

GRADUATE STUDENT HANDBOOK

2015-2016

DEPARTMENT OF ANTHROPOLOGY
UNIVERSITY OF CALIFORNIA, RIVERSIDE

Dear Anthropology Graduate Students of the 2015-2016 cohort,

Welcome to UCR Anthropology! Please use this Handbook to guide your journey through the graduate program. We understand there is a lot of material covered in these pages. Read through it carefully and refer to it often. Although not a formal contract, we expect you to follow these regulations and procedures.

Remember the following:

- Whenever paperwork is involved, allow ample time to be processed, **minimum two weeks to about one month**, during the academic year (late September to early June). Expect irregular summer hours. All paperwork must be submitted in a timely fashion to faculty and to the Graduate Affairs Assistant (GAA). Any materials to be presented to the Graduate Committee must be submitted to the GAA no later than the Wednesday prior to the Committee meeting.
- The department must have your current contact information at all times. Address and phone numbers are to be updated via GROWL (<http://www.growl.ucr.edu>).
- Any exceptions to department and Graduate Division policies and procedures must be processed through the GAA. It is your responsibility to communicate with the GAA - do not rely on your advisor, the Graduate Advisor, or the Chair to communicate your requests. The department is not responsible for missed deadlines, problems with Graduate Division, etc. if the correct procedures are not followed.

We wish you the best in your career, and let us know if you have questions.

Sang-Hee Lee
Graduate Advisor

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Graduate Affairs Assistant

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1) GRADUATE STUDIES IN ANTHROPOLOGY

All faculty members are involved in the graduate program. Faculty review admission applications, recommend changes in the graduate program, advise students, make recommendations for department funding, and participate in the annual evaluation of each graduate student.

1a) DEPARTMENTAL MEETINGS

Faculty meetings are usually held on the second Wednesday of each month during the academic year. The first faculty meeting of the year is held in October and the last in June. Graduate Committee meetings are usually held on the same day as faculty meetings, and are used to review student petitions, proposals, etc. *Any materials to be presented to the Graduate Committee must be submitted to the GAA no later than the Wednesday prior to the meeting. Since no meetings are held during summer, students should plan accordingly.*

1b) DEPARTMENTAL ORGANIZATION

The *Administrative Unit for the Department of Anthropology* (1334 Watkins Hall) is open for student business.

The *Department Chair* is responsible to the campus administration for the overall operation of the department, including the planning of instructional programs and the administration of financial affairs in accordance with University policy. Chair is also responsible for the custody and authorized use of University property charged to the department and for assigning departmental space and facilities. Questions, comments, or complaints concerning university and departmental policies or administration are welcomed either in person or in writing.

The *Graduate Advisor* is responsible for the monitoring of department policies and procedures related to the graduate program. Graduate Advisor interprets department policies for students and faculty, advises students when their regular advisor is not available, and assists students in preparing department petitions to be presented for Graduate Committee consideration. All Graduate Division petitions must be reviewed and signed by the Graduate Advisor. Additional duties include following up on reports of academic deficiencies and overseeing the annual review of graduate students. Graduate Advisor is also responsible for duties involved with obtaining financial support for graduate students.

The *Financial and Administrative Officer (FAO)* has full responsibility for handling the administrative details of the department. All research proposals must be processed through her. She should also be consulted for financial matters such as grant budgets, grant reimbursements, and non-departmental funding.

The *Graduate Affairs Assistant (GAA)* maintains student files and provides students with information regarding department and Graduate Division requirements and procedures. All Graduate Division and department forms, petitions, etc. must be routed through the GAA. The GAA is responsible for the release of departmental registration holds, scheduling of courses and use of department classrooms, and maintaining student contact information. The GAA can also provide information on employment opportunities in the department and other sources of funding. Students are encouraged to seek the assistance of the GAA in helping to solve any bureaucratic problems. *Any exceptions to department and Graduate Division policies and procedures **must** be processed through the GAA. It is your responsibility to communicate with the GAA, the department is not responsible for missed deadlines, problems with Graduate Division, etc. if the correct procedures are not followed.*

The *Financial Assistants (FA)* are responsible for maintaining all photocopy accounts, expense reimbursements (travel), maintaining department keys, requesting media services, ordering supplies, ordering textbooks, payroll, and personnel.

The *Archaeological Research Unit Director* serves as Director and Principal Investigator for the Archaeological Research Unit (ARU), Coordinator of the Eastern Information Center (EIC), and Curator of the Archaeological Curation Unit (ACU).

The *Archaeological Research Unit Administrative Assistant* manages all administrative responsibilities of the ARU, EIC, and ACU, and handles all procedural questions regarding operations and employees of these facilities.

