

**MASTER OF ARTS
IN
ANTHROPOLOGY**

STUDENT HANDBOOK

Academic Year 2009-2010

MASTER OF ARTS IN ANTHROPOLOGY

Introduction

September 2009

The Department of Anthropology welcomes you to our graduate program. We believe you will find the course of study toward a master's degree to be both challenging and exciting. We share your enthusiasm, and encourage you toward your goal.

Periodically, we review the content of our master's program and its three fields: cultural anthropology, archaeology, and museum studies to ensure that it meets the needs and expectations of our students. The program requirements presented herein reflect our most recent collective judgment concerning the best way to do that. You will find flexibility within a basic structure so that you, together with your advisor, can tailor your particular program to best suit your personal objectives.

As an evolving professional anthropologist, your course work and development of your final Thesis, Master's Paper, or Master's Paper plus Museum Exhibit should be guided by the Ethics Code of the American Anthropological Association. In part, this Code states:

Anthropological researchers have primary ethical obligations to the people, species, and materials they study and to the people with whom they work. Anthropological researchers must do everything in their power to ensure that their research does not harm the safety, dignity, or privacy of the people with whom they work, conduct research, or perform other professional activities. Anthropological researchers working with animals must do everything in their power to ensure that the research does not harm the safety, psychological well-being or survival of the animals or species with which they work.

(For the entire Code, please consult the AAA's website:
<http://www.aaanet.org/committees/ethics/ethcode.htm>)

The Basic Structure

Each student is assigned an advisor prior to matriculation. ***It is the student's obligation to schedule periodic meetings with the assigned advisor*** so that student and advisor can, together, ensure that the student is making timely progress in terms of requirements and deadlines. Normally the student's advisor will also supervise the student's Thesis, Master's Paper, or Master's Paper plus Museum Exhibit. However, in consultation with the assigned advisor, a student may elect to request a different faculty member to supervise the student's final project.

There are three basic options for construction of a master's degree in anthropology: archaeology, cultural anthropology, or museum studies. Each concentration has its own formal course work, independent study, and requirements for graduation.

General Requirements

1. MA degree requirements:

- a. 48 quarter hours with a Thesis
- b. 60 quarter hours with a Master's Paper
- c. 48 quarter hours with a Master's Paper plus Museum Exhibit
- d. In consultation with their advisor, students may fulfill part of their credit requirements by taking courses in any of the other anthropology concentrations.
- e. No more than 15 quarter hours will be accepted in transfer from another institution.
- f. Students may take up to 15 credit hours in other departments/programs in consultation with advisor.

2. Academic Performance

- a. Students are expected to earn at least a grade of "B" (3.00) in each course. A course in which a student earns less than a "B" (3.00) does not count toward fulfilling requirements. This means that a B- or less does not count. The course must be either re-taken or substituted with another course, approved by the student's advisor, the Department's Director of Graduate Studies, and the Chair of the Department.
- b. Should the cumulative grade point average fall below 3.00, a student is placed on academic probation and continuation in the program, along with any departmental financial awards, is subject to departmental review.

3. Residency

Each candidate for the Master of Arts degree must be enrolled as a graduate student in the University of Denver for at least three quarters.

4. Tool Requirements

- a. Students must demonstrate a reading proficiency in a language other than English, OR a proficiency in quantitative methods. Tool requirements must be fulfilled at least one quarter before graduation.

1) Language. The student should select a language in consultation with the advisor. The Department of Languages and Literatures offers tests in French, German, Russian, Italian and Spanish on a quarterly basis. Please check with them for testing dates. Students must pass this exam with certification from Languages and Literatures. The Department of Languages and Literatures strongly recommends two years of recent college courses in the language tested.

2) A second option for fulfilling the language requirement is through course work in the Department of Languages and Literatures. Students must earn an A or B in two courses at the 2100 level or in any course for which 2100 is a prerequisite. These courses cannot be counted for credit toward the M.A. Students who have taken comparable courses at other universities should take the Foreign Language test.

Note: Students who are not confident of their language ability should take the Foreign Language Test in their first or second quarter to allow sufficient time for language courses should they fail the exam.

