertation Outline and Record of Approval” form.

If your project involves research on human subjects, you must also have completed the IRB human subjects approval process, including a completed Medical/Behavioral Protocol Summary Form, and have received IRB approval for your project, before your prospectus can be fully approved. Even if you have orally defended your prospectus, the prospectus forms cannot be submitted to the Graduate School until your IRB is approved.

**Conflict of Interest**

When you submit your prospectus for approval, and again just prior to your dissertation defense, you must also submit a Conflict of Interest form, signed by all committee members and yourself, disclosing any financial or personal conflicts of interest, or affirming that there are no such conflicts (http://gradschool.wayne.edu/phd-info/conflict_of_interest_form.pdf). Your prospectus cannot be approved, and you cannot defend your dissertation, without this signed form.

**Time Extension**

The time limit for the PhD program is 7 years from the end of your first semester as a PhD student (i.e., if you start the program in September 2010, your time expires at the end of December 2017). If you are going to exceed this limit, you must submit a request for a time extension to the Graduate Committee, which if approved will be forwarded for approval by the Graduate School. Failure to demonstrate timely progress in fulfilling program requirements is grounds for removal from the program. The Graduate School does not automatically grant extension requests and you need to provide justification for your request as well as a feasible plan for completing the degree. At the beginning of semester when your time expires, you should meet with your advisor to initiate the extension. The request must consist of the following six items:

- A completed Time Extension Request form (http://www.gradschool.wayne.edu/forms/Time%20Extension%20Form.pdf)
- Your CV
- Your most recent Annual Progress Report
- A detailed timeline showing your plan for completing the degree
- Any documentation relevant to any special circumstances justifying your extension request
- A detailed letter of support from your advisor
If you are granted a time extension, and then you exceed 10 years from the end of your first semester in the PhD program, you will be required by the Graduate School to retake your qualifying exams.

The Defense Year

In the first month of the semester BEFORE you plan to defend your dissertation – at the beginning of your defense year – you should convene a meeting of all your committee members (locally or by Skype), in which you:

a) discuss the scope and plan of the final writing stages of your dissertation;
b) outline the roles of various committee members in evaluating portions of the dissertation;
c) set expectations for communication with and among the dissertation committee members;
d) address potential outstanding problems in writing, analysis, and methodology;
e) set a potential defense date.

You must submit a complete dissertation draft to your advisor no later than six months before you plan to defend, although you are expected to send draft chapters individually to your advisor throughout the writing process. Depending on the composition of your committee and your dissertation’s structure, it may also be important to submit individual chapters to specific committee members other than the advisor.

You must submit a complete dissertation draft to all your committee members no later than two months prior to your planned defense (preferably earlier). You must have your advisor’s approval for the entire draft dissertation before doing so. Please note that the latest you can defend a dissertation is normally in November for December graduations and in March for May graduations. You can defend after that point, but you will not graduate until the next term.

Defending the Dissertation

The doctoral dissertation is a piece of substantial, independent, and original field or laboratory research. While there is no minimum or maximum length set by the university, most successful dissertations in anthropology are over 200 double-spaced pages in length (excluding bibliography and appendices) and reflect multiple years of sustained work. The process of completing and defending a work of this scope is extensive and you should budget at least a year if not more to complete it. A dissertation defense is a confirmation of the excellence of your scholarship, an opportunity to publicly present your work to your colleagues and to the community, and an endpoint in a long process.

There are numerous important procedures set by the Graduate School relating to defending your PhD (see http://gradschool.wayne.edu/phd-info/deadlines.php), which vary from term to term. Notify the Academic Services Officer well in advance of your intention to complete the degree requirements and before proceeding with the degree application process.

You must apply to graduate by the deadline to file degree applications. This is the same as the deadline for MA students, normally at the end of the first month of the term. You should file only if you expect to complete all degree requirements including submission of the final manuscript in the current term.