2) MASTER DEGREES GRANTED BY THE GRADUATE PROGRAM

2a) MASTER OF ARTS PROGRAM

Students are usually admitted only to the Ph.D. program. Under certain circumstances students will be accepted as an M.A. candidate, either as a final degree objective or as a provisional status for students who intend to change their degree objective and enter the Ph.D. program after completing several quarters.

M.A. students complete the department requirements leading to the Master's degree in the same manner as Ph.D. students. The M.A. degree is awarded to scholars who (a) have completed with a grade of B or better and a total of 36 units. This includes the 200 series and at least 18 more units at the graduate-level; and (b) passed the written comprehensive examination prepared by a departmental committee. If an M.A. is the final degree objective, a program of study will be tailored to the student's needs and interests by the faculty advisor, within the guidelines of Graduate Division Plan II as described in the UCR General Catalog.

2b) CHANGING DEGREE OBJECTIVE FROM M.A./M.S. TO PH.D

M.A./M.S. students desiring to continue in the department program for the Ph.D. must submit a *Petition for Change in Major, Credential, Degree Objective or Add a Program* to Graduate Division.

3) PH.D. REQUIREMENTS AND PROCEDURES

3a) GENERAL INFORMATION ON COURSES

There are four types of courses at UCR: *lower division* (1-99), *upper division* (100-199), *graduate* (200-299), and *professional* (300-399). Most of your coursework should consist of graduate level courses, although, occasionally there are reasons why undergraduate courses may be appropriate. At the graduate level, anthropology classes are offered in seminar format, maximizing interaction between students and faculty.

A four-unit upper division course is the equivalent of three units for graduate students. Therefore, for each upper division undergraduate course a student enrolls in, he or she must also enroll in *one unit* of Concurrent Analytical Studies (292) with the instructor of the course (please note: instructors under the title of Lecturer cannot supervise a 292). The instructor will determine what additional work the student must complete in order to fulfill the 292 portion of the course. A 292 course form, (<http://www.anthropology.ucr.edu/graduate/forms/index.html>) must be signed by the instructor and submitted to the GAA no later than the end of the second week of the quarter. For undergraduate courses outside the department the additional unit is fulfilled in another manner (see the GAA if you plan to enroll in an undergraduate course outside the department. Please note: if you are taking a lower division undergraduate course (1-99), for example a course to fulfill the foreign language requirement such as SPAN 001 or 002, these courses do not count as graduate units. These courses will not be counted toward

fulfilling the program or graduate division degree requirements.

Directed Studies (290), Individual Studies in Coordinated Areas (291), and Directed Research (297) are used in situations in which no appropriate course is available, and require the approval of the Chair. 290, 291, and 297 *cannot* be used to fulfill breadth requirements. Course forms for 291/297 (<http://www.anthropology.ucr.edu/graduate/forms/index.html>) must be signed by the instructor and the Chair and submitted to the GAA no later than the end of the second week of the quarter. Course forms for a 290 (<http://graduate.ucr.edu/forms/290Petition.pdf>) require the approval of the Graduate Division. Once students are Advanced to Candidacy, they will enroll in Research for Thesis or Dissertation (299). Students holding Teaching Assistant positions can enroll in The Teaching of Anthropology (301). Please see the GAA if you wish to enroll in 301.

The Anthropology department is supportive of students taking classes in other departments. Students can also take courses at other UC campuses through the Intercampus Exchange Program (more information and forms see Graduate Division website).

3b) REGISTERING FOR COURSES

Your student ID and permanent pin number are needed to access GROWL (www.growl.ucr.edu). Students who wish to enroll in 291 or 297 (Individual Studies or Directed Research) must submit a form with the appropriate signatures. Students are enrolled by the GAA in 290, 291, 297 and 299's only; students enroll themselves in other courses via GROWL. Once a student has advanced to Candidacy, the GAA will enroll all ABD students in 12 units of 299 (Dissertation Research) unless notified otherwise by a student's advisor.

Students who have holds placed on their registration (i.e. by Graduate Division, Student Business Services or Financial Aid) must take care of the reason for the hold before being able to register for classes. If the GAA needs to enroll you in a course it is your responsibility to notify her when the hold is released. Students must be registered for classes in order for funding (i.e. fellowship, TA fee remission, loans) to be applied towards fees. Failure to pay fees by the deadline will result in being dropped from all courses (fee and other deadlines can be found at <http://www.classinfo.ucr.edu>). If the GAA needs to re-enroll you in a course because you were dropped it is your responsibility to notify her of the situation.