3) A student may be exempted from the language test upon submitting verification to the Department that the student is proficient in a language other than those listed above.

4) Quantitative Methods: The student must complete ANTH 3680 -- Quantitative Methods in Anthropology - with a grade of B or better. This course may be counted toward the required 48 or 60 hours. A prerequisite for this course is a basic knowledge of social science statistics. Students without fundamental statistics might consider such a course in the Business School or in the Psychology or Mathematics Department. Please note that Quantitative Methods is taught every other year.

5. Qualifying Exam

a. The Qualifying Exam is designed to evaluate each student's maturity as anthropological scholars, in particular their ability to synthesize materials from their first two quarters and apply them to their own research proposals. There are three components to the Qualifying Exam. The first component is a portfolio composed of papers, exams, reading analyses, and other materials produced in "Anthropological Theory, Method and Context" during autumn quarter and "Advanced Anthropology" winter quarter. The second component is a research proposal produced as part of "Advanced Anthropology" during winter quarter. Students will submit all that written coursework and the proposal digitally to their own personal page in the DU Portfolio Community.

Written material posted on the each student's portfolio will be accessed by the director of graduate studies by the first day of Finals Week in Winter Quarter to be reviewed by

the faculty. Each student's Oral Qualifying Exam will occur early in Spring quarter, based on those portfolio materials. The precise timing of the Qualifying Exam will be communicated to students by the end of Winter quarter by the director of graduate studies. That oral qualifying exam will be a maximum of two hours with at least two faculty members in the department. Students must be prepared at these exams to answer questions about the material in their portfolio, including (1) their knowledge of anthropology's status and history as an academic discipline, (2) their understanding of anthropological theory and method, (3) their preparation for undertaking the specific project outlined in their proposal and its relationship to course materials, and (4) their general growth as anthropologists. Students will be given grades of High Pass, Pass, or Fail. **Any student that receives a grade of Fail will be terminated from the graduate program.**

b. Part-time students and students entering quarters other than Fall will take Qualifying Exams after having completed Theory, Method, Context and Advanced Anthropology.

6. Course Requirements:

a. All students must complete the following courses:

- ANTH 3660 Theory and Method
- ANTH 4000 Advanced Anthropology
- ANTH 4800 Ethics of Professional Practice (offered every other year in Winter or Spring quarter)

b. In addition, students in the **Archaeology track** must also complete

- ◇ ANTH 3990 Summer Field School in Archaeology (4-6 credits) OR ANTH 3790 Field Methods in Archaeology OR approved by the department's Director of Graduate Studies in consultation with the student's advisor, a substitute field experience (e.g., previous field school or CRM work)
- ◇ ANTH 4650 Archaeological Method and Theory
- ◇ One cultural anthropology course and one museum studies course chosen in consultation with student's advisor

- ◇ At least one of the following:
 - ◇ ANTH 3170 Applied Heritage Management
 - ◇ ANTH 3390 Geoarchaeology
 - ◇ ANTH 3701/2 Historical Archaeology

c. In addition, students in the **Cultural anthropology track** must take at least half of their courses in cultural anthropology course work. **However, for students entering the program in AY 2009-10, this requirement is waived.** Thesis or Master's Paper must be on a cultural anthropology topic. Students must take at least one archaeology course and one museum studies course chosen in consultation with the student's advisor.

d. In addition, students in the **Museum Studies track** must complete

- ANTH 4740 Critical Perspectives in Museum Studies
- ANTH 4744 Working in Museums
- ANTH 4981 Museum Internship
- ANTH 4745 Museum Practicum

Note: In consultation with the student's advisor, the museum internship requirement can be broadly defined to include a fieldwork experience.

