

# Applied Anthropology Graduate Handbook



**Mailing address:**  
**P.O. Box AR**  
**Mississippi State, MS 39762**  
**Fax: (662) 325-8690**

**Campus Location:**  
**204 Cobb Building**  
**Phone: (662) 325-2013**  
**Mississippi State, MS 39762**

**Website: <http://www.amec.msstate.edu/>**

*Revised April 2023*

1. Introduction .....	4
2. Admission .....	4
Criteria for admission .....	4
Procedures for Application .....	4
Types of Admission .....	4
3. Funding Opportunities .....	5
Availability .....	5
Criteria .....	5
Continued Appointment.....	5
Sources of Funding .....	6
Departmental (AMEC) and Cobb Institute of Archaeology Teaching and Research Assistantships.....	6
External, non-AMEC and non-Cobb Institute of Archaeology Teaching, Research, and Graduate Assistantships .....	6
Student Loans.....	7
Other Sources of Funding .....	7
4. Entering the Program .....	7
Orientation of New Students.....	7
Selection of Major Professor and Thesis Committee .....	7
Program of Study .....	8
5. Master of Arts Program .....	9
Overall.....	9
Course Work .....	9
Foundation/core/general courses .....	9
Courses required of all students in the MA program:.....	10
Thesis hours (9000).....	12
Internships.....	12
Procedures.....	12
Waiver of Internship .....	13
Oral Presentation.....	13
Grading the Internship .....	14
Waivers and Equivalencies.....	14
Procedures.....	15
6. Examinations .....	16

7. Master of Arts Thesis .....	16
Thesis Committee .....	16
Thesis Proposal / Prospectus.....	17
Thesis Defense .....	17
Closed Committee Meeting .....	18
Oral Defense .....	18
Thesis Committee Decision .....	19
Revision and Signing of Thesis .....	19
8. Progress Expectations, Annual Evaluation, Academic Probation, Dismissal, Appeals, and Leave of Absence .....	20
Progress Expectations & Annual Evaluation.....	20
Academic Probation.....	20
Dismissal.....	21
Appeals .....	22
Leave of Absence.....	22
Anthropology as a Minor Field of Study .....	23
9. Honor Code, Harassment & Title IX, Disabilities, Safety & Ethics Reporting.....	23
Academic Honor Code .....	23
Harassment / Title IX:.....	23
Disabilities .....	24
Safety .....	24
Ethics Reporting.....	24
Grievances.....	24
Implementation and Modification of these Procedures.....	25
11. Important Dates .....	25
12. Appendices .....	27
Appendix A.....	27
AMEC Faculty and Student Guidelines for Thesis Proposal/Thesis Preparation and Thesis Defense .....	27
Appendix B .....	30
Elements of a Thesis Proposal/ Prospectus.....	30
AMEC Graduate Student Progress Checklist .....	33
AMEC Graduate Student Progress Checklist .....	34



## 1. Introduction

The procedures and requirements in this document supplement those published in the official bulletin of the Graduate School of Mississippi State University. The handbook presents specific departmental requirements for the graduate degree program in Applied 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

### *Criteria for admission*

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 quality and strength of letters of recommendation, a writing sample, and the student's statement of purpose for seeking entry into graduate school. These criteria also apply to undergraduate students at MSU who are enrolled in the Accelerated BA/MA program and are applying for admission to the MA program.

### *Procedures for Application*

Inquiries concerning admission to the graduate program in Anthropology may be directed to either the Graduate School or the Graduate Coordinator for the Department of Anthropology and Middle Eastern Cultures (AMEC). The Graduate School and AMEC websites contain the specific instructions for completing the forms and making an application for admission. Application materials for graduate admission are on-line at: <https://apply.grad.msstate.edu/>

### *Types of Admission*

The application will be evaluated by both the Graduate School and AMEC. 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 listed in the criteria above 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) to achieve regular status. 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. Funding Opportunities**

#### ***Availability***

Financial assistance for graduate study is available on a competitive basis from several sources within AMEC or the Cobb Institute of Archaeology, as well as external sources throughout the rest of the university. In AMEC and the Cobb Institute of Archaeology, these comprise Graduate Assistant positions (GA), Teaching Assistant positions (TA), and Research Assistant positions (RA).

Prospective students must apply for internal funding, offered through AMEC or the Cobb Institute of Archaeology, during the application process. To do so, complete AMEC's Assistantship application:

<https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/inline-files/Assistantship%20Application.pdf>.

In addition, the entire application to the Graduate School for graduate study must be completed by the application deadline (February 15/ October 15) to be considered for internal funding within the first year of study. Once a student submits an Assistantship application it is not necessary to resubmit an application for future consideration of funding during the student's time in the program. More information about funding can be found on our website:

<https://www.amec.msstate.edu/graduate-program/prospective-students/funding-opportunities>

#### ***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 positions with explicit obligations. Assistantships are thus considered to be half-time jobs (~20 hours per week). Students on assistantships are required to maintain a course load of at least nine (9) hours per semester. Assistantships cover a maximum of twelve (12) credit hours.

#### ***Continued Appointment***

Financial support awarded by or through AMEC or the Cobb Institute, regardless of the source, typically covers two years of study for students who are pursuing a Master's degree. However, continued appointment for a second year 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. At times, AMEC will only be able to offer a one-year appointment as an Assistant (e.g., when a student who is in the Applied Archaeology/ Bioarcheology/ Forensics track is appointed as a TA for the Introduction to Cultural Anthropology TA position for one academic year due to a temporary lack of students in the Applied Cultural Anthropology track. Or, when a student is appointed as an RA or a TA for just one semester, to fill a temporarily empty RA or TA role). Students should make sure to read their former offer letter closely so that they understand the

terms of their appointment and raise any questions that they might have with the Graduate Coordinator, Department Head, and the Business Manager.

Students may retake one academic course if necessary, with approval of the Graduate Coordinator and the Dean of the College of Arts & Sciences. Requests will be considered by the standing Graduate Committee (see section 8 below). If a request is granted, a student must submit a completed Request to Retake a Course form:

[https://www.grad.msstate.edu/sites/www.grad.msstate.edu/files/inline-files/Request%20to%20Retake%20a%20Course\\_0.pdf](https://www.grad.msstate.edu/sites/www.grad.msstate.edu/files/inline-files/Request%20to%20Retake%20a%20Course_0.pdf)

Both courses remain on the permanent transcript, and both are used in calculating final grade point averages. No additional credit hours accrue from a course retake. If a student earns a "D" or "F" grade, they are allowed to drop that course from their program of study and substitute an equivalent course at the same level pending the approval process described above. If they choose to do so, however, students are no longer allowed to **retake** a second course after a subsequent grade of "D" or lower. Per standing policy (see Dismissal below), a second grade of "D" or lower shall result in dismissal from the MA program, the Graduate School, and thus MSU.

Academic policy on academic amnesty for graduate students can be found here:

<http://catalog.msstate.edu/graduate/academic-policies/academic-requirements/#academicamnestytext>

### ***Sources of Funding***

#### *Departmental (AMEC) and Cobb Institute of Archaeology Teaching and Research Assistantships*

A limited number of Teaching (TA) and Research Assistantships (RA) are available through the department, AMEC, and the Cobb Institute of Archaeology. To apply, complete AMEC's Assistantship application:

<https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/inline-files/Assistantship%20Application.pdf>.

Applications and supporting material should be sent directly to the Graduate Coordinator via e-mail in a PDF format. Applications will be considered by the departmental graduate faculty (as a whole). The minimum requirement for a Research Assistantship is a bachelor's degree from an accredited college or university. In usual circumstances, students will be expected to have a B.A./B.S. in Anthropology to qualify for a Teaching Assistantship.