3c) PH.D. REQUIREMENTS: AT A GLANCE (see section 3d below for details)

Year 1	Year 2	Year 3	Years 4, 5+ (max. 7)
Paperwork required*			
Form Faculty Advisor (Q2)			
Submit Language Plan (Q2)			
Submit Methodological Skills Plan (Q2)			
	Submit Preliminary Research Statement (Q5)		
	Form Dissertation Committee (Q5)		
		Take Written Exam (Q7)	
		Submit Research Proposal (Q7)	
		Make Public Presentation (Q9)	
		Take Oral Exam (Q9)	
No paperwork involved			
Take 200 sequence (Q1~Q3)			
Take M.A. Exam (Q3)			
Complete Breadth; 290, 291, and 297 do not count toward breadth requirement (Q1~Q6). Must be completed prior to taking Oral Qualifying Exam			
Complete Language; lower division courses do not count as graduate program units (Q1~Q9). Must be completed prior to taking Oral Qualifying Exam			
Complete Methodological Skills and Professionalization Training (Q1~Q9). Must be completed prior to taking Oral Qualifying Exam.			
Advanced Coursework (as needed)			
		Advance to Candidacy (Q9)	
			Dissertation: research, write-up, defense
			Exit Interview by Year 7

Note: Q1, Q2, Q3, ... = first quarter, second quarter, third quarter,

*If paperwork is required, relevant forms have to be approved by the Graduate Committee and the Graduate Division. The approval process takes time (sometimes more than a month), so you need to plan ahead. This is particularly important for taking the written exam. See below for details.

3d) DETAILED DESCRIPTION OF Ph.D. REQUIREMENTS

FIRST YEAR

Designate Faculty Advisor by the end of the 2nd quarter: Students need to work closely with their faculty advisor to develop a program of study that is tailored to their needs and specialized interests. Incoming students are matched to interim advisors based on research interests indicated in the graduate application, but students are free to choose another faculty member as a permanent advisor. During their first two quarters new students should become acquainted with as many faculty members as possible. After determining which faculty member is best suited to your research interests, invite that professor to be your *faculty advisor*. The petition to declare your permanent advisor is the department General Petition (<http://www.anthropology.ucr.edu/graduate/forms/index.html>).

The importance of the faculty advisor in your Ph.D. program cannot be overstated. In consultation with their advisors, students will prepare schedules for completing requirements and appropriate coursework that will allow them to develop proficiency in their subfield as well as fulfill the breadth and other requirements. *It is important that this course of study be developed carefully, since some courses are not offered every year.*

Statement of Plan to Fulfill the Language Requirement by the end of the 2nd quarter: Students are required to demonstrate at least a reading knowledge in one language other than English. In some cases, knowledge of a second language will be required by the student's advisor. The choice of language(s) and the method of demonstrating competence should be determined in consultation with your advisor. The language requirement can be fulfilled by:

- 1) **Language Placement Examination** Placing higher than Level 3 in a placement exam at UCR. Information about enrolling in a placement exam (<http://www.placementtest.ucr.edu>.)
- 2) **Course Work** Receiving a grade of at least "B" or "S" in a reading language course (i.e. FREN 009B or GER 002R) or in Level 3 or higher of a traditional language course (i.e. SPN 003 or FREN 003). A placement exam is not required for graduate students to enroll in a foreign language course; you may choose the level to enroll in. Go to the Department of Comparative Literature and Foreign Languages to be enrolled in your first foreign language course (you cannot enroll via GROWL or through the GAA). You should be able to enroll in subsequent courses via GROWL. Foreign language courses fill extremely fast, so it is highly recommended that you enroll as soon as registration for the quarter opens.
- 3) **Alternative Certification** The most common form of alternative certification is the Spanish translation examination administered by an Anthropology Department faculty member. Other methods may be acceptable as well.

All students are required to file a *Statement of Plan to Fulfill the Language Requirement* form (<http://www.anthropology.ucr.edu/graduate/forms/index.html>) by the end of the 2nd quarter. This includes students who are fully bilingual or whose primary language is not English, as students who are planning to use their primary language to fulfill their language requirement must still demonstrate competency. The form must be approved by your faculty advisor before submission to the Graduate Committee. The foreign language requirement must be completed by the end of the 9th quarter *and prior to taking your orals*. Students who plan to conduct fieldwork in non-English speaking settings are expected, in addition, to acquire conversational skills and a certain level of fluency in the appropriate language before commencing fieldwork. *Because language acquisition is a slow process, students are encouraged to begin language training early in their graduate studies.*

Statement of Plan to Fulfill the Methodological Skills Requirement by the end of the 2nd quarter: Students are required to demonstrate competency methodological skills. The choice of methodological skill should be

determined in consultation with the student's advisor. All students are required to file a *Statement of Plan to Fulfill the Methodological Skills Requirement* form (<http://www.anthropology.ucr.edu/graduate/forms/index.html>) by the end of the 2nd quarter. The form must be approved by your faculty advisor before submission to the Graduate Committee. The methodological skills requirement must be completed by the end of the 9th quarter *and prior to taking your orals*.