- At least ONE of the following:
 - ANTH 3880 Technology and Adaptation
 - ANTH 3890 Context of Material Culture
 - ANTH 3290 Art and Anthropology
- At least two of the following:
 - ANTH 3661 Learning in Museums
 - ANTH 3741 Introduction to Conservation
 - ANTH 3742 Museum Exhibit Development
 - ANTH 3743 Managing Collections
- At least one additional Archaeology course (of the student's choice)
- At least one additional Cultural Anthropology course (besides those listed above)

7. Students are expected to fulfill the responsibilities associated with their fellowships such as GTA's and work study assignments. Renewal of monies, employments, and awards is based, in part, on how fully students complete the tasks and expectations assigned to them. Quarterly reports from supervisors and professors will help the department make appropriate evaluations of students' work in each of these areas.

8. The Department periodically schedules special events such as Museum Gallery Talks and department colloquia. These are usually scheduled for 6 PM on a mid-week day, two to three times per quarter. All graduate students in residence are required to attend and actively participate in these events. Students are advised to not schedule internships or jobs in conflict with departmental colloquia as attendance is considered as part of the graduate school career. Lack of attendance will be noted.

9. All students will be evaluated by the faculty twice in terms of their timely progress and overall performance: in their first year, at the time of the Qualifying Exam, and in their second year in the Spring quarter. Students will be notified of the results of this evaluation by their advisors or the Director of Graduate Studies. Students are expected to meet more than minimum requirements for remaining in the program, especially if they wish to retain financial aid.

The Final Project

I. Thesis Option: A Master's Thesis is the product of rather extensive scientific research and must be prepared according to the established format of the Graduate School. Because of the

research emphasis of the Thesis option, fewer hours of course work are required. The Thesis option may be selected by students in any of the three concentrations. Specific requirements:

- a. 48 hours of earned credit at the graduate level, 15 of which may be taken outside the department for students in the archaeology or cultural anthropology tracks, in consultation with the advisor.
- b. Presentation of an acceptable thesis prospectus to a committee consisting of no fewer than three faculty members of the Department of Anthropology and acceptance of that prospectus by the Committee. This prospectus may be the same topic as that submitted in Advanced Anthropology, but it does not necessarily have to be. Once the Committee accepts the Prospectus, the student is bound to make a good faith effort to carry out the project proposed in the Prospectus.
- c. Completion of an acceptable Thesis in a timely fashion. The University of Denver's Office of Graduate Studies publishes the relevant deadlines for completing thesis each year. Please consult the Office of Graduate Studies for the applicable deadlines. ***Your failure to meet the applicable deadlines may result in your not graduating in the quarter in which you want to graduate! (You must then wait until the following quarter to graduate.) It is the student's responsibility to know the relevant deadlines and meet them!***
- d. A bound copy of the Thesis must be deposited with the Department of Anthropology. An electronic copy must be provided to the University of Denver's Office of Graduate Studies. The Office of Graduate Studies will in turn provide an electronic copy to Penrose Library, which will publish it with ProQuest ("University Microfilms") headquartered in Ann Arbor, Michigan. ***The Department strongly recommends that, if a student has any information covered by confidentiality agreements, culturally sensitive material, or items covered by copyright agreements that do not include publication permission, or if the student has the intention of publishing the thesis or any part of it, the student ensure that either the thesis is covered by the two-year publishing embargo or the student petition for the thesis to be exempted from publication.*** The thesis must conform to the University of Denver Graduate Office guidelines for Thesis preparation.

II. Master's Paper Option: The core of the Master's Paper option is formal course work and the preparation of a detailed research paper. A Master's Paper is generally similar in concept to the Master's Thesis, but usually involves research that is more restricted in scope, requires less fieldwork and analysis, and is commonly shorter in length. The Master's Paper option may be selected by students in any of the three concentrations. Specific requirements:

- a. 60 hours of earned credit at the graduate level, 15 of which may be taken outside the department for students in the archaeology or cultural anthropology tracks in consultation with the advisor. Museum Studies students may take up to 8 hours in a related field. Up to 10 hours of independent study is permitted.
- b. Presentation of a Master's Paper proposal to a minimum of two readers who are faculty members of the Department of Anthropology and acceptance of that proposal by these readers.

This proposal may be the same topic as that submitted in Advanced Anthropology, but it does not necessarily have to be. Once the readers accept the proposal, the student is bound to make a good faith effort to carry out the project outlined in the proposal. These readers will also evaluate the final Master's Paper.

