

**MASTER OF ARTS  
IN  
ANTHROPOLOGY**

**STUDENT HANDBOOK**

**Academic Year 2015-2016**

# MASTER OF ARTS IN ANTHROPOLOGY

## Introduction

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 and heritage 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 chooses or is assigned an advisor prior soon after 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 or Master's Paper. 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 and heritage 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. In consultation with their advisor, students may fulfill part of their credit requirements by taking courses in any of the anthropology concentrations.
- d. No more than 10 quarter hours will be accepted in transfer from another institution (more hours can be petitioned for, with 60 quarter hours and a master's paper).
- e. Students may take up to 12 credit hours in other departments/programs in consultation with and approval of your advisor.

### **2. Academic Performance**

a. Students must earn at least a grade of "B" (3.00) in each course taken as a requirement for their degree. A course in which a student earns less than a "B" (3.00) will not count toward fulfilling requirements. If this occurs 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 a student receive less than a B in two classes taken toward their anthropology degree that student can be terminated from the program and forfeit any or all financial awards.

### **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. Qualifying Evaluation: Spring Quarter, 2016**

The Anthropology Faculty will evaluate each student's progress in spring quarter of the student's first year. This evaluation will consist of two parts and be conducted by the anticipated chair of the student's thesis/master's committee plus another faculty member chosen by the faculty, in consultation with the student and the anticipated chair.

This qualifying evaluation will be based on two criteria:

#### ***(1) Thesis/master's Project Proposal:***

An analysis and critical evaluation of the student's proposal for a final project, prepared in consultation with the anticipated chair of the thesis/master's project during autumn and winter quarters. Students are strongly encouraged to begin crafting a draft of the proposal beginning in fall quarter and to continually revise it in consultation with all appropriate faculty.

***(2) An Oral Examination:***

An oral examination, which will occur early in spring quarter, will last a maximum of two hours. It is designed to evaluate each student's maturity as an anthropological scholar, in particular the ability to synthesize materials from the first two quarters and relate it to each individual's thesis/master's project. The precise timing of the oral examination will be communicated to students by the end of winter quarter by the director of graduate studies.

At this examination each student will be asked questions in three specific areas. These areas will include (1) anthropology's status and history as an academic discipline, including current paradigms of anthropological research and how each student's proposal engages with them, (2) the articulation of these paradigms with each student's research focus, data sources and methodology as set out in the proposal, and (3) how anthropological ethics, community collaboration and anticipated research contingencies are incorporated into the proposed project. The questions will be based on each student's portfolio of papers, exams, reading analyses, and other materials generated in "Anthropological Theory, Method and Context" during the autumn quarter and "Advanced Anthropology" in the winter quarter, as well as on the student's draft proposal of their thesis/master's project. Materials submitted for this portfolio will be chosen by the students in consultation with the professors of these courses.

Each of the two components of the Qualifying Evaluation, the written proposal and the oral examination, will be given grades of High Pass, Pass, or Fail. **A grade of Fail on either component will result in an unacceptable Qualifying Evaluation, and will result in the student's termination from the graduate program.**

**5. Course and other requirements:**

a. All students must complete the following courses:

- ANTH 3660 Anthropological Theory, Method and Practice
- ANTH 4000 Advanced Anthropology
- ANTH 3870 Research Methods in Anthropology

b. All students must have had practical experience including one, but not limited to one of the following: museum Internship, archeological field school or field methods class or ethnographic field work.

c. **Archaeology track** students 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 work experience)
- ◇ ANTH 3650 (3701) Archaeological Method and Theory
- ◇ One cultural anthropology course and one museum and heritage studies course chosen in consultation with student's advisor
- ◇ At least one of the following:
  - ◇ ANTH 3170 Applied Heritage Management
  - ◇ ANTH 3390 Geoarchaeology
  - ◇ ANTH 4040 Historical Archaeology

d. **Cultural Anthropology track (Ethnology)** students must take at least half of their courses in cultural anthropology course work. A thesis or master's paper must be on a cultural anthropology topic. Students must take at least one archaeology course and one museum and heritage studies course chosen in consultation with the student's advisor.

e. **Museum and Heritage Studies track** students must complete:

One of the following

- ◇ ANTH 4740 Critical Perspectives in Museum and Heritage Studies
- ◇ ANTH 4744 Museum Anthropology
- ◇ ANTH 4650 Archaeological Method and Theory

24 credits (6 classes) from the following list

- ◇ ANTH 3890 Context of Material Culture
- ◇ ANTH 3290 Art and Anthropology
- ◇ **ANTH 3661 Museums and their Visitors**
- ◇ **ANTH 3742 Museum Exhibit Development**
- ◇ **ANTH 3743 Managing Collections**
- ◇ ANTH 3701 Expressive Culture
- ◇ ANTH 3000 Anthropology of Tourism
- ◇ ANTH 3040 Anthropologies of Place
- ◇ ANTH 3060 Cultural Narratives
- ◇ **ANTH 3170 Applied Heritage Management**
- ◇ ANTH 3750 Ethnographic Methods
- ◇ ANTH 4070 Folklore and Cultural Heritage
- ◇ ANTH 4040 Historical Archaeology
- ◇ ANTH 3620 Ethnoarchaeology
- ◇ ANTH 3080 Memory and Memorialization
- ◇ ANTH 3500 Culture and the City
- ◇ **ANTH 4745 Museum Practicum**
- ◇ ANTH4991/4995 Independent Study/Research

- ◇ ANTH 4991 Independent Study
- ◇ ANTH 4995 Independent Research

**Note: Class titles in bold are applied/practice oriented courses. Students are limited to taking no more than three of the bolded classes (12 credits) to count toward their requirements.**

- ◇ Three additional elective classes courses in areas of special geographical or topical interest such Native America, Latin America, human rights, international development, gender studies, etc. Students may also elect to substitute courses from other departments, such as art history, geography, digital media studies, etc., but only with prior approval from their advisor.

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**

***1. 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, 8 of which may be taken outside the department for students in the archaeology or cultural anthropology tracks, in consultation with the advisor. Up to 10 hours of independent study is permitted.
- 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, 12 of which may be taken outside the department for students in the archaeology or cultural anthropology tracks in consultation with the advisor. Museum and Heritage 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 and Heritage 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 and Heritage 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 and heritage studies 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 and heritage studies concentration.

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

d. Theses and Master's Papers, 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.