200 sequence and Master's Examination by the end of the 3rd quarter: During their first year students will complete the year-long Core Theory in Anthropology - 200A (fall quarter), 200B (winter quarter), and 200C (spring quarter). The master's exam will be based on the material covered in the 200 sequence and will be given during the last week of the spring quarter. The master's exam is required of all students, including those holding a master's degree from another institution. Based on the student's performance on the exam, the faculty will recommend:

- 1) **Pass with Distinction or High Pass** Automatic continuation in the Ph.D. program and award of the master's degree under Graduate Division Plan II,
- 2) **Pass** Award the master's degree under Graduate Division Plan II but require a successful retake (Pass with Distinction or High Pass) of the exam to continue in the Ph.D. program, or
- 3) **Fail** No master's degree awarded, but allow for one retake of the exam within six months to potentially receiving the master's degree under Graduate Division Plan II.

Graduate Division Plan II requires a minimum of 36 units, with at least 18 units in graduate-level courses, and a minimum academic residence of three quarters, two of which must be spent at UCR. Students who pass the master's exam and complete these requirements can apply to receive their M.A. by submitting an *Application for Candidacy for Master of Arts in the Field of Anthropology* to Graduate Division (see GAA for more information). *Students with a master's degree in anthropology from another school will not be awarded a second master's degree.*

SECOND YEAR

Preliminary Research Statement and Designation of Dissertation Committee by the end of the 5th quarter: A student's research program begins with the preparation of a *Preliminary Research Statement*, prepared with the assistance of the student's advisor and dissertation committee.

The Preliminary Research Statement (<http://www.anthropology.ucr.edu/graduate/forms/index.html>) is designed to present the research orientation for an intended dissertation topic and to explain how the student intends to develop and pursue his or her particular area of research. The Statement should present a comprehensive plan of study and a timeline covering the remainder of the student's graduate career, and should outline intended areas, theories, and methods. The Statement should be thought of as a precursor to the materials later developed in the Research Proposal and the Written Qualifying Examination.

Normally, the Preliminary Research Statement should allow five to seven years to complete the program. If more than five years are required to carry out fieldwork or to complete special training, the additional time requirement should be justified in the program of study. The program of study may be modified from time to time to take advantage of new course offerings or to accommodate shifts in interest. Such modifications should be made in writing, approved by the advisor, and included in the student's file. Extensive modifications have to be approved by the Graduate Committee.

Forming a Dissertation Committee. Designating a dissertation committee is part of completing the Preliminary Research Statement. The dissertation committee consists of at three faculty, at least two of whom must be faculty members from the department, with a student's faculty advisor serving as chair. The student or dissertation chair

may desire an additional committee member from another department or another university. If the additional committee member is not a voting member of the UC Academic Senate, a curriculum vitae and memo of justification is required. This information must be approved by the Graduate Advisor and then the Graduate Division. The Graduate Committee must approve the members of a student's dissertation committee, and members outside of the UCR Academic Senate are subject to the approval of Graduate Division. (Curriculum Vitae and memo of justification for members outside of the UCR Academic Senate are required at the time that the dissertation committee is reported to Graduate Division.)

Once your dissertation committee is approved, you will meet with its members to develop reading lists which will be the basis of your Written Qualifying Comprehensive Examination. Throughout your graduate career the members of your dissertation committee, your faculty advisor, and the Graduate Advisor shall serve as intellectual resources. Once a student is advanced to Candidacy, the committee becomes responsible for the student's academic guidance and research, and for evaluating the dissertation.

The Preliminary Research Statement and Designation of Dissertation Committee must be submitted to your faculty advisor and dissertation committee for review and approval one month prior to submission to the Graduate Committee. Once approved by your faculty advisor and dissertation committee, you must submit the proposal to the GAA for Graduate Committee review.

Breadth Requirement by the end of the 6th quarter: Students are expected to acquire a basic understanding of two of the four subfields (archaeology, sociocultural anthropology, biological anthropology, or linguistics) other than their subfield of specialization. To complete the breadth requirement, each student shall take and successfully pass *one graduate level course in two of the subfields outside the student's subfield of specialization*. For students not specializing in sociocultural anthropology, one of the subfields selected must be sociocultural. 290, 291, and 297 do not count toward fulfilling the breadth requirement. By the end of the 6th quarter students should have completed most, if not all, of the two courses required for breadth. The breadth requirement must be completed by the end of the 6th quarter. Coursework should be chosen in consultation with your advisor. If you have questions about specific courses and which breadth categories they fall into, please contact the GAA.

THIRD YEAR

Written Qualifying Comprehensive Examination by the end of the 7th quarter: The faculty advisor, in consultation with the dissertation committee and the student, will generate the question for the exam. The question will address three areas of expertise, generally, one on a geographic area and two on topical areas or different bodies of theory. The Written Exam question must be submitted (along with a Document Review Cover Sheet) to the Graduate Committee. *While students will have a general sense of the content of their written question (through conversations with their advisors and committee members), they are not allowed to see the question itself before the exam begins.* After the question has been approved, the student will have a specified two-week period (chosen by the student in consultation with the advisor) in which to complete the exam. The exam will be administered by the GAA. Students may take the written exam during the summer or quarter breaks (although committee members are not required to read the exam during those periods).