A minimum of two weeks before you plan to defend, you must complete the following steps:

- You must submit your final dissertation manuscript electronically to the Graduate School for a Format Check;
- You must email your final dissertation manuscript to all committee members – this is the version of the dissertation you will be defending;
- You must email your final dissertation manuscript to the departmental Graduate Director for a check using the SafeAssign plagiarism detection software.
- You must submit the Conflict of Interest form to the Graduate School disclosing any conflicts or affirming that there are none, signed by all committee members including the external member. You must resubmit the form even though you previously submitted it when you submitted your prospectus.
- You must submit the first portion of the Final Defense Report form to the Graduate School, signed by all committee members including the external member. This form is then returned to the department to be completed at the defense.
- After consulting with the Academic Services Officer to book a room at the appropriate time, you submit a copy of the public announcement of your defense to the Graduate School (which will also be distributed electronically to students and faculty).

You can schedule your defense at any point between August 15 and May 15; however, there is a deadline, usually around two months before the end of each term, after which you can still defend your dissertation but will not graduate in that term. In other words, you can defend in December but then the earliest you can actually receive your PhD is the following May.

The first part of the Final Defense is a public presentation in which the candidate presents the methodology, research and results of the investigation to the committee and the audience, and responds to their questions. In the second part, the candidate meets with the committee and responds to further questions about the research and dissertation. The final phase is the evaluation, in which the committee discusses the candidate’s performance, agrees on any revisions the candidate should make to the manuscript, and determines whether or not s/he passed. The committee’s decision is conveyed to the Graduate School via the Final Defense Report form. The candidate is informed of any required revisions.

A member of the Graduate Committee who is not a member of your dissertation committee will be present at the public portion of your defense to complete a Public Defense Assessment form. This form does not name you and is not part of your student record – it is part of the department’s program assessment rather than an evaluation of you as a PhD student.

After the Defense

It is normal for minor revisions to be required following a successful defense, ranging from correcting typos to adding additional analysis. The scope of these revisions will be communicated to you by your committee following the defense.

You should complete these revisions within a maximum of one term from the date of your defense. If you expect to graduate in the term in which you defend, there is a deadline set by the Graduate School, normally about six weeks before the end of term, for all materials to be received and forms completed relating to the final manuscript. Otherwise, you will graduate in the term following your defense. If your revised manuscript is not submitted by the Graduate School’s deadline the term following your defense, you must re-defend your dissertation. If you defend your dissertation in the semester when your time to complete the PhD expires, you do not need a new time extension to submit your post-defense revisions in the subsequent term.

When you submit your final, revised manuscript, you must complete several additional steps. See the Graduate School website for more specific information.

- You upload the final manuscript to the Proquest/UMI site;
- You submit an original signed title page to the Graduate School;
- You complete and submit the Survey of Earned Doctorates;
- You complete the Dissertation Title and List of Previous Degrees form online;
- You submit the permission form to have your dissertation archived with WSU Libraries.
STUDENT FUNDING

The Anthropology Department administers its own internal funding competition each winter. Application forms for these awards are normally distributed electronically in the late fall, and the deadline is normally in mid-January. Doctoral students who have not completed the most recent year’s annual progress report are not eligible to be considered for these sources of funding. The following awards are available:

- One (or rarely more) Rumble Fellowships, covering tuition, stipend, and benefits, with no teaching or service obligations; (PhD students only)
- Several Graduate Teaching Assistantships, covering tuition, stipend, and benefits, with teaching obligations in the fall and winter semesters; (PhD students only)
- One Graduate Teaching Assistantship dedicated specifically to work in the Grosscup Museum, and including tuition, stipend, and benefits (MA or PhD students)
- One Barbara Aswad award(s) for graduate travel, directed ordinarily to students pursuing field research in the Middle East. (MA or PhD students)

Graduate Teaching Assistants

At the time of starting a GTAship, GTAs must have completed an MA in anthropology from any institution, or a minimum of 18 credit hours of WSU anthropology doctoral coursework across at least two anthropological subfields. At the time of starting a GTA/GRAship at the Grosscup Museum of Anthropology, GRAs must be MA or PhD students in good standing in the program. A student may hold a GTAship for a maximum of three years throughout their doctoral studies.