#### *External, non-AMEC and non-Cobb Institute of Archaeology Teaching, Research, and Graduate Assistantships*

TA, RA, and GA positions offered outside of AMEC and the Cobb Institute of Archaeology may also be available to students. Information, opportunities, and applications can be found on-line on AMEC's website: <https://www.amec.msstate.edu/graduate-program/prospective-students/funding-opportunities>.

Additional information about TA, RA, and GA positions is available on the Graduate School's website: <https://www.grad.msstate.edu/funding-tuition>.

Please note that students applying for Work Study Assistantships, such as through the Graduate School, must qualify for financial aid. Students must complete the Free Application for Federal Student Aid (FAFSA) form available on the Department of Financial Aid website

<http://www.sfa.msstate.edu/howto/grad/step1.php>.

### *Student Loans*

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

### *Other Sources of Funding*

In addition to TA, RA, and GA positions in AMEC, the Cobb Institute of Archaeology, and other sources at MSU, there are many potential funding sources for supporting graduate study. In addition to information available on AMEC's web page

(<https://www.amec.msstate.edu/graduate-program/prospective-students/funding-opportunities>), information on fellowships and scholarships can be obtained from Research Services in the Office of Research and Economic Development, *by appointment only* (662-325-3570) and from the Graduate School: <https://www.grad.msstate.edu/funding-tuition>

Several scholarships are also available through the College of Arts & Sciences <http://www.cas.msstate.edu/futurestudents/scholarshipopportunities/>

## **4. Entering the Program**

### *Orientation of New Students*

All new, incoming graduate students should report to the Anthropology Graduate Coordinator, who will communicate to students with AMEC or Cobb Institute of Archaeology TA, RA, or GA positions as to whom their supervisors are for their first semester. The Coordinator will also release students to register for their first semester of coursework and assist in selecting these courses (afterwards, all students must consult with and be released by their Major Professor). Students may not be released to register by the Department Head or other AMEC or Cobb Institute of Archaeology staff. A formal orientation for new students will usually be held during the week prior to the beginning of the fall semester.

### *Selection of Major Professor and Thesis Committee*

The purpose of the Thesis Committee is to advise the student throughout their graduate program, especially in terms of professional development. The Thesis Committee must consist of at least three members, including the Major Professor (Chair) and at least one other graduate faculty member from AMEC. The third member may be a member of another discipline (e.g., Sociology, Biology) if appropriate, as determined by the student's thesis research topic and in consultation with the Major Professor. Additional MSU graduate faculty committee members may be added with the consent of other committee members, though a majority of AMEC faculty must be maintained.

Committee members from outside of the MSU graduate faculty may be added to the committee, but a majority (more than 50%) of the student's committee must be from the MSU



graduate faculty. It is expected that non-MSU committee members will have a minimum of a Master's degree. Non-MSU graduate faculty members may only be added in the case that they:

- Provide a level of expertise, technical knowledge, or practical experience that is not available amongst the MSU graduate faculty and/or
- Their expertise is essential to the student's research.

To add a committee member outside of MSU Graduate Faculty the student and Major Professor must submit:

- A signed letter written by the Major Professor and addressed to the Department Head and Graduate Coordinator explaining the rationale for adding a non-MSU graduate faculty outside committee member.
- An up-to-date copy of the proposed outside committee member's CV.

Only after receiving approval from the Department Head and Graduate Coordinator via e-mail confirmation can the outside committee member be added to the student's committee via the official Committee Request form (AMEC, Graduate School Forms):

<https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/inline-files/Committee%20Request%20Form.pdf>

**By the end of the first regular semester of course work**, the student must select a Major Professor who will serve as Chair of the Thesis Committee. The student must turn in the *Major Professor Agreement Form* to the Graduate Coordinator for placement in the graduate student's records (AMEC Forms):

<https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2023-04/MajorProfessorAgreementForm.pdf>

**By the end of the first regular semester**, the student, in consultation with their Major Professor, must select two other members to complete setting up the Thesis Committee. It is required that two members of the committee be eligible graduate faculty in AMEC. The student must turn in the *Committee Request Form* to the Graduate Coordinator for placement in the graduate student's records (AMEC, Graduate School Forms):

<https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/inline-files/Committee%20Request%20Form.pdf>

If changes in the composition of the committee are contemplated or necessary, **all parties** must be informed beforehand. To change the composition of the Thesis Committee, a *Request for Change of Committee Member(s) Form* must be completed by the student and approved by all involved parties (AMEC, Graduate School Forms):

<https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/inline-files/Request%20for%20Change%20of%20Committee%20Member%28s%29%20Form.pdf>

### ***Program of Study***

**Prior to the end of their first semester in the program**, each student is required to submit a formal program of study for their entire MA to the Graduate Coordinator (AMEC, Graduate School Forms): [https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/graduate\\_program\\_of\\_study.pdf](https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/graduate_program_of_study.pdf).

This program must be made with the advice and concurrence of the student's Major

Professor and Thesis Committee. The signed program of study is submitted to the Graduate Coordinator for placement in the graduate student's records. Graduate students can monitor their progress towards the degree by checking their CAPP account, which is available via the student's MyState account: <https://cas.its.msstate.edu/cas/login>

## **5. Master of Arts Program**

### ***Overall***

Students must complete 36 hours of graduate work. Requirements include:

- 25 hours of course work
- 5-hour internship
- 6 hours of thesis research hours (MINIMUM, there is no maximum)

At least twelve (12) hours of course work in the degree program, exclusive of thesis credits and the internship, must be at the 8000-level or 9000-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 7000 Directed Individual Study courses. Students may transfer up to six (6) hours of courses from other accredited graduate degree programs. In order to transfer hours, the student must fill out the Transfer Approval Form (AMEC, Graduate School Forms): [https://www.grad.msstate.edu/sites/www.grad.msstate.edu/files/inline-files/Transfer%20Approval%20Form\\_0.pdf](https://www.grad.msstate.edu/sites/www.grad.msstate.edu/files/inline-files/Transfer%20Approval%20Form_0.pdf)

All students are required to take one graduate-level course (3 hours) outside of AMEC at MSU. Outside courses at the 8000-level can count as part of the minimum of 12 hours at the 8000-level. Outside courses at the 8000-level do count as part of the minimum of 12 hours at the 8000-level

All students are required to take one graduate-level course (3 hours) inside AMEC but in the opposite track. Students in the Applied Cultural Anthropology track must complete a graduate-level course of their choosing within the Applied Archaeology/ Bioarcheology/ Forensics track; students in the Applied Archaeology/ Bioarcheology/ Forensics track must complete a graduate-level course of their choosing within the Applied Cultural Anthropology track.

Students must remain continually enrolled for the two main (fall and spring) semesters of each academic year until they graduate. Once a student has completed their required course load, a minimum of one (1) thesis hour per semester is required to maintain graduate status.

### ***Course Work***

#### *Foundation/core/general courses*

Leveling courses. Any student who does not have an undergraduate degree in Anthropology or who is deficient in core areas (cultural anthropology, biological anthropology, and anthropological archaeology) will be required to take the following courses:

- AN 1143 – Introduction to Cultural Anthropology

- AN 1344 - Introduction to Biological Anthropology
- AN 1543 - Introduction to Archaeology

If students can demonstrate the inclusion of one or more of these courses on their undergraduate transcript, they will be required to take only the course(s) (from the above list) in which they are deficient.

