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1. INTRODUCTION

The procedures and requirements in this document supplement those published in the official bulletin of the Graduate Studies Office of Mississippi State University. The handbook presents specific departmental requirements for the graduate degree program in Anthropology. All graduate students should retain both documents and consult them frequently. It is the student's responsibility to meet all applicable requirements. The faculty welcomes the opportunity to work with students and stands ready to help them meet their degree and career objectives.

2. ADMISSION

A. Criteria

University requirements for admission to graduate studies include a minimum undergraduate grade-point average in the last two years of undergraduate academic work of 2.75 on a 4.00 scale and a 3.0 on all graduate work. A student applying for graduate admission to the Anthropology program will be evaluated on the basis of evidence which might indicate success in graduate study, including all transcripts of previous post-secondary academic work, the Graduate Record Examination (GRE), the quality and strength of letters of recommendation, and the student's statement of purpose for seeking entry into graduate school.

B. Procedures for Application

Inquiries concerning admission to the graduate program in Anthropology may be directed to either the Office of Graduate Studies or the Department of Sociology, Anthropology, and Social Work. The packet of information and forms sent in response to a request will contain the specific instructions for completing the forms and making an application for admission. Application materials may be downloaded: www.msstate.edu for graduate admissions and www.msstate.edu/dept/anthropology/programs for Anthropology.

C. Types of Admission

The application will be evaluated by both the Office of Graduate Studies and the department. The applicant will be notified of the outcome of the screening process. If accepted, students may receive one of three types of admission. Students meeting all requirements are normally granted *full* admission.

Students can be admitted on a *provisional* basis, if recommended for admission by the degree program, even though they do not meet the minimum grade point average. Provisional students must receive a 3.0 grade-point average on the first nine hours of courses taken at Mississippi State University (transfer hours will not apply) in order to achieve regular status. In addition, provisional students may be required to complete prerequisites specified by the program (such as courses in anthropological theory and introductory courses in the three fields of anthropology). If a 3.0 grade-point average is not attained in the first nine hours of coursework,

the provisional student will be terminated from the program. Students may also be admitted *conditionally* when an application is incomplete due to circumstances beyond the student's control (such as required completion of a B.A. degree program in which the student is currently enrolled).

3. FINANCIAL ASSISTANCE

A. Availability

Financial assistance for graduate study is available on a competitive basis from several sources. Prospective students are encouraged to apply for funding early in the application process, taking note of early deadlines. The entire application for graduate study, excluding the formal submission of GRE scores, must be completed by the assistantship application deadline.

B. Criteria

Although the criteria for each source may differ somewhat, basic expectations are similar. New students should meet the established university and departmental requirements for admission. Graduate assistantships are professional internships with explicit obligations. Assistantships are thus considered to be half-time jobs. Students on assistantships are expected to maintain a course load of at least nine hours per semester.

C. Continued Appointment

Continued appointment is based on satisfactory performance of assistantship duties as determined by standing departmental procedures as well as adequate progress toward the degree. In addition, students must maintain at least a 3.0 GPA to retain an assistantship. Financial support awarded by or through the department, regardless of the source, is limited to two years for students who are pursuing a master's degree. Petitions for waivers may be considered.

D. Sources

1. Departmental and Cobb Institute of Archaeology Research Assistantships

Application forms for anthropology assistantships may be obtained in 204 Cobb Institute as well as on the anthropology web site, <http://www.amec.msstate.edu/grad/#gpForms>. Applications will be considered by the Anthropology faculty with recommendations submitted to the department head or institute director. The minimum requirement for a research assistantship is a bachelor's degree from an accredited college or university.

2. Remote Sensing Technologies Center and Engineering Research Center

RSTC and ERC assistantships may be available to students interested in gaining experience in remote sensing and geographical information systems-based research. Such assistantships will be awarded via application to the Anthropology program.

3. Minority Fellowships

Information and applications can be obtained from the Graduate Studies office (116 Allen Hall, P.O. Box G, Mississippi State, MS 39762; 662-325-7400).

4. Student Loans

Guaranteed Student Loans are available through the Department of Financial Aid and Scholarships (Garner Hall, P.O. Box 6035, Mississippi State, MS 39762; 662-325-2450). Students should request an MSU Financial Aid Package and follow the instructions for Graduate Students. (Note: Graduate Students are *not* eligible for Pell Grants).

5. Other Sources of Funding

There are many potential funding sources. Information on fellowships and scholarships can be obtained from Research Services in the Office of Research, *by appointment only* (662-325-3570).

4. ENTERING THE PROGRAM

A. Orientation of New Students

All new graduate students should report to the Anthropology Graduate Coordinator, who will assign graduate assistants their duties and assist the student in planning the first semester of course work.

