

Graduate Student Handbook
Department of Anthropology
Texas A&M University

Approved September 1, 2003, Amended August 8, 2008

Effective: October 6, 2008

Table of Contents

Requirements for the PhD degree in Anthropology	1
Requirements for the MA degree in Anthropology	10
Certificate Programs	18
General Requirements for Grad Students	19
Procedures for Transferring from the MA to the PhD program within the Department of Anthropology.....	20
Useful Graduate Courses Outside Anthropology	22
Faculty Who Can Test Foreign Language Competency.....	26
Graduate Forms	27

In addition to the requirements in this Department of Anthropology Graduate Handbook, all graduate students are to follow the requirements set forth in the University Graduate Catalog.

<http://www.tamu.edu/admissions/catalogs/>

Doctor of Philosophy

Work leading to the degree of Doctor of Philosophy (Ph.D.) in Anthropology is designed to give prospective candidates a thorough and comprehensive knowledge of their professional field and training in their methods of research. Students entering the Nautical Archaeology Program receive a Ph.D. in anthropology with additional specialized coursework and dissertation research in ship reconstruction, seafaring, and conservation.

Student's Advisory Committee

Upon admission to the Ph.D. program the student will be assigned a provisional advisor. The advisor will be a faculty member whose research is related to the topics of interest identified by the student in his or her application materials, but may or may not continue as Advisory Committee Chair. Incoming students should consult with their provisional advisor before registering for classes regarding any background preparation they may need in preparation for the core courses. By the end of the second year, the student should select an Advisory Committee Chair and, in consultation with the chair, select the remainder of the Advisory Committee. The student's Advisory Committee will consist of not fewer than four members of the Texas A&M graduate faculty representative of the student's fields of study and research. The chair or co-chair must be from the student's department. Two members should be from the Department and one must be outside the Department. The duties of the committee include the responsibility for the proposed degree program, the annual evaluation, the dissertation research proposal, the preliminary examination, the dissertation and its oral defense. An individual who is not a member of graduate faculty may be on the committee in name only. This person will not be listed nor sign any Office of Graduate Studies (OGS) paperwork. S/he will review a student's work and advise within their expertise.

Degree Plan

By the end of the fourth semester a student must prepare a degree plan for approval by his or her Advisory Committee. The degree plan lists the courses that the student will take to satisfy the course requirements of the Ph.D. degree. The degree plan may be modified later by the student with the approval of his or her Advisory Committee. Please refer to the Office of Graduate Studies website for proper procedure. <http://ogs.tamu.edu/>

All degree plans must include the following:

Residence: A Ph.D. candidate must spend two academic years (one of these in continuous full-time residence) in residence beyond the baccalaureate degree, or one year in residence beyond the Masters degree.

Archaeology, Biological, and Cultural Programs

The Degree Plan must be filed prior to completion of 66 credit hours, usually by the end of the sixth semester.

Core Courses

ANTH 601 Biological Anthropology
ANTH 602 Archaeological Methods and Theory
ANTH 604 Cultural Methods and Theory

Students who have taken similar graduate level courses before entering TAMU may petition to bypass ANTH 601, ANTH 602, and ANTH 604. Petitions to bypass a course must be made in writing and must include a copy of the syllabus of the equivalent course. Faculty who teach the core course will review the petition and vote to accept or reject it.

Students who are granted a waiver for ANTH 602 must take an alternate Archaeology Program course.

Archaeology Program students must take ANTH 602 Archaeological Methods and Theory at TAMU. There are no exceptions to this policy.

Quantitative Methods

All students must take STAT 651 Statistics in Research or an equivalent course. Any course that is not STAT 651 or ANTH 642, for example a graduate-level statistics course taken at another university, must have prior departmental approval before being placed on a student's degree plan.

Nautical Archaeology Program

The Degree plan should be filed by the end of a student's fifth semester.

Core Courses

ANTH 601 Biological Anthropology
ANTH 602 Archaeological Methods and Theory
ANTH 604 Cultural Methods and Theory
ANTH 605 Conservation of Archaeological Resources I
ANTH 611 Nautical Archaeology
ANTH 615 History of Shipbuilding Technology
ANTH 616 Research and Reconstruction of Ships

Students who have taken similar graduate level courses before entering TAMU may petition to bypass ANTH 601, ANTH 602, and ANTH 604. Petitions to bypass a course must be made in writing and must include a copy of the syllabus of the equivalent course. Faculty who teach the core course will review the petition and vote to accept or reject it.

Students who are granted a waiver for ANTH 602 must take an alternate Archaeology Program course.

All Programs

Anthropology Courses

All students must take at least 33 credit hours within anthropology. Students entering with an MA must take at least 30 credit hours. (This is in addition to ANTH 601, 602, 604, and ANTH 691 Research.)

Outside Electives

All students must take at least 6 credit hours outside the Department of Anthropology in subjects related to their research interests. These include such courses as history, geography, geology, ecology, second foreign languages, and other areas of technical or theoretical specialization approved by the student's Advisory Committee. Courses required to satisfy the minimum foreign language requirement and STAT 651 cannot be used to meet this requirement.

Research Hours

Students must take a reasonable number of Research (ANTH 691) credit hours not to exceed 22 hours. Research hours taken while registered as an MA student can not be used on the PhD degree plan.

Undergraduate Coursework

Advanced undergraduate courses (300 or 400-level) are permitted on the degree plan. The exact number of credit hours is contingent on Advisory Committee approval.

Other Course Exclusions

No more than 12 hours of ANTH 660 may be used.
No credit hours of FREN 601 or GERM 603 may be used.
No more than 3 hours of ENGL 697 may be used.
No correspondence study may be used.
No credit hours of extension course work may be used.