The Written Exam itself must be approved by the student's faculty advisor and dissertation committee before submission (along with a Document Review Cover Sheet) to the Graduate Committee. The Written Exam should be developed in conjunction with the Research Proposal, and it is strongly recommended that the exam be taken at the beginning of the 7th quarter so that the exam material can be incorporated into the Research Proposal. The Written Exam must be approved by the dissertation committee and submitted to the Graduate Committee before the Research Proposal can be approved by the dissertation committee and submitted to the Graduate Committee.

If the student does not pass the Written Exam, the student has one opportunity to retake the exam. The student will be given the same question and another two-week period in which to write the exam. The two-week period will be established in consultation with the student's dissertation committee. Prior to the retake, the student will meet with the committee to identify the strengths and weaknesses of the original exam.

If the Written Exam is not submitted by the end of the two week deadline the exam will not be accepted and will be considered an automatic fail. A vote will be held in the next faculty meeting as to whether the student should be allowed to continue in the program. If the student is allowed to continue in the program, there will be one opportunity for a retake of the exam with a new question. The usual procedures must be followed for the approval of the new exam question.

Research Proposal by the end of the 7th quarter: The Research Proposal serves to prepare students to undertake dissertation research and also provides, in part, the basis for the Oral Qualifying Examination. Expanding greatly upon the Preliminary Research Statement, the proposal should be written in consultation with your advisor and dissertation committee, and carried out in concert with the Written Qualifying Comprehensive Examination. The length and format of the proposal should be similar to that required by a major funding agency such as the National Science Foundation or the Fulbright Commission. It is strongly recommended that the proposal be completed well before the end of the 7th quarter so that it can be submitted to the appropriate granting agencies before their deadlines (often in the fall). The Research Proposal is a program requirement even if a student does not plan to submit a funding proposal to granting agencies.

The Research Proposal must be approved by the student's faculty advisor and dissertation committee before submission (along with a Document Review Cover Sheet) to the Graduate Committee. The Research Proposal must be approved by the dissertation committee and submitted to the Graduate Committee before you can take your Oral Qualifying Exam.

Protocol for Institutional Review Board: University policy requires all persons affiliated with UCR who conduct research with human subjects are required to obtain prior approval of the Institutional Review Board (formerly the Human Subjects Review Committee), regardless of the source of funding. Students should consult with their advisors to determine if a protocol should be submitted to the Institutional Review Board for review. If it is determined that a protocol needs to be filed it should be done no later than when the proposal is submitted to any agency for permits or potential funding. Please keep in mind that the approval of the Institutional Review Board is required *anytime* that students are conducting research with human subjects, even if it is preliminary research or prior to completing your research proposal. More information is available from the Office of Research Affairs at <http://www.ora.ucr.edu>.

Submitting a Proposal for Funding. Students should talk with their dissertation chair, the Graduate Advisor, and Graduate Division about the design of their proposal and potential sources of funding for dissertation research. For information on how to begin writing research proposals see Michael Watt's "The Holy Grail: In Pursuit of the Dissertation Proposal" (<http://iis.berkeley.edu/content/process-parameters>). The website has clear instructions and examples of NSF, Wenner Gren, and Fulbright proposals. Start writing and looking into funding possibilities early, so you can plan submission strategies and keep informed about submission deadlines. Many agencies review only one round of proposals per year (often in the fall), and they can take months to complete the review process. *Any proposal by a graduate student must be reviewed and approved by the student's advisor prior to submission.*

All proposals must be processed through the FAO. It is required that students meet with her regarding their budget early in the process. The FAO can make recommendations regarding research funding needs and make students aware of excluded expenses. The FAO will check budgets and verify that forms are filled out correctly and all appropriate signatures are obtained before the proposals are forwarded to the Office of Research Affairs. (The

FAO also needs a copy of the final proposal that is submitted.) In addition to forms required by the funding agency, every proposal must have a UCR Proposal Approval Form. The Office of Research Affairs requires three to seven working days for a review. *Students must be aware of the time required for processing, and must take into account this time in keeping to submission deadlines.*

Public Presentation by the end of the 9th quarter: Students, drawing on their Research Proposal and Written Qualifying Comprehensive Exam, must make a public oral presentation to the department, at the James Young Colloquium, and/or at a national or international meeting. This performance is intended to provide the student with experience in presenting research papers in a public context. Students must submit the Public Presentation form, (<http://www.anthropology.ucr.edu/graduate/forms/index.html>), approved by their faculty advisor, to the GAA.