*Courses required of all students in the MA program:*

- AN 6123 - Anthropological Theory: Anthropological Theory Core course. This course is **required** of all students who have not already taken it at MSU, within AMEC.
- AN 8011 - Professionalization in Applied Anthropology
- AN 8013 - Quantitative Methods in Anthropology
- AN 8215 - Internship in Applied Anthropology (5 Hours)
- AN 9000 - Thesis (6 Hours)

#### Courses in Archaeology/Bioarchaeology/ Forensics Track

- Field Experience Leveling courses. These courses **are required** of students who have not taken them and who do not have equivalent archaeological field experience (See Waivers and Equivalencies policies).
  - Survey: AN 2510 (3 hours) - Archaeological Field Methods: Survey
  - Excavation (choose one of the following):
    - AN 3510 (6 hours) - Archaeological Field Methods: Excavation
    - AN/REL/MEC 3540 (6 hours) – Archaeological Travel and Participation
- Required Courses.
  - AN 6523 - Public Archaeology
  - AN 8533 - Readings in Archaeology: Theory
- Additional hours from the following list:
  - AN 8303 - Seminar in Bioarchaeology
  - AN 6353 - Biology and Culture
  - AN 6373 - Death in American Culture
  - AN 8313 - Paleopathology: Ancient Disease
  - AN 8513 - Southeastern Archaeology
  - AN 8523 - Environmental Archaeology
  - AN 8543 - Household Archaeology
  - AN 8553 - Readings in Archaeology: Applications
  - AN 6303 - Human Variation and Origins
  - AN 6363 - Advanced Forensic Methods
  - AN 6313 - Human Osteology
  - AN 6323 - Plagues and Peoples
  - AN 4333 - Anthropology of Violence
  - AN 4343 - Anthropology of Death

- AN 7000 - Directed Individual Study (**6 hour limit**; ordinarily, this will be an option only for students who have completed all appropriate 4000/6000-level courses as undergraduates)
- AN 6990 - Special Topics in Anthropology
- AN 8990 - Special Topics in Anthropology
  
- 6-7 hours technical specialty (~1 course): Students will choose one course from one area or, with permission of their Major Professor, one from each of two areas. A list of possible courses is given below; students should examine the Graduate Catalog <http://catalog.msstate.edu/graduate/> for a full list of courses available in different departments and the Master Schedule (available electronically via MyState) for courses being taught in particular semesters. Students should consult with their Major Professor, or—only in their first semester—the Graduate Coordinator, to determine which outside class is appropriate.
  
- Middle Eastern Cultures
  - MEC 6403 Ancient Near East
- Soils / Geomorphology
  - GG 6503 - Geomorphology
  - PSS 6323 - Soil Classification
  - PSS 6603 - Soil Chemistry
  - FO 6483 - Forest Soils
- GIS and Remote Sensing
  - FO 6452 + lab - Remote Sensing Applications
  - FO 6472 + lab - GIS for Natural Resource Management
  - GR 6303 - Principles of GIS
  - GR 6313 - Advanced GIS
  - GR 6333 - Remote Sensing of the Physical Environment
  - GR 8313 - Advanced Cultural Geography
  - PSS 6483 - Introduction to Remote Sensing Technologies
  - WF 6253 + lab - GIS & GPS in Wildlife and Fisheries Management
- Resource management/impact assessment/business
  - BL 6263 - Environmental Law
  - FO 6413 - Natural Resources Policy
- Biogeography/advanced ecology
  - BIO 8113 - Biogeography
  - GG 6133 - Principles of Paleoecology
  - PSS 6633 - Weed Biology and Ecology
- ST 8114 - Statistical Methods
- BIO 6023 - Evolutionary Biology

#### Courses for Applied Cultural Anthropology Emphasis

Fifteen hours from the following list:

- AN 6133 - Medical Anthropology
- AN 6143 - Ethnographic Methods

- AN 6163 - Anthropology of International Development
- AN/SO 6173 - Environment and Society
- AN 7000 - Directed Individual Study (**6 hour limit**; ordinarily, this will be an option only for students who have completed all appropriate 4000/6000-level courses as undergraduates)
- AN 8103 - Seminar in Applied Cultural Anthropology
- AN 8123 - Environmental Anthropology
- AN 8193 - Current Cultural Theory
- AN 8990 - Special Topics in Anthropology
- AN 6990 - Special Topics in Anthropology

### *Thesis hours (9000)*

Students completing thesis hours must establish and maintain clear communication with their Major Professor about progress expectations. Immediately prior to the semester in which the thesis hours will be completed or at the beginning of the semester, it is the student's responsibility to formally communicate (e.g., via email) with the Major Professor to mutually agree upon joint expectations for progress on their thesis during that semester. This should include a timeline for progress milestones. Over the remainder of the semester in which the student is enrolled in research hours, it is the student's responsibility to formally communicate (e.g., via email) with their Major Professor at least twice to confirm that the student is meeting progress expectations.

### *Internships*

Each graduate student is required to participate in an internship for five (5) credit hours unless the requirement is waived due to appropriate prior experience (see Waivers and Equivalencies). The aim is to provide students with practical experience in an applied setting appropriate to the area (archaeology/bioarchaeology/ forensics 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 fieldwork 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. It is expected that the student will complete their internship with one organization.

### *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 their 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 agreement must be formalized and finalized prior to student's initiation of the internship by having the student and a responsible person in the internship agency sign the *Applied Anthropology Internship Agreement* Form (AMEC Form):**

<https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/InternshipAgreement.pdf>. The completed form will be placed in the student's file.

Internships must meet the following criteria:

- Internships will be full-time:
  - o 40 hours per week for 8 weeks, if done during the summer.
  - o 20 hours per week for 16 weeks if done during the fall or spring semester.
- Internships should not entail original research for a student's thesis unless, if appropriate, this has been approved by the student's Thesis Committee and IRB approval, if necessary, has been obtained beforehand.

The intern will enroll for five (5) semester hours credit, either during the 10-week summer term, or in fall or spring semester. Students may *not* register for internship hours *prior* to the actual performance of the internship. 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. 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. At the end of the internship, the intern's supervisor at the organization or agency **must** out an Internship Evaluation form (AMEC Form): <https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/InternEvaluation.pdf>

The internship evaluation form must be e-mailed or mailed directly to the Major Professor and the Graduate Coordinator. The evaluation should never be sent to the student or the student alone. A grade for the internship **must** not be assigned prior to the receipt of the Internship Evaluation.

### *Waiver of Internship*

See Section: Waivers and Equivalencies for details. **Credit is not awarded for waived internships.** If a waiver is granted, it is the responsibility of the student to adjust their subsequent course registration and enrollment, as they are required to replace the five (5) credit hours of the internship with other graduate level courses or thesis hours.

### *Oral Presentation*

The student is required to give an oral presentation on the internship experience to an audience of students and faculty at MSU. This presentation is intended to allow students and faculty to benefit by learning about others' experiences. 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 Graduate Coordinator. One Internship Presentation event will be held each fall and spring semester to make sure that students who complete their internships during the academic year can give a timely presentation. The student may be encouraged to present an oral report to personnel at the client agency or organization if appropriate.

Format, length, and content of the oral presentation:

- Students must prepare a PowerPoint (or other program allowing you to present in a similar visual medium) **presentation** that explains the basics of the internship and what each student learned over the course of the internship.
- The **presentation** must be approximately 8 minutes long and should not exceed 10 minutes.
- Students must send the Graduate Coordinator their presentation (by email) by the night before (by or before 11:59 pm CST) the Internship Presentation event for the purposes of Departmental records.
- **The presentation should be accessible to an educated public.**
- **The presentation and the student's comportment should be appropriate for a professional context.**

### *Grading the Internship*

Students are required to solicit their internship-agency supervisor to evaluate their performance via the *Applied Anthropology Internship Evaluation Form* (AMEC Form): <https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/InternEvaluation.pdf>. The student's internship supervisor should directly e-mail, fax, or mail the form to both the Graduate Coordinator and the student's Major Professor. The internship grade will be based on the evaluation of the intern submitted by their agency supervisor. In the event of the failure to receive an internship evaluation on time for assignment of a grade, the student will receive an Incomplete.