B. Selection of Major Professor and Graduate Committee

The purpose of the Graduate Committee is to advise the student throughout his/her graduate program, especially in terms of professional development. The Graduate Committee must consist of at least three members, including the Major Professor and two other Anthropology graduate faculty members. A fourth graduate faculty member from another discipline may be added if appropriate, as determined by the student's thesis research topic and in consultation with the major professor. By the end of the second regular semester of course work, the student, in consultation with the graduate coordinator, must select a major professor who will serve as Chair of the Graduate Committee (see *Major Professor Agreement Form*). By the end of the second regular semester, the student, in consultation with his/her major professor, must select two other members of the Graduate Committee (see *Committee Request Form*). If

changes in the composition of the committee are contemplated, all parties must be informed beforehand. To change the composition of the Graduate Committee, a *Committee Request Change Form* must be completed by the student and approved.

The major professor, in conjunction with other members of the graduate committee, will assist the student in planning the remaining program of study. The composition of the committee will be reviewed for renewal by the student and graduate committee after the completion of course work and prior to the approval of the thesis proposal (see Section 5-D-2 below). The outcome of this review will be recorded on the *Proposal Approval Form*.

C. Program of Study

Each student is required to submit to the Anthropology program faculty for approval a formal program of study. This program must be made with the advice and concurrence of the student's Graduate Advisory Committee and the Graduate Coordinator. For students pursuing a Master of Arts degree, this program of study is formally submitted to the Graduate Studies Office during the semester in which the student intends to graduate.

5. MASTER OF ARTS PROGRAM

Requirements include 24 hours of course work, a 5-hour internship, and 6 hours of thesis.

A. Course Work

The required core courses in the MA degree are: AN 8011 - Professionalization in Applied Anthropology and AN 8013 - Quantitative Methods in Anthropology.

Students who have not already taken Anthropological Theory or an equivalent course will be required to take AN 6123.

If they lack equivalent course work, students will be required to take AN 1143, Introduction to Cultural Anthropology, AN 1343, Introduction to Biological Anthropology, and AN 1543, Introduction to Archaeology. These courses are not offered for graduate credit. The applied archaeology/bioarchaeology emphasis requires that the student take two courses: AN 6523, Public Archaeology, and AN 8533, Readings in Archaeology: Theory. In addition, students are required to have archaeological field experience, equivalent to month-long field schools in archaeological survey and excavation. Students without such experience will be required to take AN 2510 (6 hours) and/or AN 3510 (6 hours).

At least one-half (12 hours) of the course work in the degree program, exclusive of thesis credits, must be at the 8000 level. Approved 7000 Directed Individual Study hours count toward 8000 level requirements. No more than six semester hours of graduate credit may be earned in directed individual study courses. Students may transfer up to six (6) semester hours of courses from other accredited degree programs.

B. Internships

Each graduate student in the Applied Anthropology M.A. program at MSU is required to participate in an internship for 5 credit hours, unless the requirement is waived due to appropriate prior experience (see below). The aim is to provide students with practical experience in an applied setting appropriate to the area (archaeology/bioarchaeology or cultural anthropology) in which their studies are concentrated. Internships are meant to introduce students to a variety of aspects of applied work, which may include applied field work methods, data gathering and analysis, public outreach and education, and ethical considerations. It is expected that interns will have opportunities to interact with agency personnel, community members, and researchers in other disciplines. The student will be expected to take substantial responsibility, under appropriate supervision, for carrying out professional duties that involve using anthropological knowledge to help solve problems for clients.

1. Procedures

After satisfactory completion of at least one semester of full-time graduate work or by prior arrangement, each student will be expected to participate in an internship that has been approved by his or her major professor. The student, the major professor, or another faculty member may make the initial contact with the proposed internship sponsor to determine whether an internship is possible and appropriate. An internship opportunity must be finalized by having the student and a responsible person in the internship agency sign an approval form (Appendix B), which will be placed in the student's file.

Internships should not entail original research for a student's thesis, as this may require IRB approval beforehand.

The intern will enroll for 5 semester hours credit, either during the 10-week summer term or in fall or spring semester. Ordinarily, the hours will be earned in AN 8215, Internship in Applied Anthropology. The student's major professor will oversee the internship for MSU, assign the final grade, and receive credit for the hours generated.

Internships will be full-time, 40 hours per week for 9-10 weeks, if done during the summer. Internships during the fall or spring semester will be for 24 hours per week for 16 weeks. Work schedules will be arranged to the mutual satisfaction of the internship agency and the student.

The student's major professor or another designated Anthropology faculty member will check on each intern at least twice during the internship by calling or e-mailing the intern's supervisor. The supervisor will be encouraged to contact the major professor or designee at any time during the internship if problems or questions arise.