Transfer Credit

A grade of B or higher is required. A student must be in a degree-seeking status at TAMU or the institution where courses were taken when the courses were completed.
Courses previously used for another degree are not acceptable for degree plan credit.
Course work in which no formal grades or letter grades are given is not acceptable.

Total Hours

The degree plan must include 96 credit hours beyond the baccalaureate or 64 credit hours beyond the master's.

Foreign Language Requirement

All Ph.D. students must have competence in at least one foreign language used in research. This language should be one with significant scientific literature of relevance to the student's research areas (e.g. French, German, Spanish, and Russian) or be a language the student will use in his or her field research.

Students in the **Nautical Archaeology Program** must have a reading knowledge of **two** foreign languages or can substitute one language for a research skill at the discretion of their graduate committee (e.g. quantitative methods, remote sensing). **The student's advisory committee can specify what language(s) must be used to meet this requirement and how the requirement is to be met.** In general, the language requirement can be met in one of the following ways:

1. Four semesters of undergraduate course work with a B average or above in the last two semesters or advanced course work (beyond the fourth semester) with a B average or above (at A&M or as demonstrated by a transcript); or
2. Two semesters of undergraduate course work with a B average or above (at A&M or as demonstrated by a transcript) and completion of a one semester graduate course in reading technical literature of the same language at Texas A&M with a grade of B or above (e.g. FREN 601, GERM 603, SPAN 615); or
3. Students can demonstrate competency equivalent to four undergraduate semesters by taking the departmental exams administered for French, German, Italian, Latin, Russian, Japanese, and Spanish by Measurement and Research Services (MARS). MARS also offers correspondence exams for other languages.
4. International students from non-English-speaking countries can use a passing TOEFL score to meet this requirement.
5. Anthropology faculty can provide translation tests to certify competence in languages. Faculty members who can provide such tests are included in an appendix.

The foreign language requirement should normally be satisfied by the end of the third year. **The preliminary exam cannot be scheduled until it has been satisfied.** Upon satisfaction of the requirement the chair of the Advisory Committee will place a memo in the student's file indicating that the requirement has been satisfied.

Time Limit

Students must complete all requirements within 10 years.

Continuous Enrollment

Students who have completed all formal course work on their degree plan must be registered each fall and spring semester until they graduate.

Usually, a student will register for 1 credit hour of ANTH 691 Research each semester while finishing the thesis. Students who fail to register for a semester will be blocked from registration until they have undergone a favorable recommendation from a departmental review committee, the endorsement of the department head, and the approval of the Office of Graduate Studies.

Annual Evaluation

Each student will be evaluated by the faculty in that student's area of study (nautical archaeology, physical anthropology, archaeology, and cultural anthropology/folklore) each Spring semester. The purpose of the evaluation will be to gauge the student's academic progress and provide guidance for the following year and if the student should continue in the doctoral program. The evaluation will be sent out each year on the listserv, and each student is responsible for filling one out and submitting it to their faculty advisor/committee chair. Any student that does not turn in an evaluation by the stated deadline will have a registration block placed on their account. A student that has inadequate progress for two or more years may be dismissed from the program. Students not continuing in the doctoral program may have the opportunity to meet the requirements for the MA degree as described in the appropriate section of this document.

Dissertation Proposal

The research proposal is a description of the research which the student intends to undertake and which will be reported in a detailed, comprehensive fashion in the completed thesis or dissertation.

It offers the student an opportunity to convince the Chair and other members of the Advisory Committee of his/her ability to pursue the projected topic to a successful conclusion. Filing the proposal is one of the requirements for the admission to candidacy for the doctoral degree.

The proposal must be approved by the entire advisory committee. Committee members and the Department Head sign the Proposal Title Page.

<http://ogs.tamu.edu/forms/current/prop.pdf>

The proposal and signed Title Page are then submitted to OGS. The proposal must be approved by OGS at least 14 weeks prior to graduation. The proposal must be approved by OGS at least 15 working days prior to the final examination, the defense.

Preliminary Exam

A preliminary examination is required. It is to be given no later than the end of the first semester after completion of course work and no earlier than a date at which the student is within approximately six credit hours of completion of the formal course work on the degree program (with the exception of courses 681, 684, 690, 691 and 692). The student must have an overall and degree plan >3.0 GPR at the time of the examination and must have met the Foreign Language requirement.

Prior to scheduling the preliminary examination, the committee chair will review with the student the eligibility criteria using the Preliminary Examination Checklist <http://ogs.tamu.edu/forms/current/preliminarexam.pdf>. The schedule for the preliminary exam must be arranged with all committee members.

The preliminary examination for all Ph.D. students will include both written and oral portions. Each member of the advisory committee is responsible for administering a written examination in his/her particular field. A member may choose to waive participation in this part of the examination. Two or more members may give a joint written exam. Each written exam must be completed and reported as satisfactory to the chair before the oral portion may be held. The exact format of the preliminary exam is determined by the student's Advisory Committee.

Students in the Nautical Program are required to take the written portion of their preliminary examination as closed book. Access to outside reference sources is not allowed. If a student's committee wants to administer the exam otherwise, it is to be addressed and decided upon at a Nautical Archaeology Program faculty

meeting. Students are required to be on campus for the oral portion of the preliminary exam.

If the preliminary examination is failed, there is no obligation for a re-examination. At their discretion, the advisory committee and OGS may allow one re-examination when adequate time has passed to allow the student to address inadequacies (normally six months).