### *Waivers and Equivalencies*

Course waivers and equivalencies must be claimed by the student **during the first semester in the MA Program** if they are based on experience (i.e., course(s), field school(s), internship(s)) **acquired prior to enrollment in the program** (i.e., during the undergraduate or post-baccalaureate period). Waiver and equivalencies will not be considered beyond the student's first semester in the program for prior experience (see procedures below). (Because some documentation may be delayed due to circumstances out of the student's control, students should initiate the process of requesting a waiver, and acquiring materials in support of their request at the **beginning** of their first semester). *Only in the case of extraordinary circumstances and with the support of the graduate faculty for this decision, will waiver requests be considered after a student's first semester. Any petition for consideration of a waiver request(s) after the first semester must be made to the graduate faculty by the student's Major Professor.*

For experience acquired *during the MA program* (i.e., employment providing equivalent experience to a Field school), waivers and equivalencies *can* be claimed after the first semester in the program. Specifically, waivers and equivalencies for experience acquired during the program must be *claimed and approved* of by AMEC faculty *before or during the semester prior to the student's graduation*. Waiver and equivalencies for experience during the program will not be considered after this timeframe. Determination of waivers and equivalencies will be made by the Graduate Coordinator, and as appropriate in consultation with the entire graduate faculty and/or other faculty tasked with the review of such requests.

Students who completed a required course while an undergraduate student at MSU (i.e., AN 6123 Anthropological Theory; AN 6523 Public Archaeology; AN 2510 Archaeological Field

Methods: Survey; AN 3510 Archaeological Field Methods: Excavation; or AN/REL/MEC 3540 Archaeological Travel and Participation) do *not* need to apply for a waiver for these courses. It is the responsibility of the student, in their first semester, to notify the Graduate Coordinator that they have already completed the course(s) so that a corresponding note can be added to their CAPP and the programmatic requirement thus met. In this case, it is the responsibility of the student to adjust their subsequent course registration and enrollment, as they are required to replace the relevant credit hours with other graduate level courses or thesis hours.

### *Procedures*

Students wanting to gain a waiver or equivalency must complete and submit the following items to be considered for a waiver or equivalency.

- *Incoming Graduate Student Waiver Request Form* (AMEC Form):  
[https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/AMEC\\_APAN\\_Waiver\\_Form\\_updated.docx](https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/AMEC_APAN_Waiver_Form_updated.docx)
- A formal letter to the Graduate Coordinator, which details:
  - o The programmatic requirement(s) that they are requesting to waive.
  - o The rationale for the waiver(s), and the supporting documentation that is being provided.
- For an internship waiver the student must submit:
  - o A letter addressed to the Graduate Coordinator that indicates:
    - o Details of previous job(s) and experience in applied settings;
    - o Length of time at each job or experience;
    - o Name of the employer(s) and supervisor(s);
    - o The type and scope of anthropology-related tasks performed.
  - o A letter from the student's (primary) supervisor at each agency or firm for which the student claims paid or volunteer work. These letters must detail:
    - o The type and scope of work performed;
    - o The length of time at the job or experience;
    - o The anthropological knowledge acquired;
    - o Attestation of the student's satisfactory performance of the work.
- For course waivers (Field School Leveling courses or equivalencies of coursework) the student must submit:
  - o A **signed** letter from the student, addressed to the Graduate Coordinator, that contains:
    - A clear indication of the course waiver or equivalency being requested;
    - Evidence that the course taken at another institution is equivalent including:
      - A course catalog description
      - A syllabus from the course and/or a letter from the course instructor/professor indicating the objectives,



topics covered, length, and any other pertinent details of the course.

- For field schools taken without academic credit and which do not appear on the transcript, a letter or email from the supervisor detailing duration and work conducted and attestation that the field school was completed by the student.
- For other equivalent field experience a letter or email from the supervisor detailing the duration and type of work conducted.

These materials must be submitted to the Graduate Coordinator prior to the end of the student's first semester in the program. The Graduate Coordinator and graduate faculty will make a determination as to whether the waiver or equivalency will be granted. If accepted, the student will receive notification from the Graduate Coordinator via an email and signed *Incoming Graduate Student Waiver Request Form*. A copy of the signed form will be provided to the student. The *Incoming Graduate Student Waiver Request Form*, letters, and other evidence will become part of the student's file regardless of the decision of the Graduate Coordinator and faculty. The Graduate Coordinator will assure that approved waivers are added to the student's CAPP report.

As it pertains to the Field School leveling course requirements in the MA program, if a student qualifies for accommodations because of a disability, please register with the Disability Resource Center (<https://www.drc.msstate.edu/>) in a timely manner so that the required accommodations can be made, specifically prior to or during the semester before the Field School leveling courses are offered. This includes any psychological, learning, physical or other form of disability that might impede your ability to complete the Field School(s) as traditionally offered. The Disability Resource Center determines accommodations based on documented disabilities. If a student qualifies for an accommodation, an alternative assignment, equivalent to the Field School, will be designed by the AMEC faculty instructing the Field School(s) or an equivalent faculty member. Students should enroll in Directed Individual Study (DIS) course(s) for the equivalent credit hours of the Field School(s) during the semester in which the Field School(s) is offered or in the following semester (e.g., Fall semester).

## **6. Examinations**

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

## **7. Master of Arts Thesis**

### ***Thesis Committee***

Students should begin discussing potential thesis topics with their Major Professor and Thesis Committee as early in the graduate program as possible. The student's Major Professor will be the thesis director, who will direct the thesis in conjunction with other members of the Thesis

Committee. Any necessary changes to the Thesis Committee can be executed via the *Request for Change of Committee Member(s) Form* (AMEC, Graduate School Form):

<https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/inline-files/Request%20for%20Change%20of%20Committee%20Member%28s%29%20Form.pdf>

It is expected that the student will convene a meeting of their Thesis Committee at least once per academic year to discuss progress towards completion of their degree.

### ***Thesis Proposal / Prospectus***

The development of a *Thesis Proposal* (also known as a Prospectus) is the initial step in writing the thesis. The student should present a *Thesis Proposal* to their Major Professor after completion of 18-24 hours (second to fourth semester) of graduate course work. The student is encouraged to submit the proposal as early as is practical. The Thesis Proposal must follow the requirements and formatting listed in Appendix A, *Guidelines for Thesis Proposal Preparation* and Appendix B *Elements of a Thesis Proposal*. **The Thesis Proposal must not exceed 20 double-spaced pages in a standard font and typeface size and with standard margins, not including the cover page, bibliography, tables or any figures.** The thesis director / Major Professor (not the student) will distribute the proposal to the Thesis Committee.

Students **should not** undertake thesis research including data collection and/or data analysis prior to the completion of the Thesis Proposal. Students who need to begin thesis research prior to the completion of the Thesis Proposal should only do so in exceptional circumstances and must submit a formal communication to the Thesis Committee explaining the situation and seeking permission to begin thesis research. As well, the student must submit the current draft of the Thesis Proposal along with their formal letter. An email demonstrating consent of all committee members to starting data collection prior to obtaining a full prospectus approval must be submitted to the Graduate Coordinator.

**The Thesis Proposal must be formally approved by the student's Thesis Committee.** A *Prospectus Approval Form* must be signed by the Thesis Committee members, the Graduate Coordinator, and the Department Head (AMEC Form):

[https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/PROSPECTUS\\_APPROVAL\\_FORM.pdf](https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/PROSPECTUS_APPROVAL_FORM.pdf)

The prospectus approval should occur *no later than the end of the fourth semester of graduate course work*. Failure to complete a thesis proposal in a timely manner unnecessarily delays student progress and could lead to sanction and/or removal from the program (see Section: Annual Evaluation and Dismissal from the Program for more details).