Language Requirement by the end of the 9th quarter: Students must complete the language requirement before taking the Oral Qualifying Exam.

Methodological Skills Requirement by the end of the 9th quarter: Students must complete the methodological skills requirement before taking the Oral Qualifying Exam.

Professional Development Training completed by the end of the 9th quarter: Students must complete the professional development training, Anth 210B before taking the Oral Qualifying Exam.

Breadth Requirement by the end of the 6th quarter: Students must complete the breadth requirements before taking the Oral Qualifying Exam.

Oral Qualifying Examination by the end of the 9th quarter: The Oral Qualifying Examination, which usually lasts three hours, involves a demonstration of general competence in anthropology combined with an extended discussion of the proposed dissertation research (preparation, methodology, significance, etc.). The oral exam is administered by a committee of five faculty members, at least three of whom are department faculty, which the student designates in consultation with his or her advisor. The committee must be approved by the Graduate Committee. Typically the orals committee is made up of a student's dissertation committee plus two additional faculty members. One member, designated the "outside member," must be a voting member of the UCR Academic Senate who does not hold an appointment in the department (cooperating faculty cannot be outside members). The outside member serves to ensure that the exam has been carried out fairly, in accordance with university standards. Ideally, students should have had extensive prior professional contact with all members of their committee, and each member should be provided with a copy of the student's Research Proposal. All committee members must attend the oral qualifying exam. The oral exam must be held on a single day and cannot be handled remotely

Students must schedule the oral exam with their committee and the GAA. The exam should not be scheduled during quarter breaks, or over the summer. Graduate Division must be notified of the exam date and the makeup of the orals committee at least two weeks (and preferably one month) prior to the exam via the *Nomination for Qualifying Examination for the Degree of Doctor of Philosophy* (see GAA for more information). Students cannot take the Oral Qualifying Exam until all breadth, language and methodological requirements are completed, and their research proposal has been approved by their dissertation committee and submitted to the Graduate Committee.

Advancement to Candidacy by the end of the 9th quarter: Once a student has satisfactorily completed the Master's Examination, Preliminary Research Statement, Research Proposal, Written Qualifying Comprehensive Examination, Language Requirement, Methodological Skills Requirement, Breadth Requirement, Public Presentation, and Oral Qualifying Examination, the student is Advanced to Candidacy for the Ph.D. and formally

begins research for the dissertation. *Students should check with the GAA that all of their requirements have been met before their oral examination.* The GAA will prepare the Report of Departmental Requirements for the Ph.D. Degree to be sent to Graduate Division. If a student anticipates a normative time of more than five years, justification must be submitted to Graduate Division at this time. Students will be billed the Candidacy Fee upon advancement to candidacy, which will later be used for microfilming the dissertation.

FOURTH AND FIFTH YEARS

Dissertation Field Research: Students, usually under the auspices of a major funding source should carry out one to two years of dissertation field research. Students pursuing research outside of California may petition to register *in absentia* and receive reduction in fees (contact the GAA for more information).

The usual pattern of dissertation field research involves a period of at least a year, and often more. Achieving a deep archaeological, ethnographic, linguistic or biological anthropological understanding of a given area and research problem takes time, and most dissertation research is founded on preliminary field research and contacts carried out in the first three years of graduate school. Problems of getting located in the field, illness, and learning enough of the language to get around make it extremely difficult to accomplish doctoral fieldwork in less than one year. Fieldwork in cultural anthropology, archaeology, linguistics, and biological anthropology all involve somewhat different circumstances and your research program should be discussed in detail with your advisor.

Some dissertation research projects are conducted as part of a larger project involving one or more established professionals and/or graduate students. Open discussion between participants of joint research contributes to the overall success of the project and helps to avoid misunderstandings.

In planning and carrying out fieldwork, keep in mind that the ultimate goal is the writing of your Ph.D. dissertation. Because it is often impossible to return to the field to check minor points, you need to keep your dissertation outline in mind and collect the information required to successfully complete your dissertation. It is also advisable to rough out several articles you intend to publish while you are still in the field, so that you will be in a position to display substantial accomplishment when you begin applying for employment.

When carrying out dissertation research, it is extremely important to remain in close contact with your dissertation committee. They need to know about any problems you encounter, shifts in your research design, and the kinds of information you are collecting.

Completing the Dissertation: Students, upon completing their field research, should spend one to one and a half years writing up their research results in the form of a dissertation that is acceptable to the members of their dissertation committee. Meet at least twice annually with your Dissertation Committee to discuss your research progress and to redefine the goals and expectations necessary to complete your dissertation.

Students should be aware that Graduate Division must approve the use or incorporation of any materials that have already been published (including your own published materials). Be sure to discuss this aspect of dissertation writing with your advisor. To obtain permission to use published materials, students must submit the *Permission to Use Published Material In Dissertation/Thesis* form to Graduate Division (http://graduate.ucr.edu/pub_forms.html).