The chair will report the results of the examination along with the checklist <http://ogs.tamu.edu/forms/current/preliminarexam.pdf> to OGS within 10 working days of the scheduled oral exam and at least 14 weeks prior to the date of the final examination, the dissertation defense.

All students must complete all requirements for the Ph.D. within four years after completing their preliminary examination. Otherwise the student will be required to repeat the preliminary examination.

Candidacy

To be admitted to candidacy the student must have met the residency requirement, completed all formal course work listed on the degree plan, passed the preliminary examination, have an overall and degree plan 3.0 GPR and filed a dissertation proposal with the OGS which has been approved by the student's Advisory Committee.

Dissertation Defense

A student must have been admitted to candidacy to take the final examination, the dissertation defense. The student must be registered at the time the final exam is administered. The dissertation must be in final form and ready for distribution to committee members. **All members of the student's Advisory Committee must have a copy of the dissertation before the defense can be scheduled.** OGS must have approved the schedule of the final examination at least 10 working days prior to the exam.

<http://ogs.tamu.edu/forms/faculty/ogsfinalrequest.pdf>

The format of the dissertation must be acceptable to the Thesis Office. The dissertation must be approved by all members of the student's Advisory Committee and must represent the candidate's ability to conduct original, independent research which represents an advance in the field and to communicate the results of that research.

The student shall present an oral presentation (open to the public), on the topic of the dissertation research. This presentation will generally be presented on the same day as the actual defense of the dissertation. A candidate for the Ph.D.

degree must defend the dissertation by deadline dates announced in the graduate studies calendar. <http://ogs.tamu.edu/calendar>

Award of Ph.D. Degree

The style and format of the dissertation must be approved by the library thesis clerk and the student must deposit two copies of the dissertation in the library before the degree can be awarded. The final copies of the dissertation must be deposited within one year of the dissertation defense. <http://thesis.tamu.edu/>

The semester a student intends to graduate an application for graduation must be submitted electronically to the Office of the Registrar by the deadline given. <https://degreeapp.tamu.edu/index.asp> There is also a graduation fee that must be paid.

A student who applied for graduation and will not graduate at the intended date must file a Graduation Cancellation Form with OGS. <http://ogs.tamu.edu/forms/current/graduationcancellationform.pdf>

Master of Arts

Work leading to the degree of Master of Arts (M.A.) in Anthropology is designed to give prospective candidates a thorough and comprehensive knowledge of their professional field and training in their methods of research. In addition to the general anthropology M.A. degree, the department offers a nautical archaeology area of specialization through the Nautical Archaeology Program which involves specialized coursework in ship construction and recording, seafaring, and conservation methods.

The Department offers two MA degrees—the MA Thesis Option and the MA Non-Thesis Option. The Non-Thesis Option is available only to students in the Archaeology, Biological, and Cultural Programs.

Admission Requirements for the M.A. Program

All students entering the M.A. program in Anthropology must satisfy three criteria. They must meet the minimum standards established by OGS. They must have completed a Bachelor's degree. Finally, they must be approved by the Department. Acceptance by the Department will be based on grade point average as an undergraduate, on GRE scores, and on the compatibility of the student's proposed research with the expertise and interests of the department faculty. Students admitted into the M.A. program in recent years have an average grade point average of 3.55 and an average combined GRE score of 1210. Students who wish to pursue nautical archaeology as an area of specialization should indicate their interest on their application.

Student's Advisory Committee

Upon admission to the M.A. program the student will be assigned a provisional advisor. The advisor will be a faculty member whose research is related to the topics of interest identified by the student in his or her application materials, but may or may not continue as Advisory Committee Chair. Incoming students should consult with their advisor before registering for classes regarding any background preparation they may need in preparation for the core courses. By the end of the first year, the student should select an Advisory Committee Chair and, in consultation with the chair, select the remainder of the Advisory Committee. The student's Advisory Committee will consist of not fewer than three members of the graduate faculty representative of the student's fields of study and research. Two of the members should be faculty in the department and one must be from outside the department. The duties of the committee include the responsibility for the proposed degree program, thesis research proposal, the thesis and its oral defense.

Degree Plan

A student must prepare a degree plan for approval by his or her Advisory Committee. The degree plan lists the courses that the student will take to satisfy the course requirements of the M.A. degree. This plan must be submitted to the Director of Graduate Studies before a student can register for the fourth semester. The degree plan may be modified later by the student with the approval of his or her Advisory Committee.

All degree plans must include the following:

Residence

An M.A. student must spend one semester in full-time residence beyond the baccalaureate degree.

Master of Arts Thesis Option Archaeology, Biological, and Cultural Programs

Core Courses

ANTH 601 Biological Anthropology
ANTH 602 Archaeological Methods and Theory
ANTH 604 Cultural Methods and Theory

Students who have taken similar graduate level courses before entering TAMU may petition to bypass ANTH 601, ANTH 602, and ANTH 604. Petitions to bypass a course must be made in writing and must include a copy of the syllabus of the equivalent course. Faculty who teach the core course will review the petition and vote to accept or reject it.

Archaeology Program students must take ANTH 602 Archaeological Methods and Theory at TAMU. There are no exceptions to this policy.

Anthropology Courses

All students must take at least 9 credit hours within anthropology. (This is in addition to the core courses and ANTH 691 Research.)

Quantitative Methods

All students must take STAT 651 Statistics in Research or an equivalent course. Any course that is not STAT 651 or ANTH 642, for example a graduate-level statistics course taken at another university, must have prior departmental approval before being placed on a student's degree plan.