Students are expected to finish the thesis proposal by their 4<sup>th</sup> semester. Students who do not complete their proposal by the end of the second year will not be eligible for departmental financial support, such as travel funding. If measurable progress towards completing the proposal is not made in subsequent semesters (beyond the 4<sup>th</sup> semester), the Major Professor, in consultation with the Graduate Coordinator and/or the Department Head, may assign a grade of Unsatisfactory (U) for the student's thesis hour(s) (9000). A U grade will automatically put a student on Academic Probation with the Graduate School. Please see the section below on Academic Probation.

### ***Thesis Defense***

Upon completion of the final intended thesis draft by the student, the Major Professor will distribute the intended final draft to the other members of the student's Thesis Committee.

### *Closed Committee Meeting*

After receiving the intended final thesis draft, the Major Professor will call a closed meeting (physical and/ or virtual) of the Thesis Committee (without the student) to decide whether the thesis is ready to be presented for an oral defense. The thesis must be *unanimously approved* of as being defensible 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 does not preclude further required changes in the thesis.

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

A final draft copy of the thesis must be placed on file in the departmental office or other physical and/ or virtual specified locale for review by interested faculty *at least two weeks prior* to the scheduled oral defense.

### *Oral Defense*

After the Thesis Committee *unanimously* decides that the thesis is ready for the oral defense, the Major Professor will schedule the oral defense of the thesis. **For a normal graduation in the semester in which the defense is occurring, a thesis defense must be conducted a minimum of three weeks prior to the "Initial Submission to the Library" deadline set by the Graduate School.** The Graduate School's Calendar can be found here: <https://www.grad.msstate.edu/students/graduate-school-calendar>. The Graduate Coordinator will announce, via email, the last possible dates for oral defenses at the beginning of every semester.

For graduation in the following semester via the GRD 9011 course and \$100 fee, students must defend by a date determined by the Graduate School (<https://www.grad.msstate.edu/students/graduate-school-calendar>).

This website details the electronic thesis and dissertation (ETD) submission process: <https://www.library.msstate.edu/services/etd-submission-process>.

There is a Graduation Checklist that students can use to make sure that they follow the steps necessary for graduation: <https://www.grad.msstate.edu/students/graduation>.

The following procedures and documents must be followed by the student and the Major Professor:

- **At least four weeks prior to the defense**, the student must inform the Graduate Coordinator of their expected defense so that the Graduate Coordinator can ensure that their coursework (Program of Study / CAPP report) meets the program and Graduate School requirements and so that the Graduate Coordinator can produce

- the Program of Study / CAPP report. This must be signed by the student, Major Professor, other Thesis Committee members, and by the Graduate Coordinator.
- At least two weeks prior to the defense, the Major Professor must email a *Defense Announcement* to all AMEC faculty and staff, Cobb Associates and staff, and all graduate students in the program. A copy of this e-mail must be provided to the Graduate Coordinator for placement in the student's departmental file.
    - o The announcement must include the following information:
      - Student Name
      - Thesis Title
      - Location of Public Defense
      - Day, Date and Time of the Public Defense
  - The public portion of the thesis defense is open to all parties desiring attendance. The public defense should be scheduled for one hour. The presentation should be approximately 30-45 minutes in length with 15 minutes for discussion and questions from other faculty, staff, and students.
  - Following the oral presentation of the thesis research, a private defense will be held, attended by the student, the Major Professor, and the student's Thesis Committee members. In this portion of the defense, faculty members may ask any questions related to the thesis research, graduate coursework, internship, or other pertinent matters to assure that the student has achieved an appropriate mastery of applied anthropology.

#### *Thesis 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 Thesis Committee. A majority vote is sufficient for a decision. 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 Coordinator who will then report them to the Graduate School. The appropriate form is available from the Graduate School website under the Faculty & Staff: <https://www.grad.msstate.edu/faculty-staff/forms>

#### *Revision and Signing of Thesis*

Although a student may pass the thesis defense, they will normally be instructed to revise their thesis before submitting it to the Thesis Committee members for approval or before submitting it to the Dean's office and to the MSU Library.

## **8. Progress Expectations, Annual Evaluation, Academic Probation, Dismissal, Appeals, and Leave of Absence**

### ***Progress Expectations & Annual Evaluation***

Students are expected to complete their MA in Applied Anthropology in no more than three years. To track progress, **all students** are required to submit an annual evaluation of their progress towards the MA in Applied Anthropology via The *Applied Anthropology Annual Student Evaluation Form* (AMEC Form):

[https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/AMEC\\_Annual\\_Graduate\\_Student\\_Evaluation.pdf](https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/AMEC_Annual_Graduate_Student_Evaluation.pdf)

This form is due January 25<sup>th</sup> each year. This report includes a checklist of requirements and space for students to list annual accomplishments. The report will be submitted to the Graduate Coordinator and evaluated by the Graduate Coordinator, Department Head, and graduate faculty. The Graduate Coordinator, Department Head, and the graduate faculty will produce a formal evaluation assessing student progress towards degree completion. The faculty will utilize the student report and the assessment to determine eligibility of students for funding in the following year including TA/RA positions and other forms of departmental support.

Students who have been in the program longer than three years must demonstrate satisfactory progress towards thesis completion each semester. A student's unsatisfactory progress towards completion of their MA beyond year three may result in being assigned a grade of Unsatisfactory (U) on their thesis hour(s) by their Major Professor. As a result of the U grade, the Major Professor, Graduate Coordinator and Department Head will develop an academic remediation plan. The conditions laid out within this plan will be provided in a formal letter to the student from the Graduate Coordinator and the Department Head. Failure to meet the conditions spelled out in the plan may result in a second U grade for thesis hours and could result in the removal of the student from the program.

### ***Academic Probation***

A graduate student shall be placed on academic probation beginning in the following semester if:

- Their GPA falls below 3.00, or
- They receive a third course grade lower than a B.
- They receive a U on a thesis hour.

A student may also be placed on academic probation if they fall short of the standards stated above regarding satisfactory progress towards the degree and/or GPA. Specific information relative to retaking of courses or completing remedial work will be established by the Major Professor, student's Thesis Committee, and Graduate Coordinator and documented in written form within the academic remediation plan. The academic remediation plan must also specify a required date of completion. If the student intends to pursue the academic appeal process relating to the reason for being placed on probation, they must do so during the first probationary semester (see the Graduate Catalog for Procedures).

If a student is placed on Academic Probation, the Graduate Coordinator, and Department Head will develop an Academic Remediation plan, which is a set of conditions used to evaluate the student's progress in the coming semester. Meeting these conditions enables students to be removed from probation. These conditions will be provided in a formal letter to the student from the Graduate Coordinator, with the student's Major Professor, the AMEC Department Head, and the Associate Dean of the Graduate School included on the email.

**A student cannot defend/submit a thesis during the probationary period. If, at the end of the probationary period, the student has not met the requirements outlined in the remediation plan, they shall be dismissed.**

### ***Dismissal***

Unsatisfactory performance in the program may result in dismissal. Unsatisfactory performance is defined as one or more of the following:

- Failure to maintain a "B" average in graduate courses attempted;
- A grade of "U" on one or more thesis credit hours;
- A fourth C grade in graduate coursework;
- A "D", or "F" in two courses;
- The failure of the oral thesis defense;
- Any other failure of a required component of the program of study.

Evaluation of graduate grade point averages and problematic grades occurs every semester via the Graduate School's "Deficiency Report", which is emailed to the Graduate Coordinator and Department Head.