The analysis and interpretation of data and the shaping of them into dissertation form require a great deal of effort, including additional library research. While it is recognized that students must often work to supplement grants or TA positions, it is imperative that students stay focused on finishing the dissertation and avoid situations that distract from the substantial work required for completion of the dissertation.

Maintain close contact with your committee during the write-up of your dissertation. They need to see updates of your dissertation outline and rough drafts in a timely fashion. *Reading a dissertation requires considerable time and effort and committee members must be allowed at least six weeks to read a dissertation draft and two weeks for individual chapters.*

Students can apply for filing fee status for the quarter in which they intend to file their dissertation if the following qualifications are met: a draft of the dissertation has been read and approved by the dissertation committee, only minor revisions need to be made, and no more than 12 hours of faculty time will be required to assist in completion of the final manuscript. Students must submit a **complete** draft of their dissertation to the members of their committee and the GAA at least one month before requesting filing fee status. An *Application for Filing Fee for the Degree of Doctor of Philosophy* (available at http://graduate.ucr.edu/pub_forms.html), signed by the dissertation chair, must be submitted to the GAA. The student and dissertation chair will confirm that all committee members have read a complete draft of the dissertation before obtaining the Graduate Advisor's signature and submitting the form to Graduate Division.

Dissertation Format. Dissertation format must follow the *Thesis and Dissertation Format Guide*, (<http://graduate.ucr.edu/dissertation.html>). It is suggested that the official guidelines should be followed from the earliest stages of writing, including drafts submitted to committee members. Graduate Division also holds quarterly Thesis/Dissertation Workshops.

Dissertation Defense: A minimum of 30 days is required between submission of the written dissertation to the dissertation committee and the scheduling of the dissertation defense. This 30 day period should be sufficient to complete major revisions. Upon returning the revised dissertation to the dissertation committee, the student should then work to schedule the Dissertation Defense. The oral and public defense of the dissertation is a formal examination required by the Graduate Division and supervised by the dissertation committee. The intent of the defense is to present to the university community a summary of the dissertation and to answer any questions regarding the research. The defense must be publicly advertised and is open to all students and faculty. To schedule a defense and arrange for advertisement, students must contact the GAA. The defense should not be scheduled during finals week, on quarter breaks, or over the summer. All committee members must attend the defense. The dissertation defense must be held on a single day and cannot be handled remotely. Results of the defense are reported to Graduate Division via the *Report on Final Examinations for the Degree of Doctor of Philosophy*. Based on the student's performance on the defense, the faculty will recommend:

1) Pass: The student has successfully passed the dissertation defense and no further revisions of the dissertation are required.

2) Pass with Revisions: The student has successfully passed the dissertation defense, however, further revision of the dissertation is required. The student has 120 days from the date of the exam to file the dissertation with the Graduate Division. If a student's 120 days extends into another quarter, they *must* be paid/enrolled or on filing fee in order to file the dissertation.

Filing the Dissertation: The final version of the dissertation must be approved by your dissertation committee, with format approval by the Graduate Division. Graduate Division has workshops and has created a youtube video to assist in understanding how to format your dissertation. The signature page requires the original signature of all committee members. Graduation deadline dates are available at <http://graduate.ucr.edu/dissertation.html>. A dissertation draft is due to Graduate Division for format review one week prior to the filing deadline. The format review must be submitted electronically to <http://www.etsadmin.com/cgi-bin/school?siteId=165>. Be sure to follow the instructions provided on the UCR Graduate Student website <http://graduate.ucr.edu>. An unbound copy of the finished dissertation must be supplied to the department to be bound and placed in the department archives. It is considered a courtesy for students to supply their committee members with copies of the finished dissertation.

Exit Interview: Students, upon completion of the dissertation and oral defense, must have an exit interview with the GAA. At this time students must give the department an unbound copy of their dissertation, return department keys, pay any monies owed to the department, and provide contact information.

Completion of Ph.D. Degree by the end of the seventh year: Students should complete the dissertation and obtain the Ph.D. degree no later than the end of the seventh year. If a student with an approved seven year normative time does not graduate within the seven years, his or her registration will be blocked. If it appears likely that an extension beyond seven years will be necessary, the student should consult with his or her advisor and submit a request to Graduate Division for more time. Students should be advised that Graduate Division is reluctant to grant extensions beyond seven years.