Outside Electives

All students must take at least 6 credit hours outside the Department of Anthropology in subjects related to their research interests. These include such courses as history, geography, geology, ecology, second foreign languages, and other areas of technical or theoretical specialization approved by the student's

Advisory Committee. Courses required to satisfy the minimum foreign language requirement and STAT 651 cannot be used to meet this requirement.

Nautical Archaeology Program

Core Courses (16 credit hours)

ANTH 602 Archaeological Methods and Theory (or ANTH 604 Cultural Methods and Theory if ANTH 602 was taken elsewhere or as an undergrad)
ANTH 605 Conservation of Archaeological Resources I
ANTH 611 Nautical Archaeology
ANTH 615 History of Shipbuilding Technology
ANTH 616 Research and Reconstruction of Ships

Seminar Courses (12 credit hours)

Students take 12 hours in Nautical Archaeology seminars.

All Programs

Research Hours and Directed Studies

No more than 12 hours may be used in any combination of the following categories: (This includes 684, 685, 690, 691, and 695 in all departments.)

No more than 6 credit hours in the combination of 691 Research or 684 Internship may be used.

No more than 8 credit hours of 685 Directed Studies may be used.

No more than 3 hours of 690 Theory of Research may be used.

No more than 3 hours of 695 Frontiers in Research may be used.

Undergraduate Courses

No more than 9 hours of advanced undergraduate courses (300- or 400-level) may be used.

Other Course Exclusions

No more than 2 hours of 681 Seminar may be used on a degree plan.

No credit hours of FREN 601 or GERM 603 may be used.

No more than 3 hours of ENGL 697 may be used.

No correspondence study may be used.

No credit hours for continuing education courses may be used.

No credit hours of extension course work may be used.

A course taken S/U may not be used on the degree plan. Exceptions: 681, 684, 690, 691, 692, 693, and 695.

Transfer Credit

No more than 12 hours may be transferred from an accredited institution. A grade of B or higher is required. A student must be in a degree-seeking status at TAMU or the institution where courses were taken when the courses were completed.

Courses previously used for another degree are not acceptable for degree plan credit.

Total Hours

The degree plan must include at least 30 credit hours.

Foreign Language Requirement

M.A. students are expected to have competence in at least one foreign language. Normally that competence is obtained as an undergraduate student with **four** semesters of language study. Students entering the program without previous language training will be expected to obtain it during their graduate studies. The student's Advisory Committee will determine the best way to meet these expectations.

Time Limit

Students must complete all requirements within 7 years.

Continuous Enrollment

Students who have completed all formal course work on their degree plan must be registered each fall and spring semester until they graduate.

Usually, a student will register for 1 credit hour of ANTH 691 Research each semester while finishing the thesis. Students who fail to register for a semester will be blocked from registration until they have undergone a favorable recommendation from a departmental review committee, the endorsement of the department head, and the approval of the Office of Graduate Studies.

Thesis Proposal

The research proposal is a description of the research which the student intends to undertake and which will be reported in a detailed, comprehensive fashion in the completed thesis or dissertation.

It offers the student an opportunity to convince the Chair and other members of the Advisory Committee of his/her ability to pursue the projected topic to a successful conclusion. Filing the proposal is one of the requirements for graduation with a Master of Arts Thesis Option.

The proposal must be approved by the entire advisory committee. Committee members, the student, and the Department Head sign the Proposal Title Page.

<http://ogs.tamu.edu/forms/current/prop.pdf>

The proposal and signed Title Page are then submitted to OGS. The proposal must be approved by OGS at least 14 weeks prior to graduation. The proposal must be approved by OGS at least 15 working days prior to the final examination, the thesis defense.

Thesis Defense

OGS must approve the Request and Announcement of the Final Examination 10 business days before the exam takes place. **All members of the student's Advisory Committee must have a copy of the thesis before the defense can be scheduled.** For students who qualify under the rules of the university, the oral thesis defense may be waived at the discretion of the committee. The format of the thesis must be acceptable to the Thesis Office. The thesis must be approved by all members of the student's Advisory Committee and must represent the candidate's ability to conduct independent research and communicate the results of that research.

Award of M.A. Degree

The semester a student intends to graduate an application for graduation must be submitted electronically to the Office of the Registrar by the deadline given. <https://degreeapp.tamu.edu/index.asp> There is also a graduation fee that must be paid.

A student must be registered in residence in the University for the semester in which the degree is to be conferred.

The style and format of the thesis must be approved by the library thesis clerk and the student must deposit three copies of the thesis in the library before the degree can be awarded. The final copies of the thesis must be deposited within one year of the thesis defense.

A student who applied for graduation and will not graduate at the intended date must file a Graduation Cancellation Form with OGS.

<http://ogs.tamu.edu/forms/current/graduationcancellationform.pdf>

**Master of Arts Non-Thesis Option
Archaeology, Biological, Cultural Programs**

Core Courses

ANTH 601 Biological Anthropology
ANTH 602 Archaeological Methods and Theory
ANTH 604 Cultural Methods and Theory

Students who have taken similar graduate level courses before entering TAMU may petition to bypass ANTH 601, ANTH 602, and ANTH 604. Petitions to bypass a course must be made in writing and must include a copy of the syllabus of the equivalent course. Faculty who teach the core course will review the petition and vote to accept or reject it.

Archaeology Program students must take ANTH 602 Archaeological Methods and Theory at TAMU. There are no exceptions to this policy.

Anthropology Courses

All students must take at least 9 credit hours within anthropology. (This is in addition to the core courses.)

Quantitative Methods

All students must take STAT 651 Statistics in Research or an equivalent course. Any course that is not STAT 651 or ANTH 642, for example a graduate-level statistics course taken at another university, must have prior departmental approval before being placed on a student's degree plan.