GTA assignments are normally three courses across a nine-month appointment (August 15 – May 15): one in one semester and two in the other. These assignments may be as an assistant to a full-time faculty or, after having worked as an assistant for a course, as an instructor of record teaching that course independently. It is not normally possible to divide GTA teaching responsibilities across all three semesters as GTAs are nine-month employees. However, it is sometimes possible for GTAs to teach in the spring/summer semester as an additional (overload) teaching assignment.

The specific assignments for any GTA are decided on the basis of departmental need, including specific courses taught, number of courses taught per term (1 or 2), as well as meeting dates/times. The department is not able to meet requests for specific assignments with two exceptions: we will ensure that a GTA does not teach at a time when they themselves are registered in a course, and we will not require a GTA to teach online courses if they do not wish to do so.

Students who have a GTAship are permitted, by the GEOC union contract, to hold other employment outside Wayne State as long as that work does not exceed 20 hours per week and does not conflict with their duties as a GTA. GTAs may also, with written permission, hold other employment at Wayne State (instructional or otherwise); the form requesting this is at https://wayne.edu/gradschool/assistantships/additional_service_template.pdf. In a semester when a GTA has two teaching assignments, this request will normally be denied as it would exceed the allowable workload.

Rumble Fellowship

The department has one (occasionally more) Rumble Fellowship to be awarded to an incoming or continuing student in one of three categories: Recruitment, Continuing, or Completion. This fellowship includes tuition, a stipend, and benefits and carries no teaching or service responsibilities for the academic year. Continuing students apply for the Rumble Fellowship at the same time as they apply for GTAships, using the same form. Students who hold a Rumble Fellowship are not permitted to hold any external employment or to teach courses in the department during the tenure of their award.

At the time of starting a Rumble Fellowship, fellows must be PhD students in anthropology who meet the minimum requirements for the Rumble fellowship category they are receiving (following Graduate School policies). Rumble Fellows who
are continuing students (past their first year) are required to submit an abstract for the annual Wayne State Graduate Research Symposium, which is normally held in March. A student may only receive the Rumble Fellowship once throughout their doctoral studies.

**Aswad Award**

This award was endowed by Professor Emerita Dr. Barbara Aswad to support pre-fieldwork travel or language training for anthropology graduate students. Preference for this award is given to Ph.D. students in cultural anthropology doing fieldwork in the Middle East. The amount of the award has been $1,500 over the past several years. At the conclusion of the work sponsored by the award, recipients should write a one-page letter describing their experience and its relevance to their broader intellectual project, to be sent to Dr. Aswad and to be added to your student file. The Aswad award may be held in conjunction with any other fellowship or award. A student may only receive the Aswad Award once throughout their doctoral studies.

**Graduate Professional Scholarships (GPS)**

The GPS is awarded competitively to incoming or continuing MA or PhD students on the basis of academic merit, professional potential, and demonstrated need. Applications for the GPS are due in early March to the Graduate School, separately from the process above for GTAships and the Rumble, and awards are announced in May. It covers up to 10 credits of tuition at the in-state rate for each of the Fall and Winter semesters. GPS recipients must take a minimum of 6 credit hours each semester. There are no teaching, service, or other requirements for the award, and recipients may hold other employment at Wayne State or elsewhere.

**Instructional Assistantships (IA)**

Instructional assistantship (IA) positions are offered occasionally on the basis of merit to MA or PhD students who are not GTAs, but who have instructional expertise in some field, and assist a full-time faculty member in teaching and/or grading for a specific course. There is no application for IAs and nominations for IAships normally come from the course instructor or the Graduate Director. Contact the Graduate Director if you would like to be considered for these opportunities.