As a guide to Master's Papers, students might opt to do one of the following:

- a. a paper that reports original ethnographic or archaeological fieldwork, using data that is collected by the student in accordance with a specific problem orientation and research design;
- b. an original paper that uses materials collected by someone else, e.g., the archaeological material in the Archaeology Lab or Museum of Anthropology;
- c. a library paper that does not deal with a body of freshly or previously collected data but rather develops an original perspective on some issue of general intellectual import, or synthesizes a body of documentary material in a new and useful way.

Additional Requirements:

- a. In consultation with the advisor or supervisor, students must establish a timetable for the proper development and distribution of preliminary drafts. The paper will be evaluated by the student's advisor or research supervisor. In addition, copies of all drafts of the paper should be submitted to one additional faculty members, the second reader, who will assist the student's advisor or research supervisor in the evaluation.
- b. A bound copy of the Master's Paper must be given to the student's advisor or Master's Paper supervisor for the department library. The guidelines for preparing this paper are essentially the same as those for preparing the thesis.

III. Master's Paper plus Museum Exhibit Option: This option demonstrates the student's ability to write a Master's Paper (as above) and in conjunction, present it visually, and critically evaluate its effectiveness as an exhibit. The exhibit may be a physical exhibit or a web-based virtual exhibit.

Please refer to the museum studies concentration Handbook for additional details.

Additional Requirements:

- a. Presentation of a Master's Paper and Exhibit proposal to a minimum of two readers, one of whom is the student's advisor or exhibit supervisor who are faculty members of the Department of Anthropology and acceptance of that proposal by these readers. This proposal may be the same topic as that submitted in Advanced Anthropology, but it does not necessarily have to be. Once the readers accept the proposal, the student is bound to make a good faith effort to carry out the project outlined in the proposal. These readers will also evaluate the final Master's Paper, which provides background for the exhibit.

The timetable for the proper development of the exhibit is discussed in the Museum Studies Concentration Handbook.

b. Completion of an exhibit acceptable to the student's advisor or exhibit supervisor. ***NOTE: The student's advisor must formally approve the student's exhibit, as it is mounted, before the student can receive permission to announce the exhibit's opening.***

c. Completion of an exhibit report acceptable to the student's advisor or exhibit supervisor. This report is in addition to the research paper.

General Information

1. The above requirements for each concentration are minimums. A student's advisor may require additional course work, either for credit or no credit, in cases where inadequate background or unsatisfactory performance exists. In any case, the degree must be completed no later than five years from the time a student has started the master's program.

2. Students should be aware that two years may not suffice for completion of the Master of Arts degree, however course offerings are designed to accommodate the 2-year plan.

3. The Graduate School of the University establishes various deadlines for graduation at the end of a particular academic quarter. The student is responsible for keeping track of these deadlines. These and other guidelines are available from the departmental Director of Graduate Studies or the Office of Graduate Studies.

4. Students who wish to change concentrations should keep in mind the following:

a. Consideration of transfer between concentrations must be done in consultation with the student's advisor, the Director of Graduate Studies, and the new concentration advisor.

b. Students who transfer between concentrations may need to take additional courses in their new field. For example, students with 30 hours of museum credits will only be able to transfer some of those hours to a concentration in archaeology or cultural anthropology. Likewise, not all archaeology credits would successfully transfer to the museum concentration.

c. Museum internships apply only to students in the museum concentration, and must be supervised by museum studies faculty.

d. Thesis, Master's Papers, and Master's Papers plus Exhibits must be on topics that apply to the student's final concentration.

5. Problems, irregularities, and exceptions should be brought to the attention of the Director of Graduate Studies who will mediate and if necessary constitute a committee to further arbitrate. All requests for amendments and exceptions to the guidelines above should be submitted in writing to the Director of Graduate Studies after consultation with the student's advisor. Appeals of decisions

concerning the Qualifying Examination or a student's standing will be handled by the Department's Director of Graduate Studies, who will constitute a committee to arbitrate the appeal. If the decision of this committee is not satisfactory to the student, the student may bring the issue to the Office of Graduate Studies for further arbitration.