Outside Electives

All students must take at least 6 credit hours outside the Department of Anthropology in subjects related to their research interests. These include such courses as history, geography, geology, ecology, second foreign languages, and other areas of technical or theoretical specialization approved by the student's Advisory Committee. Courses required to satisfy the minimum foreign language requirement and STAT 651 cannot be used to meet this requirement.

Research Hours, Internships, and Directed Studies

No more than 9 hours may be used in any combination of the following categories: (This includes 685, 690, and 695 in all departments.)

No more than 8 credit hours of 685 Directed Studies may be used.

No more than 3 hours of 690 Theory of Research may be used.

No more than 3 hours of 695 Frontiers in Research may be used.

No credit hours of 691 Research may be used.

No credit hours of 684 Internship may be used.

Advanced Undergraduate Courses

No more than 9 hours of advanced undergraduate courses (300- or 400-level) may be used.

Other Course Exclusions

No more than 2 hours of 681 Seminar may be used on a degree plan.

No credit hours of FREN 601 or GERM 603 may be used.

No more than 3 hours of ENGL 697 may be used.

No correspondence study may be used.

No credit hours for continuing education courses may be used.

No credit hours of extension course work may be used.

Transfer Credit

No more than 12 hours may be transferred from an accredited institution. A grade of B or higher is required. A student must be in a degree-seeking status at TAMU or the institution where courses were taken when the courses were completed.

Courses previously used for another degree are not acceptable for degree plan credit.

Course work in which no formal grades or letter grades are given is not acceptable.

Total Hours

The degree plan must include at least 36 credit hours.

Foreign Language Requirement

M.A. students are expected to have competence in at least one foreign language. Normally that competence is obtained as an undergraduate student with four semesters of language study. Students entering the program without previous language training will be expected to obtain it during their graduate studies. The student's Advisory Committee will determine the best way to meet these expectations.

Final Examination

A final comprehensive examination is required. Students may not be exempted from this exam. This exam may be either oral or written and is determined by the Advisory Committee. The exam may not be held prior to the mid-point of the semester or summer term in which remaining course work will be completed. A student shall be given only one opportunity to repeat the final exam and that must be before the end of the following regular semester (summer terms are excluded).

Time Limit

Students must complete all requirements within 7 years.

Continuous Enrollment

An MA NTO student should graduate the same semester in which they complete their coursework on the degree plan. A terminal MA NTO student (one who will not continue in the PhD track) is not required to register the semester they graduate if all degree plan coursework is complete. If a student needs to register for any reason after degree plan coursework is finished, they should register for ANTH 685 Directed Studies.

Award of M.A. Degree

The semester a student intends to graduate an application for graduation must be submitted electronically to the Office of the Registrar by the deadline given. <https://degreeapp.tamu.edu/index.asp> There is also a graduation fee that must be paid.

A student who applied for graduation and will not graduate at the intended date must file a Graduation Cancellation Form with OGS.

<http://ogs.tamu.edu/forms/current/graduationcancellationform.pdf>

Conservation Certificate

Graduate students are eligible to earn a certification in conservation by taking the following 12 credit hours.

ANTH 605 Conservation of Archaeological Resources I
ANTH 606 Conservation of Archaeological Resources II
ANTH 617 Conservation of Organic Materials
ANTH 685 Directed Studies with a conservation emphasis

Certificate in Historic Preservation

Graduate students in anthropology may be eligible to receive the Certificate in Historic Preservation from the College of Architecture if they meet the following requirements:

1. File an application at the time a degree plan is filed.
2. ARCH 646 Historic Preservation Theory and Practice.
3. ANTH 645 Cultural Resources Management.
4. Take 9 additional hours of coursework with preservation content.
5. Take at least 3 credit hours outside the Department of Anthropology.
6. The degree program must include a professional study, professional paper, thesis or dissertation with a historic preservation focus.

All Graduate Students

Annual Evaluations

All graduate students are required to submit an annual evaluation each spring semester. This evaluation is distributed electronically from the Academic Advisor to all graduate students in early February. The student is responsible for completing the evaluation, meeting with their faculty advisor to discuss their progress, and submitting the signed evaluation, curriculum vitae and a copy of an unofficial transcript to the Academic Advisor by the specified deadline. These evaluations are used in monitoring academic performance as well as determining department assistantships.

Department Assistantships

All graduate students who wish to be considered for a departmental assistantship must complete an annual application. Students who receive an assistantship as part of a fellowship are still required to submit an annual application. The call for applications is sent out each spring semester by the Assistant to the Department Head. The applications must be completed and returned to the Assistant to the Department Head by the designated deadline.

Graduate students must have completed either an MA or 18 hours of graduate coursework before becoming eligible for a Graduate Assistantship-Teaching (GAT) position as the primary instructor. One may be considered for a GAT position as the Teaching Assistant to a faculty member or experienced GAT without meeting this requirement.

Preference is given to PhD students and students registered for formal coursework (not ANTH 691 Research).

Graduate students may not instruct, supervise, nor grade fellow graduate students. Therefore, teaching assistantships will only be offered for undergraduate courses.

All first time GATs are required to attend the Teaching Assistant Training & Evaluation Program (TATEP) held prior to the fall semester. International students are required to attend the two-day training.

International GAT students are required by the University to be “certified” as proficient in English. Please see the Academic Advisor to confirm if you are designated as “certified”.

Correspondence

All students are responsible to provide and update their correct address with the University. Students may change their address on the website myrecord.tamu.edu. International students must change their physical and permanent address through the International Student Services Offices.