The intern's supervisor at the agency will fill out an intern evaluation form (Appendix B) at the end of the internship.

Every effort will be made to arrange internships that carry a stipend and/or have housing provided. There is no guarantee that every internship opportunity will include such benefits, however.

2. Waiver of Internship

A request to waive the internship requirement must be provided in writing to the anthropology graduate coordinator by the graduate student. The request must give details of previous jobs and experience in applied settings, including length of each, employer, supervisor, and kinds of anthropology-related tasks performed. The student must arrange for submission of a letter from each agency or firm for which the student claims paid or volunteer work. Such letters must detail the kinds of work performed, the anthropological knowledge required, and must attest to the student's satisfactory performance of the work. This material will become part of the student's file. The waiver request will be considered by the anthropology graduate coordinator in consultation with other Anthropology faculty. If the request is granted, a signed copy of the waiver agreement will be placed in the student's file. Credit will not be awarded for waived internships.

3. Expectations

The student will be required to give an oral presentation on the internship experience to an audience of students and faculty at MSU. The oral presentation may be given at the end of the semester in which credit is earned or it may be delayed until the beginning of the next regular semester, as determined by the major professor, to allow students to benefit by learning about others' experiences. Format, length, and content of the oral report will be determined by the major professor. The student may be encouraged to present an oral report to personnel at the client agency if appropriate.

The internship grade will be based on the evaluation of the intern done by his/her agency supervisor and on the student's oral report. If the oral report is delayed until the beginning of the next regular semester, it will be the responsibility of the major professor to assure that the report is presented, with the understanding that failure to present such a report may result in the student's internship grade being changed.

C. Examinations

For the Master of Arts degree program, the successful defense of the thesis constitutes the final comprehensive examination.

D. Master of Arts Thesis

1. Thesis Committee

Students should begin discussing thesis problem alternatives with the Major Professor and Graduate Committee early in the graduate program. Once a decision has been made on the thesis problem, the composition of the Graduate Committee (including Major Professor) is reviewed for renewal or change (see Section 4-B above). The Graduate Committee then will serve as the thesis committee. The student's major professor will be the thesis director, who will direct the thesis in conjunction with other members of the graduate committee. New members of the graduate committee may be added at this time, with the approval of the existing graduate committee members and signature of the department head. The committee must continue to be composed of a major professor and at least two members who are in Anthropology and on the graduate faculty. Any necessary changes to the committee can be executed via a *Change of Committee* form.

2. Thesis Proposal

The development of a *Thesis Proposal* is the initial step in writing the thesis. The student should present a *Thesis Proposal* to the thesis director after completion of 18-24 hours of graduate course work. The student is encouraged to submit the proposal as early as is practicable. The thesis director will distribute the proposal to the thesis committee.

The Thesis Proposal must be *formally approved* by a majority of the student's thesis committee. This should occur *no later than the end of the semester in which the student will complete 30 hours of graduate course work, excluding summer terms*. A *Proposal Approval Form* may be obtained from the Graduate Secretary and must be signed by the thesis committee members, the Graduate Coordinator, and the Department Head. The Thesis Proposal must include the elements listed in Appendix A.

3. Thesis Defense

Upon completion of the writing of the thesis, the student will submit an intended final draft to the Major Professor and the other members of the student's committee.

Closed Committee Meeting

After receiving the intended final thesis draft, the Major Professor will call a closed meeting of the committee (without the student) to decide whether the thesis is ready to be presented for an oral defense. The thesis must be *unanimously approved* by the committee before it can be defended. Such approval signifies only that the thesis is ready to be defended, not that the student will automatically pass the defense. Additionally, the approval to defend will not preclude further required changes in the thesis.

If the committee decides that the thesis is *not* ready for the oral defense, then the student will make the changes in the thesis required by the committee and resubmit another intended final copy to the Major Professor and the other members of the committee. The committee will meet again to determine if the thesis is ready for an oral defense. This process will be repeated until the committee agrees that the thesis is in a form acceptable for an oral defense.

An intended final copy of the thesis will be placed on file in the departmental office for review by interested faculty *at least one week prior* to the scheduled defense.

Oral Defense

After the committee *unanimously* decides that the thesis is ready for the oral defense, the Major Professor and the Graduate Coordinator will schedule the oral defense of the thesis. The student will present the approved copy of the intended final draft of the thesis to the Graduate Coordinator who will then schedule the oral defense.

All Departmental faculty must be invited to the thesis defense by a written memorandum *at least one week prior* to the occasion. The thesis defense is open to all parties desiring attendance.