**Anthropology Professional Development Award**

Each year the department makes available funds to both MA and PhD students for travel to professional meetings where they are presenting papers. In order to request travel funds, you must contact your faculty advisor, and have him/her send an email to the Chair of the department, requesting funding in writing and providing evidence (i.e. a conference program or acceptance letter) that you will be presenting at the conference. The total amount available for student travel each year varies. A student may receive only one travel award per year. Matching funding from the Graduate School, in the amount equal to the amount provided by the department, is occasionally available. Doctoral students who receive this award must submit an application for the next year’s Graduate Research Symposium poster competition in order to be eligible for departmental funding (GTA GRA/Aswad) in the subsequent academic year.

**King-Chavez-Parks Future Faculty Fellowships**

The King-Chavez-Parks program (KCP) is run by the Graduate School and supports PhD students from groups who have not traditionally been well-represented in the academy. Applicants must be US citizens and Michigan residents, and must apply online to the Graduate School at https://wayne.edu/gradschool/funding/kcp/. The KCP award is up to $35,000 over a three-year period and carries an obligation to work as a college-level instructor for at least three years after completing the PhD, and if the terms of the fellowship are not met then it becomes a repayable loan.
Master’s Scholarships

The Graduate School and the College of Liberal Arts and Sciences make available a limited number of tuition scholarships that fund a portion of a master’s student’s tuition for the upcoming academic term. These include scholarships for recruitment (new students), retention (continuing students), completion (finishing students), part-time students, and AGRADE students (BA/MA program). These are awarded by application to the Graduate School and are competitive, based on academic merit and need.

External Fellowships

It is an expectation that all doctoral students, as well as MA students where appropriate, will apply for external fellowship funding at some point during their studies. Some of the fellowships for which our students have applied include:

- NSF Graduate Research Fellowship
- NSF Doctoral Dissertation Improvement Grant
- NIH Predoctoral fellowship
- Social Science Research Council fellowship
- Wenner-Gren Foundation doctoral fellowship
- Social Sciences and Humanities Research Council (Canada)
- Blue Cross Blue Shield Foundation
- Ford Foundation Fellowship
- Fulbright-Hays Doctoral Dissertation Award
- AAUW Dissertation Fellowship
- Edward Wise Dissertation Fellowship
- Kosciusko Fellowship

There are literally hundreds of funders to whom you might apply for funding – some of these are very general and open to almost all anthropology PhD students, while others are highly specific. Because these carry enormous weight with employers, applying sensibly to several funders at appropriate stages in your career, working closely with your advisor, is highly recommended.

The Graduate School has an incentive program, fundable once in a student’s academic career, providing a $1000 incentive for applying for a major fellowship (those roughly the value of a GTAship or greater) and an additional $1000 incentive for students who actually receive the fellowship. Contact the Graduate Director for more information.
FORMS

All forms that are required throughout your graduate studies are online. You can either find them on the Anthropology website www.clas.wayne.edu/Anthropology or The Graduate School website www.gradschool.wayne.edu or the College of Liberal Arts and Sciences website www.clas.wayne.edu Here are the links to a few of the most common forms.


PhD Plan of Work – http://wayne.edu/gradschool/phd/plan_of_work.doc

PhD Time Extension - http://wayne.edu/gradschool/phd/time_extension_request_form.docx

PhD Candidacy - http://wayne.edu/gradschool/phd/candidacy_form.doc

PhD Prospectus and Record of Approval - http://wayne.edu/gradschool/phd/committee-and-prospectus/

PhD Change of Committee - http://wayne.edu/gradschool/phd/change_in_committee_memo.doc

PhD Final Defense - http://wayne.edu/gradschool/phd/final_defense_report.doc

Directed Study Form – http://wayne.edu/gradschool/phd/directed-study.pdf

Petition to Repeat a Course - http://www.gradschool.wayne.edu/forms/RepeatCourse.pdf

Please note – This document is updated regularly. The contents of this document are for informational purposes and represent neither a contract nor an offer to contract. The Anthropology Department reserves the right to change any provision or requirement at any time without notice.