The University uses tamu.edu accounts for official communication with currently enrolled students. It is each student’s responsibility to maintain their TAMU email account. Students are responsible for all information sent to their TAMU email account. Official University and Department correspondence will be sent to TAMU email accounts.

Transferring from the MA to the PhD Program

A student who has been accepted into the M.A. program in the Department and wishes to be considered for the Ph.D. program must request admission to the Ph.D. program in writing. **All requests for transfer into the Ph.D. program will be decided upon by a quorum of the faculty during a monthly faculty meeting.** There are two ways to apply for a transfer:

Complete the program requirements for the M.A. including a thesis. The request for transfer should include the name of the thesis, the advisor's name, and the date of the defense. The Office of Graduate Studies has a form called a Letter of Intent that must be signed by the department head before you can register as a PhD seeking student. This form should be submitted the semester you graduate with the MA. Admission decisions are made by the department faculty.

OR

Request transfer before completing the requirements for the M.A. degree by providing the following documentation:

1. Draft a letter of request stating the reasons the transfer is requested.
2. No request will be considered unless the student has completed at least 27 hours of graduate course work, including ANTH601, ANTH602, and ANTH604.
3. No request will be considered unless the student has a 3.5 GPR on all graduate course work since starting the M.A. program.
4. The student must schedule a meeting of all members of the current MA and proposed PhD advisory committee to discuss the transfer request.
5. A degree plan for the Ph.D. must be included with the signatures of the proposed chair and two other members of the anthropology faculty who will be members of the advisory committee.
6. A majority of the program faculty (nautical, archaeology/physical, cultural/folklore) in the department must support the request. Final decision is made by the department faculty.

Transferring from one Program to another within the Department

A student who has been accepted into a graduate program in the Department and wishes to transfer to a different program (e.g. from Nautical to Archaeology, etc.) must request admission to the new program in writing. All requests for transfer between programs will be evaluated together with new student applicants during the Spring Semester of each year by faculty of the program to which the student wishes admission. To apply for a transfer, provide the following documentation:

1. A letter of request stating the reasons the transfer is requested.
2. Submit a new statement of interest explaining the new research direction.
3. No request will be considered before the student has completed the core graduate class(es) for the program they wish to transfer into, e.g. ANTH601, ANTH602, ANTH604 for Archaeology, Biological, and Cultural Programs or ANTH 611, 615 and 616 for the Nautical Program.
4. No request will be considered unless the student has a 3.5 GPR on all graduate course work since starting the graduate program.

A majority of the faculty in the program (nautical, archaeology, biological, or cultural) must support the request for it to be approved, and one faculty member must agree to advise the student. If the petition is rejected, the student has the option of remaining in the program to which they were originally admitted or of leaving the university.

USEFUL GRADUATE COURSES OUTSIDE ANTHROPOLOGY

Agricultural Economics

Ecological Economics (AGEC659)

Architecture

Theory and Practice of Preservation (ARCH646)

Recording Historic Buildings (ARCH647)

Biology

Principles and Methods of Systematic Biology (ZOOL605)

Terrestrial Ecosystems (ZOOL606)

Zoogeography (ZOOL653)

Economics

Foundations of Microeconomic Theory (ECON607)

Human Resource Economics I (ECON609)

International Economic Policy (ECON651)

International Trade Theory (ECON652)

Experimental Economics (ECON655)

Game Theory (ECON659)

Forest Science

Geographic Information Systems (FRSC651)

Advanced Topics in Geographic Information Systems (FRSC652)

Photo Interpretation (FRSC661)

Genetics

Genetics (GENE603)

Population Genetics (GENE612)

Geography

Processes in Economic Geography (GEOG603)

Processes in Physical Geography (GEOG604)

Processes in Cultural Geography (GEOG605)

Resource and Environmental Decisions (GEOG620)

Landscape Ecology (GEOG625)

Fluvial Geomorphology (GEOG626)

Glacial Geomorphology (GEOG636)

Historical Geography (GEOG640)

Historical Geography of the World-System (GEOG641)

Periglacial Geomorphology (GEOG646)

Techniques in Geomorphology (GEOG656)

GIS-Based Spatial Analysis and Modeling (GEOG660)

Digital Image Processing and Analysis (GEOG661)

GIS-Based Spatial Analysis and Modeling (GEOG665)
Coastal Geomorphology (GEOG666)
Quaternary Geomorphology (GEOG686)
Geomorphology and Remote Sensing (GEOG696)

Geology

Stratigraphy (GEOL622)
Stable Isotope Geology (GEOL648)
Paleoecology (GEOL650)
Evolutionary Patterns and Theory (GEOL654)
Clastic Sedimentology and Sedimentary Petrology (GEOL668)

History

American Colonial Life and Institutions (HIST601)
Age of Jefferson (HIST604)
Colonial Latin America (HIST615)
The United States, 1877-1914 (HIST621)
Historiography (HIST628),
Quantitative Methods in Historical Research (HIST630),
Reading Seminar in United States History to 1877 (HIST631)
Reading Seminar in the American West (HIST633)
Reading Seminar in Maritime History and Sea Power (HIST634)
Reading Seminar in the History of the South (HIST636)
Birth of the Middle Ages (HIST637)
Seminar in Medieval Europe (HIST638)

Human Anatomy and Medical Neurobiology

Osteoporosis and Bone Biology (MANA642)
Gross Anatomy (MANA901)

Landscape Architecture and Urban Planning

Development and the Environment (LDEV661)
Sustainable Development (LDEV671)
International Development Planning (LDEV673)
Planning and Technological Change (PLAN614)
Analyzing Risk/Hazard and Public Policy (PLAN616)
Dispute Resolution and Participation in Planning (PLAN620)
Development Planning in Third World Countries (PLAN623)
Preservation Law (PLAN643)
Preservation Planning for Historic Landscapes (LAND660)