According to rules set forth by the Graduate School, a graduate student shall be dismissed from the University if:

- They receive a second course grade less than a C;
- They receive a fourth course grade less than a B;
- Or they are found to be responsible for violating the Student Honor Code for a second time.

A student may also be dismissed from the University if they fail to meet the requirements placed upon them when they were placed on academic probation. The dismissal process begins with a Recommendation for Academic Dismissal form (a letter may be attached) from the Graduate Coordinator, approved by the college Dean, to the Dean of the Graduate School to recommend that a student be officially dismissed from a graduate program. The reason for the dismissal must be stated. Upon a review of the dismissal request, an official academic dismissal letter from the Dean of the Graduate School is sent to the student through the U.S. Postal Service and is also emailed to the student's MSU email account. The dismissal letter informs the student that any schedule of classes for the following semester(s) will be dropped, and the Office of the Graduate School (OGS) places an academic dismissal hold on the student's record to prevent further enrollment. A student who has been dismissed from a graduate program and has not been reinstated via the appeal process cannot reapply and be admitted into that program, except by meeting the conditions necessary to request Academic Amnesty (see the Graduate Catalog for Academic Amnesty rules).

Academic policy on Dismissals can be found here:  
<http://catalog.msstate.edu/graduate/academic-policies/academic-requirements/#dismissaltext>

### *Appeals*

Students can find information on Appeals within the Graduate Catalogue.

If a student appeals a “U” granted by the Major Professor for thesis hours, this represents a grievance against a graduate faculty member (see <http://catalog.msstate.edu/graduate/other-information/student-grievances/>) (vs. a grade appeal:

<http://catalog.msstate.edu/graduate/academic-policies/academic-requirements/#gradeappealtext>).

Following this policy, students must adhere to the following procedure:

- First, attempt to resolve the conflict with the Major Professor.
- If no resolution is achieved with the Major Professor, the student must send a grievance complaint and any supporting documentation that the student deems to be appropriate to the Department Head.
- If the grievance complaint to the Department Head does not resolve the conflict, the student must request the Department Head to refer the grievance complaint and associated documentation provided by the student to the Dean of the College of Arts and Sciences.
- If the grievance complaint to the Dean does not resolve the conflict, the Dean refers the grievance complaint and associated documentation to the Graduate School. At the Graduate School, a grievance panel will be convened to render a recommendation to the Dean of the Graduate School. The Dean of the Graduate School will in turn inform the Provost of their recommendation. The Provost’s ruling on the matter will be final.

### *Leave of Absence*

A student may be granted a leave of absence for medical reasons, family necessity or dependent care, military service, or other approved personal reasons. More information about the leave of absence policy can be found here: <http://catalog.msstate.edu/graduate/academic-policies/enrollment-requirements/enrollment-requirements.pdf>. Students planning to discontinue enrollment for a semester or more must request approval for a leave of absence. Students may petition the Graduate School for a leave of absence for a maximum of twelve months during the entire program by submitting a Leave of Absence form, which is available here:

<https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/inline-files/Request%20for%20Leave%20of%20Absence.pdf>. However, the Graduate School may approve extensions to the twelve-month maximum leave of absence (e.g., for military service obligations extending beyond twelve months).

A petition for a leave of absence, signed by the Graduate Coordinator, Department Head (if applicable), and Academic Dean is forwarded to the Office of the Graduate School. The Graduate School may request appropriate documentation. The request must be filed and approved before the anticipated absence unless the event occurs in the course of a semester, in which case a student may apply as soon as possible. An approved leave of absence will enable students to re-enter their program without applying for readmission or owing retroactive tuition



and registration fees. Students may return to their program prior to the anticipated return date if desired.

A student on a leave of absence is not required to pay fees, but in turn may not use Mississippi State University facilities, resources, or services intended only for enrolled students; receive a graduate assistantship, fellowship or financial aid from the University; or take any MSU courses.

## **9. 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. A maximum of 3 hours of Directed Individual Study is allowed. Courses applied to a minor must be taught by full-time anthropology faculty members; cross-listed courses must be taken for AN credit.

## **10. Honor Code, Harassment & Title IX, Disabilities, Safety & Ethics Reporting**

Mississippi State and AMEC are committed to upholding the standards of ethical behavior in all aspects of research, teaching, training, curation, and fieldwork.

### ***Academic Honor Code***

Mississippi State has an approved Honor Code that applies to all students. The code is as follows: “As a Mississippi State University student, I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.” Upon accepting admission to Mississippi State University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor Code. Student will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the MSU community from the requirements or the processes of the Honor Code. Plagiarism, cheating, and other forms of academic misconduct will not be tolerated and will be dealt with according to MSU policy. If you have any questions or concerns regarding any of these issues please don’t hesitate to ask a question in class, in private, or consult the University’s Honor Code website here: <http://students.msstate.edu/honorcode/>

### ***Harassment / Title IX:***

MSU is committed to complying with Title IX, a federal law that prohibits discrimination, including violence and harassment, based on sex. This means that MSU’s educational programs and activities must be free from sex discrimination, sexual harassment, and other forms of sexual misconduct. If you or someone you know has experienced sex discrimination, sexual violence and/or harassment by any member of the University community, you are encouraged to report the conduct to MSU’s Director of Title IX/EEO Programs at 325-8124 or by e-mail



to [titleix@msstate.edu](mailto:titleix@msstate.edu). Additional resources are available here:  
<https://www.students.msstate.edu/sexual-misconduct-sexual-assault/>

### ***Disabilities***

Mississippi State University is committed to providing equitable access to learning opportunities for all students. The Disability Resource Center (01 Montgomery Hall) collaborates with students who have disabilities to arrange reasonable accommodations. If you have, or think you may have, a disability, please contact [drc@saffairs.msstate.edu](mailto:drc@saffairs.msstate.edu) or 662-325-3335 to arrange a confidential discussion regarding equitable access and reasonable accommodations. Disabilities may include, but are not limited to, conditions related to mental health, chronic health, attention, learning, autism, brain injury, vision, hearing, mobility, speech, or intellectual disabilities. In the case of short-term disabilities (e.g., broken arm), students and instructors can often work to minimize barriers. If additional assistance is needed, please contact the Disability Resource Center.

### ***Safety***

Mississippi State University values the safety of all campus community members. Students are encouraged to register for Maroon Alert texts and to download the Everbridge App. Visit the Personal Information section in Banner on your MyState portal to register. To report suspicious activity or to request a courtesy escort via Safe Walk, call University Police at 662-325-2121, or in case emergency, call 911. For more information regarding safety and to view available training including helpful videos, visit [www.ready.msstate.edu](http://www.ready.msstate.edu)

### ***Ethics Reporting***

If a graduate student is concerned about unethical behavior on the part of any faculty, student, staff, or administrator at Mississippi State University, they are encouraged to report their concerns via Mississippi State's anonymous "EthicsPoint" system. The "EthicsPoint" system is available at the following website:  
<https://secure.ethicspoint.com/domain/media/en/gui/24520/index.html> or via an anonymous toll-free phone call at: 877-310-0424

### ***Grievances***

Students with grievances regarding faculty, staff, and/or any other elements of the graduate program should follow the formal grievance procedures as laid out by the Graduate School. Please see the above information provided in regard to appeal of a "U" granted for thesis hours. The University's academic grievance procedures can be found at the following website:  
<https://www.policies.msstate.edu/policypdfs/1237.pdf>  
In the case of non-academic grievances, students should contact either the Office of Compliance and Integrity: <https://www.oci.msstate.edu/>  
or the Office of the Dean of Students: <https://www.students.msstate.edu/>

## 11. Implementation and Modification of these Procedures

This document may be changed by a majority vote of the department graduate 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. Students are required to follow the document as it exists at the time of their entry into the program, or they may choose to follow the requirements of the most recent revision, if different.