Committee Decision

The Major Professor presides over the oral defense, and the decision to accept or reject the defense of the thesis is solely that of the Graduate Committee. A majority vote is sufficient for a decision. Questions from other faculty during the oral defense may be invited by the Major Professor if time permits. If a student is unsuccessful in defending a thesis, a new defense may be scheduled *no earlier than one month from the date of the original defense*. The Major Professor is responsible for reporting the results of the thesis defense/final examination to the Graduate Studies Office. The appropriate reporting form is available from the Graduate Secretary.

Revision and Signing of Thesis

Although a student may pass the thesis defense, he or she will normally be instructed to revise the thesis before submitting it to the committee members for a signature or before submitting it to the Graduate Studies Office.

6. DISMISSAL FROM THE PROGRAM

Unsatisfactory performance in the program will result in dismissal. Unsatisfactory performance is defined as the failure to maintain a “B” average in graduate courses attempted, a grade of “U”, “D”, or “F” in two courses, failure of the oral thesis defense, an evaluation of unsatisfactory on the thesis, or any other failure of a required component of the program of

study. Evaluation of graduate grade point averages will occur following the first two regular semesters of coursework and every semester thereafter.

7. ANTHROPOLOGY AS A MINOR FIELD OF STUDY

Students whose major is not anthropology may elect it as a minor field of study. To qualify, the students must take 12 graduate credit hours of anthropology course work, including AN 6123, Anthropological Theory, and a maximum of 3 hours of Directed Individual Study. Courses must be taught by full-time anthropology faculty members.

8. APPEALS COMMITTEE

The departmental Graduate Appeals Committee will serve to resolve any dispute or disagreement concerning any aspect of the graduate program. If any party involved in the graduate education process, student or faculty member, disagrees with a decision or feels that a practice is in some way unfair, unethical or violates established rules, that party has the right to present a written petition to the appeals committee stating the nature and the details of the grievance.

The appeals committee will inform all parties involved in the situation as to the nature of the grievance and solicit information deemed necessary to make a judgement. The appeals committee will replace any member of the committee having a conflict of interest in any particular case with the elected alternate during that particular appeal. If any party involved in the process disagrees with the decision rendered by the committee, that party has the right to appeal to the faculty as a whole. The faculty as a whole will hear the evidence and render a decision by secret ballot. If for some reason the matter is not resolved, the individual(s) involved in the dispute has the right to pursue the university grievance procedure.

9. IMPLEMENTATION AND MODIFICATION OF THESE PROCEDURES

A. Implementation

These policies and procedures will take effect in Fall 2001 and will be required of all students whose initial registration in the M.A. program is in that semester or a subsequent semester.

B. Modification of This Document

This document may be changed by a majority vote of the department faculty present at a scheduled faculty meeting subsequent to the one in which changes are proposed. The faculty must be notified one week in advance of the changes to be placed on the agenda of the meeting. Changes may be made only at meetings held during the academic year.

10. IMPORTANT DATES

1. By end of second semester of course work
All students: select Major Professor
2. By end of second semester of course work
All students: select Graduate Advisory Committee
3. During last semester prior to thesis final submission and graduation
All students: submit Program of Graduate Study form
4. One week before the scheduled oral defense of a thesis
All students: An intended final copy of the thesis to be placed on file in the Departmental Office for review by interested faculty
All members of the faculty to be invited, in writing, to attend the oral defense

APPENDIX A

ELEMENTS OF A THESIS PROPOSAL

The following is intended to serve as a guide for the development of a thesis proposal. This outline contains many of the essential elements for designing a research project for a thesis. Although it may be appropriate for the majority of students, it is expected that the content and organization of proposals will vary according to the nature of the particular research problem proposed. A proposal should be at least ten but not more than twenty pages long. The student should contact his or her committee if questions arise concerning the form, content, and organization of the proposal. The general outline of the elements to be included in a thesis proposal is presented below.

A. Statement of the Problem

This section should present a theoretically concise statement of the anthropological problem to be addressed by your research. It should state the significance of the research, i.e., how your work will contribute to and expand on previous research in this area. Since the questions will be elaborated in more detail throughout the proposal, this section should be designed to provide sufficient information to set the stage for the remaining sections of the proposal.

B. Review of the Relevant Literature

This section of the proposal should include a brief review of the theoretical and empirical literatures relevant to your research problem. It should illustrate your familiarity with and knowledge of the most important literature as well as your ability to interpret substantive research from a recognized theoretical framework. You should concentrate your attention on the empirical and theoretical works that are directly relevant to your proposed research problem. In this section you should provide the theoretical rationale which will guide your research project.

C. Description of Methods and Procedures

A statement of the methods and procedures to be followed in the conduct of your research should be given in this section. The description of the methods to be used will usually include the following:

1. A description of how data will be collected, including discussion of use of existing collections or interview and statistical data, as well as methods proposed for new fieldwork. Data collection methods must be explicitly justified with reference to the problem being addressed.