Political Science

Quantitative Political Analysis (POLS602),
Seminar in Theories of Political Legitimacy, Order and Obligation (POLS654)
Psychometric Theory and Methods (PSYC673)

Psychology

Theories of Social Psychology (PSYC620)

Rangeland Ecology and Management

Ecology and Land Uses (RLEM602)

Plant and Range Ecology (RLEM609)

Recreation, Park and Tourism Sciences

Social Impacts of Tourism (RPTS626)

Heritage Tourism (RPTS646)

Environmental Impact Analysis for Renewable Natural Resources (RENR660)

Sociology

Social Organization (SOCI608)

Social Change (SOCI609)

Classical Sociological Theory (SOCI611)

Contemporary Sociological Theory (SOCI615)

Political Sociology (SOCI616)

Comparative Ethnic Relations (SOCI617)

Human Ecology (SOCI620)

Social Psychology (SOCI621)

Social Demography (SOCI622)

Measurement of Sociological Parameters (SOCI623)

Qualitative Methodology (SOCI624)

Demographic Methods (SOCI633)

Seminar in Demography and Human Ecology (SOCI647)

Sociology of Culture (SOCI651)

Seminar in Culture (SOCI657)

Theories of Race and Ethnic Group Relations (SOCI660)

Soil and Crop Sciences

Pedology (AGRO605)

International Agronomic Development (AGRO608)

Statistics

Methods in Multivariate Analysis (STAT636)

Statistical Methods in Ecology (STAT637)

Wildlife and Fisheries Science

Vertebrate Systematics (WFSC601)

Vertebrate Ecology (WFSC603)

Systems Analysis and Simulation in Ecology and Natural Resource Management (WFSC604)

Wildlife Research Methods (WFSC609)

Evolutionary Ecology (WFSC610)

Conservation Biology (WFSC612)

Physiological Ecology of Vertebrates (WFSC616)
Vertebrate Ethology (WFSC620)
Behavioral Ecology (WFSC622)
Dynamics of Populations (WFSC624)

FACULTY WHO CAN TEST FOREIGN LANGUAGE COMPETANCY

The following list is current as of September 2003.

French: Filipe Castro, Wayne Smith
German: Norbert Dannhaeuser
Hebrew: Shelley Wachsmann
Indonesian: Michael Alvard
Kazak: Cynthia Werner
Portuguese: Filipe Castro
Spanish: Filipe Castro, Jeff Winking
Russian: Cynthia Werner
Uzbek: Cynthia Werner

GRADUATE FORMS

Forms used by the Office of Graduate Studies are updated regularly. The following links will get you the latest versions. Most are available at

<http://ogs.tamu.edu/forms/student-forms>

1. Graduate Calendar
<http://ogs.tamu.edu/calendar>
2. Out of State Tuition Waiver
<http://ogs.tamu.edu/current/tuition-waivers>
3. Degree Plan
<http://ogs.tamu.edu/current/degreeplans.html>
4. Petitions
<http://ogs.tamu.edu/current/petitions.html>
5. Preliminary Exams
<http://ogs.tamu.edu/current/exams.html>
6. Thesis or Dissertation Proposal
 - a. Guidelines
<http://ogs.tamu.edu/forms/documents/guidelines-for-proposal-submission.doc>
 - b. Title Page
<http://ogs.tamu.edu/forms/current/prop.pdf>
7. Thesis Manual
 - a. <http://thesis.tamu.edu/thesisManual/>
 - b. Thesis Office Handouts and Forms
<http://thesis.tamu.edu/handouts/>
<http://thesis.tamu.edu/forms/>
8. Schedule Dissertation/Thesis Defense
<http://ogs.tamu.edu/forms/faculty/ogsfinalrequest.pdf>
9. Application for Degree
<https://degreeapp.tamu.edu/index.asp>
10. Letter of Degree Completion
<http://ogs.tamu.edu/forms/current/ogsletterofcompletion.pdf>
11. Letter of Intent (to continue graduate studies after completing a degree (e.g. to pursue a Ph.D. after completing an M.A.).
<http://ogs.tamu.edu/forms/current/letterofintent.pdf>

IMPORTANT WEB SITES FOR GRADUATE STUDENTS

Texas A&M University (<http://www.tamu.edu>)

- **Catalogs** (<http://www.tamu.edu/admissions/gcat/index.php>)
- **Graduate Application Procedures**
(<http://www.tamu.edu/admissions/Grad/index.html>)
- **Graduate Admission Application (pdf)**
(<http://www.tamu.edu/admissions/Grad/GradApp.pdf>)
- **AggieSearch** (off campus housing)
(<http://studentlife.tamu.edu/aggierearch/>)
- **Bus Operations (on and off campus shuttle bus)**
(<http://www.ptts.tamu.edu/bus/default.asp>)
- **Graduate Student Information**
(<http://studentlife.tamu.edu/agss/grad.htm>)
- **International Student Services** (<http://international.tamu.edu/iss/>)
- **University Apartments** (<http://reslife.tamu.edu/ua/>)

Office of Graduate Studies (<http://ogs.tamu.edu/>)

- **Graduate Handbook** (<http://ogs.tamu.edu/OGS/GraduateHandbook.htm>)
- **Course Listing** (<http://courses.tamu.edu/>)
- **Web-Based Registration** (<https://register.sherwood.tamu.edu/>)
- **Library Thesis Office** (<http://thesis.tamu.edu/>)
- **Calendar (Deadlines for graduation, etc)**
(<http://ogs.tamu.edu/OGS/currentCalendars.htm>)
- **Forms (Degree Plans, Waivers, Petitions, etc)**
(<http://ogs.tamu.edu/OGS/current.htm>)