## 12. Important Dates

1. By end of first semester of course work
  - a. Submit Incoming Graduate Student Waiver Request (if applicable):  
[https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/AMEC\\_APAN\\_Waiver\\_Form\\_updated.docx](https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/AMEC_APAN_Waiver_Form_updated.docx)
  - b. Select Major Professor:  
<https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/MajorProfessorAgreementForm.pdf>
  - c. Select Thesis Committee:  
<https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/inline-files/Committee%20Request%20Form.pdf>
  - d. Turn in signed Program of Study form to Graduate Coordinator:  
[https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/graduate\\_program\\_of\\_study.pdf](https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/graduate_program_of_study.pdf) and  
[https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/grad\\_prog\\_of\\_study\\_cont.pdf](https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/grad_prog_of_study_cont.pdf)
2. January 25<sup>th</sup>, every year
  - a. *Applied Anthropology Annual Student Evaluation Form*:  
[https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/AMEC\\_Annual\\_Graduate\\_Student\\_Evaluation.pdf](https://www.amec.msstate.edu/sites/www.amec.msstate.edu/files/2021-08/AMEC_Annual_Graduate_Student_Evaluation.pdf)
3. Next to final semester:
  - a. Advise Graduate Coordinator of your intent to graduate and schedule meeting to discuss Program of Study / CAPP eligibility.
  - b. Graduation Checklist that students can use to make sure that they follow all of the steps necessary for graduation: <https://www.grad.msstate.edu/students/graduation>
  - c. Students should make sure to attend a thesis formatting workshop in the semester prior to submitting their MA thesis. Register for one here: <https://www.library.msstate.edu/thesis>
4. One month prior to defense:
  - a. Advise Graduate Coordinator of impending defense so that the Program of Study / CAPP can be produced and circulated for signatures.
    - i. Form is due to AMEC Graduate Coordinator two weeks prior to defense.

- b. All of the information that students need about how to format their MA thesis for submission to the MSU Library can be found here:  
<https://www.library.msstate.edu/thesis>
5. Two weeks prior to defense:
  - a. Major Professor sends *Declaration of Examination / Defense* email and submits a copy to the Graduate Coordinator.
  - b. An intended final *print* copy of the thesis is placed in the E. J. Vardaman Reading Room/ Cobb Library for review by interested faculty, students, or public or another specified relevant physical and/ or virtual location.
  - c. Apply for Graduation (via Banner).
6. After the Defense:
  - a. The Major Professor must complete and submit the “Report of Examination Results” eform (Banner: eforms) (or request a PDF of this form from the Graduate Coordinator), routing it to MSU committee members for approval (outside committee members can state their results—pass/fail—in an email, which can be attached to the eform). The Major Professor must ensure that the Thesis Committee members indicate whether they have passed or failed the student’s defense and then re-route the eform.
  - b. The Major Professor must re-route the completed eform to the Graduate Coordinator for their approval.
  - c. Approval of the thesis by the Committee is signified by completion of the Committee Acceptance form. This process is initiated by the student (AMEC Form): [https://www.iswd.msstate.edu/sites/www.iswd.msstate.edu/files/inline-files/Committee%20Acceptance%20Form\\_0.pdf](https://www.iswd.msstate.edu/sites/www.iswd.msstate.edu/files/inline-files/Committee%20Acceptance%20Form_0.pdf)
    - i. Here is a description of the process for submitting your thesis to the College of Arts & Sciences as well as a list of answers to questions frequently asked by students about submitting their thesis to the College of Arts & Sciences: <https://www.cas.msstate.edu/academics/graduate-students#thesisdissertation-faq>
  - d. The final thesis, accompanied by the *completed* Committee Acceptance form, must be submitted electronically to the Dean of the College of Arts & Sciences for approval.
    - i. Here is a list of answers to questions frequently asked by students about submitting their thesis to the College of Arts & Sciences: <https://www.cas.msstate.edu/academics/graduate-students#thesisdissertation-faq>
    - ii. The thesis and the accompanying Committee Acceptance form must both be submitted electronically, by email (PDF) to the Dean and Associated Deans of the College of Arts & Sciences.
  - e. Submission of the final thesis and Committee Acceptance form to the Library’s Office of Thesis and Dissertation Format Review via the LIB 9011 course on Canvas. Students must follow submission procedures mandated by that course.
    - i. All of the information about the submission process can be found here: <https://www.library.msstate.edu/thesis>

- f. Provide the Department with a bound copy of your thesis for display in the Cobb Library

## Appendices

### *Appendix A*

#### *AMEC Faculty and Student Guidelines for Thesis Proposal/Thesis Preparation and Thesis Defense*

The following guidelines provide directions that will benefit students by ensuring the timely completion and acceptance of thesis proposals and thesis drafts and that will prevent unreasonable demands on faculty time due to last-minute submissions. As stated elsewhere in the Graduate Student Handbook, these guidelines assume that students will have chosen their Major Professor by the end of their first semester and set up their Thesis Committee by the end of their first semester. Faculty and students are encouraged to regularly check the Graduate School [www.grad.msstate.edu](http://www.grad.msstate.edu), College of Arts & Sciences <https://www.cas.msstate.edu/academics/graduate-students>, and the Library's Office of Thesis and Dissertation Format Review <https://www.library.msstate.edu/thesis> for deadlines and current forms and procedures.

**Thesis Proposals / Prospectus** are a critically important first step in the thesis process. Students decide upon a thesis topic in conjunction with their Major Professor. Work to develop background for the thesis may be undertaken via a paper requirement in a regular class or, in appropriate cases, as part of a Directed Individual Study or an internship, or independent of other classes. The student should call for a meeting of the Thesis Committee in the third semester to discuss the topic, to identify potential pitfalls, and to seek guidance from committee members on how to move forward. The Major Professor will review proposal drafts until they and the student feel that the draft is ready for review by the full Thesis Committee. Thesis Committee members will review drafts until there is consensus that the proposal is acceptable. The draft(s) sent to the Thesis Committee should be complete, fully referenced drafts with attendant figures and tables as needed. Students should not expect that their first full draft will be accepted by the Thesis Committee without at least one round of major revision.

Students should have an accepted proposal *before* they begin work on the actual thesis. In cases where fieldwork is time dependent (e.g., via an archaeological field school or a set period of visitation for ethnographic work), a draft proposal may be considered sufficient to allow time restrictions to be met. In such cases, the full Thesis Committee must agree that the draft proposal is far enough along to warrant allowing the student to proceed with data collection. In such cases, data analysis or other work on the actual thesis should not be attempted until the final proposal is accepted.

The student should expect to have comments back within two weeks of submission of a draft proposal to the Major Professor and/or the Thesis Committee. Student are expected to have an accepted proposal by their fourth semester in the program. It is important for students to

recognize that faculty participation in conferences or other professional activities may delay return of comments. Accordingly, students are encouraged to coordinate closely with their Major Professor as to the best time for submission of proposal drafts.

**Thesis Preparation** should follow the proposal as much as possible. The student should call for a meeting of the Thesis Committee once each semester following acceptance of the thesis proposal to review progress on the thesis. It is recommended that theses not exceed approximately 100 pages in text (not including tables, graphs, images, and works cited).

Theses must conform to the style contained in:

- The format stipulated as acceptable by Mitchell Memorial Library in their most recent version of *MSU Theses and Dissertations* (see <http://lib.msstate.edu/thesis/>).
- Citations in the text and references cited in the style of *American Antiquity*, the *American Journal of Biological Anthropology*, or the *American Anthropologist*

The Major Professor will review thesis drafts until they and the student feel that the draft is ready for review by the full committee. Thesis Committee members will review drafts until there is consensus that the thesis is defensible. No defense date will be set until that consensus is reached. The draft(s) sent to the Thesis Committee should be complete, fully referenced drafts with all attendant figures and tables. Students should not expect that their first full draft will be accepted by the Thesis Committee without at least one round of major revision.