Funding

- **Student Financial Aid Office** (<http://financialaid.tamu.edu/>)
- **NSF Graduate Research Fellowships**
(<http://www.ehr.nsf.gov/dge/programs/grf/>)
- **Research and Presentation Grant Program**
(<http://vpr.tamu.edu/ResPresgrant.html>)
- **Jobs for Aggies** (<http://jobsforaggies.tamu.edu/>)
- **Jobs at A&M** (<https://tamujobs.tamu.edu/>)
- **Funding for Study Abroad**
(http://studyabroad.tamu.edu/funding_grad.asp)
- **L. T. Jordan Foundation (Jordan Fellows and other programs)**
(<http://ltjordan.tamu.edu/>)
- **Financial Aid for International Students**
(<http://international.tamu.edu/iss/lssfinan.html>)

Anthropology Department (<http://anthropology.tamu.edu/>)

- **M.A. in Anthropology** (http://anthropology.tamu.edu/ma_programs.htm)
- **Ph.D. in Anthropology** (http://anthropology.tamu.edu/phd_program.htm)

Nautical Archaeology Program (<http://nautarch.tamu.edu/academic/>)

- **Admission to the Nautical Archaeology Program**
(<http://nautarch.tamu.edu/academic/admit.htm>)
- **Institute of Nautical Archaeology** (<http://ina.tamu.edu>)

Recreation

- **University Events Calendar** (<http://www.tamu.edu/calendar/>)
- **Memorial Student Center** (<http://www.msc.tamu.edu/>)
- **Opera and Performing Arts Society** (<http://opas.tamu.edu/>)
- **Recreational Sports** (<http://recsports.tamu.edu/>)
- **Collegiate Sports** (<http://sports.tamu.edu/>)
- **Bryan-College Station Convention and Visitor's Bureau**
(<http://www.bryan-collegestation.org/home.php>)

Research Funding

- **American Association for the Advancement of Science Women's International Science Collaboration Program**
(<http://www.aaas.org/international/wisc/>)
- **American Association of University Women**
(<http://www.aauw.org/fga/index.cfm>)
- **American Council of Learned Societies** (<http://www.acls.org/fel-comp.htm>)
- Association of Women in Science Foundation
(http://www.awis.org/ed_foundation.html)
- **Archaeological Institute of America**
(<http://www.archaeological.org/webinfo.php?page=10007>)
- **The Explorers Club Exploration Fund**
(http://www.explorers.org/research_grants/the_explorers_fund.php)
- **Foundation for the Advancement of Mesoamerican Studies**
(<http://www.famsi.org/grants/>)
- **Fulbright U. S. Student Programs**
(http://www.iie.org/Content/NavigationMenu/Fulbright_Demo_Site/U_S__Student_Program/Fulbright_Grant_Opportunities/Fulbright_Grant_Opportunities.htm)
- Fulbright-Hays Doctoral Dissertation Research Abroad Program
(<http://www.ed.gov/offices/OPE/HEP/iegps/ddraapp.html>)
- **Jacob Javits Fellowship Program**
(<http://www.ed.gov/offices/OPE/HEP/iegps/javits.html>)

- **L. S. B. Leakey Foundation**
(<http://www.leakeyfoundation.org/grants/g2.jsp>)
- **McNeil Center for Early American Studies Dissertation Fellowship Program** (<http://www.mceas.org/dissertationfellowships.htm>)
- **National Geographic Society**
(http://www.nationalgeographic.com/council/program_info.html)
- **National Science Foundation**
(<http://www.nsf.gov/home/menus/grads.htm>)
- **School of American Research**
(<http://www.sarweb.org/scholars/description.htm>)
- **Sigma Xi Foundation Grants in Aid of Research**
(<http://www.sigmaxi.org/programs/giar/index.shtml>)
- **Smithsonian Institution** (<http://www.si.edu/ofg/fgapp.htm>)
- **Social Science Research Council Dissertation Fellowships**
(<http://www.ssrc.org/fellowships/?dissertation>)
- **Wenner Gren Foundation** (<http://www.wennergren.org/programsirg.html>)
- **Woodrow Wilson National Fellowship Foundation**
(http://www.woodrow.org/students_graduate.html)

Job Listings

- **American Anthropological Association**
(<http://www.aaanet.org/careers.htm>)
- **American Association of Museums** (<http://www.aam-us.org/aviso/index.cfm>)
- **American Association of Physical Anthropologists**
(<http://www.physanth.org/discus/messages/1/1.html>)
- **American Cultural Resources Association** (<http://www.acra-crm.org/>)
- **American Folklore Society** (<http://afsnet.org/jobs/index.cfm>)
- **Archaeological Institute of America**
(<http://www.archaeological.org/webinfo.php?page=10095>)
- **Higher Education Jobs** (<http://www.higheredjobs.com/>)
- **Human Behavior and Evolution Society**
(http://www.hbes.com/jobs___collaboration.htm)
- **Chronicle of Higher Education** (<http://chronicle.com/jobs/>)
- **Museum Resource Board** (<http://www.museumwork.com/jobs.html>)
- **Society for American Archaeology** (<http://www.saa.org/careers/job-listing.html>)
- **Society for Applied Anthropology** (<http://www.sfaa.net/sfaajobs.html>)
- **Society for Historical Archaeology** (<http://www.sha.org/nl-emp.htm>)
- **USA Jobs (Federal positions)** (<http://www.usajobs.opm.gov/>)