The student should expect to have comments back **within three weeks** of submission of a draft thesis to the Major Professor and/or the Thesis Committee. Ideally, a student will have a defensible thesis draft no later than the beginning of their sixth semester. In order to approach these ideals, it is important for students to recognize that faculty participation in conferences or other professional activities may delay return of comments. Accordingly, students are encouraged to coordinate closely with their Major Professor and the Graduate Coordinator as to the best time for submission of thesis drafts and scheduling of the thesis defense.

## **Thesis Defense**

The timing reflects deadlines set by the Graduate School. AMEC faculty are under no obligation to set a defense date in order to accommodate a student's wishes (e.g., because of a job application, further graduate school acceptance, or to avoid further tuition payment, etc.), and it should be understood that requests for scheduling based upon such personal reasons fall outside of normal professional practice and, therefore, are discouraged.

Students can expect a final round of major revisions to the thesis following the defense. After successful completion of the defense, a final copy must be submitted to the Dean's office for review following the deadlines set each semester by the Graduate School and the College of Arts & Sciences (<https://www.cas.msstate.edu/academics/graduate-students>). To avoid problems, defenses must be set so that students can submit to the Dean's office and to the Library by their deadlines (<https://www.cas.msstate.edu/academics/graduate-students>). Deadlines for scheduling a defense will be set and announced by the Graduate Coordinator every semester. The deadline for normal graduation within the semester will be **three weeks** before the due date for first submission of the thesis to the library. In consultation with the Major Professor, the student may

continue to make final adjustments to the thesis during the time between the Departmental defense deadline and submission to the Dean's office and submission to the Library. The Thesis Committee has the right to request or to waive review of any revisions following the defense.

Although not a formal requirement for program completion, it is expected that, as a courtesy, the student will provide one bound, hard copy of the thesis to the Major Professor and one to the Department.

## ***Appendix B***

### *Elements of a Thesis Proposal/ Prospectus*

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 will be at least ten (10) but not more than twenty (20) pages of text, excluding references, tables, graphs, and figures, following standard formatting. The student should contact their Major Professor or Thesis Committee if questions arise concerning the form, content, and organization of the proposal. Useful external guides can be found here: <https://libguides.usc.edu/writingguide/researchdesigns> and here: <https://journals.plos.org/ploscompbiol/article?id=10.1371/journal.pcbi.1005619&ref=https://githubhelp.com>. The general outline of the elements to be included in a thesis proposal is presented below.

#### Cover Page

The thesis proposal must include a cover page that states the following:

- Student name
- Title of the proposed project
- Date the thesis proposal was accepted by the Thesis Committee
- Members of the student's Thesis Committee

#### Statement of the Problem (1-2 pages)

This section should present a theoretically-informed and concise statement of the anthropological problem to be addressed by your research. It will likely include the specific hypotheses and/or research questions that the project will address. 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.

#### Review of the Relevant Literature (6-8 pages)

This section of the proposal should include a review of the theoretical and empirical literatures relevant to your research problem. It should illustrate your familiarity with and knowledge of the most important and most current 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 that will guide your research project.

### Description of Methods, Materials, and Procedures (6-8 pages)

A statement of the materials to be used and 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:

- A description of the materials to be incorporated into and employed within the proposed research, how data will be collected, including discussion of use of existing collections or interview and statistical data, as well as methods proposed for the data collection. Data collection methods must be explicitly justified with reference to the problem / hypotheses being addressed.
- A description of data analysis methods, including a plan for coding or classifying data and a justification in terms of the problem being addressed, for choosing these categories. Plans to use particular statistical procedures should be described and discussed.

### Time Schedule / Timeline (1 page)

This section should include a general schedule for completion of various aspects of the research. Such a timetable will give you and your Thesis Committee an idea about the manageability of your proposed project.

### References Cited

Present a complete listing of books and articles (with complete citations) that are the basis of your research problem.

### Thesis and Proposal Style

Page numbers must be included in your proposal. Thesis and thesis proposals must conform to the style contained in:

- The format stipulated as acceptable by Mitchell Memorial Library in their most recent version of *MSU Theses and Dissertations* (see <http://lib.msstate.edu/thesis/>).
- Citations in the text and references cited in the style of *American Antiquity*, the *American Journal of Biological Anthropology*, or the *American Anthropologist*.





**AMEC Graduate Student Progress Checklist**      **Student** \_\_\_\_\_

Archaeology/Bioarchaeology/ Forensics track

Leveling courses for non-Anthropology BA

AN 1143 Intro to Cultural \_\_\_\_\_

AN 1343 Intro to Biological \_\_\_\_\_

AN 1543 Intro to Arch \_\_\_\_\_

Field school, including AN 2510 survey  
and AN 3510, excavation \_\_\_\_\_

OR waived based on prior experience\* \_\_\_\_\_

AN 4123/6123 Anthropology Theory \_\_\_\_\_

AN 4523/6523 Public Archaeology \_\_\_\_\_

AN 8533 Readings in Arch: Theory \_\_\_\_\_

AN 8011 Professionalization Seminar \_\_\_\_\_

AN 8013 Quantitative Methods \_\_\_\_\_

At least 25 hours of graduate coursework, excluding  
thesis and internship \_\_\_\_\_

At least 12 hours of 8000-level courses other than  
thesis or internship\*\* \_\_\_\_\_

At least 1 outside (non-AN) graduate-level course\*\* \_\_\_\_\_

At least 1 Cultural Anthropology AN graduate-level course \_\_\_\_\_

AN 8215 Internship\*\*\* \_\_\_\_\_

OR waiver based on prior experience\* \_\_\_\_\_

At least 6 thesis hours (9000) \_\_\_\_\_

\* Letter, Waiver Request Form and attendant documentation of experience must be submitted in the first semester. If approved, the signed Waiver Request Form and attendant documentation will be placed in student file and student CAPP will be updated by the Graduate Coordinator

\*\* 7000-level DIS hours and outside (non-AN) courses are acceptable for this requirement

\*\*\* An internship agreement form and an internship evaluation form should be placed in the student's file

**AMEC Graduate Student Progress Checklist**      **Student** \_\_\_\_\_

Cultural Anthropology track

Leveling courses for non-Anthropology BA

AN 1143 Intro to Cultural \_\_\_\_\_

AN 1343 Intro to Biological \_\_\_\_\_

AN 1543 Intro to Arch \_\_\_\_\_

AN 4123/6123 Anthropology Theory \_\_\_\_\_

AN 8011 Professionalization Seminar \_\_\_\_\_

AN 8013 Quantitative Methods \_\_\_\_\_

At least 25 hours of graduate coursework, excluding  
thesis and internship \_\_\_\_\_

At least 12 hours of 8000-level courses other than  
thesis or internship\*\* \_\_\_\_\_

At least 1 outside (non-AN) graduate-level course\*\* \_\_\_\_\_

At least 1 Archaeology/ Bioarchaeology/ Forensics AN  
graduate-level course \_\_\_\_\_

AN 8215 Internship\*\*\* \_\_\_\_\_

OR waiver based on prior experience\* \_\_\_\_\_

At least 6 thesis hours (9000) \_\_\_\_\_

\* Letter, Waiver Request Form and attendant documentation of experience must be submitted in the first semester. If approved, the signed Waiver Request Form and attendant documentation will be placed in student file and student CAPP will be updated by the Graduate Coordinator.

\*\* 7000-level DIS hours and outside (non-AN) courses are acceptable for this requirement

\*\*\* An internship agreement form and an internship evaluation form should be placed in the student's file