4) ESSENTIAL INFORMATION FOR COMPLETING THE PROGRAM

4a) OVERVIEW

A *Department of Anthropology Degree Program Checklist (Appendix A)* is maintained in each student's file in order to monitor his or her progress in the program. The checklist provides a step-by-step time line for expected progress in the program, and should be consulted for the sequence of requirements and procedures in use at present. *It is recommended that you keep this copy updated for your reference, checking occasionally to see that it matches the information on the official version kept in your department file.*

Program requirements are occasionally revised as we strive to improve the program and adjust to a changing professional environment. *Students who enter the program under a specific set of requirements may elect to continue under those guidelines throughout their graduate career (with the exception of any changes instigated by Graduate Division), or may elect to follow new program guidelines as they are instituted.* Continuing students are responsible for monitoring changes in the program; they should obtain and read new versions of this *Handbook* as they are issued and consult with their advisor or the Graduate Advisor about program revisions. In addition, students should consult Graduate Division's Graduate Student Handbook for Graduate Division policies and requirements and the Graduate Calendar for important dates and deadlines (<http://www.graduate.ucr.edu>).

All department forms are available at <http://www.anthropology.ucr.edu/graduate/forms/index.html>.

All Graduate Division forms are available at http://www.graduate.ucr.edu/pub_forms.html.

4b) SUBMITTING ITEMS FOR GRADUATE COMMITTEE REVIEW

All paperwork must be turned in to the GAA. The GAA requires the original of all department paperwork and a copy of all Graduate Division paperwork. *All paperwork, petitions, etc. that require the approval of the Graduate Committee must be submitted to the GAA by the Wednesday prior to the Graduate Committee meeting, which are normally held on the first Wednesday of each month starting in October and ending in June.* Students are encouraged to be proactive regarding their paperwork by confirming with their faculty advisor and the GAA that all the appropriate documents are being submitted in a timely fashion. The GAA will notify students via e-mail of the Graduate Committee's decision regarding a submission. *Any materials to be presented to the Graduate Committee must be submitted to the GAA no later than the Wednesday prior to the meeting. Since no meetings are held during summer, students should plan accordingly.*

The Preliminary Research Statement and Designation of Dissertation Committee require the approval of the faculty advisor and dissertation committee before submission to the Graduate Committee. The Research Proposal, the question for the Written Qualifying Comprehensive Examination, and the Written Qualifying Comprehensive Examination require a *Document Review Cover Sheet for Student Submissions*

(<http://www.anthropology.ucr.edu/graduate/forms.html>) and the approval of the faculty advisor and dissertation committee before submission to the Graduate Committee.

Minor revisions to a student's program, and many other requests concerning classes, requirements, changes to advisor or committee, etc., may be addressed to the Graduate Committee through a Department of Anthropology Graduate Student *General Petition* available at <http://www.anthropology.ucr.edu/graduate/forms/index.html>.

4c) STANDARDS OF SCHOLARSHIP

For graduate students in graduate level courses, both A and B grades will indicate an overall performance which is considered acceptable for someone working toward the Ph.D. degree. An A level grade (A+, A, A-) will be awarded only for clearly exceptional work. In classes where a research paper represents a significant part of the class requirement, an A level grade will indicate a manuscript that is of publishable or near publishable quality. A B level grade (B+, B, B-) will be awarded for competent but not exceptional performance at the Ph.D. level. For those whose degree objective is the M.A. or M.S. degree, a B level grade indicates acceptable performance. A C level grade (C+, C, C-) indicates a seriously deficient performance. The names of graduate students receiving C grades will be transmitted to the Graduate Advisor, who shall notify the student's advisor and schedule a discussion of the student's progress at the next regularly scheduled faculty meeting. Graduate students should note that any class they take on a satisfactory/no credit (S/NC) basis must be passed at the equivalent of a B (B- is not acceptable).

To continue in good standing and obtain an advanced degree, students must maintain a minimum GPA of 3.00. Students must maintain a minimum GPA of 3.50 to receive fellowship funds, 3.00 to hold a Teaching Assistant position, and 3.00 to hold a Graduate Student Researcher position. Students must also complete degree requirements in a timely manner to remain in good standing. Students in the following situations are considered to be making unacceptable progress and are subject to dismissal by Graduate Division:

- 12 or more units of "I" grades
- cumulative GPA falls below 3.0
- quarterly GPA falls below 3.0 for two consecutive quarters
- oral qualifying exams have not been taken within five years
- requirements such as exams or research are not being completed in a timely manner
- program is not complete within one year of reaching normative time
- written or oral qualifying exams are not passed within two attempts

Incomplete grades (I) are given only when a student's work is satisfactory but incomplete due to circumstances beyond his or her control (such as serious illness), and when the student has been excused in advance from completing the quarter's work. Incompletes will not be given to provide students with additional time to revise deficient research papers. Although "I" grades do not affect a student's grade point average, they are an important factor in evaluating academic progress. Students with more than 7 units of "I" are not eligible receive UCR fellowship funds or to be employed in an academic title (TA, GSR, etc.).

The work to make up an Incomplete must be completed by the end of the following quarter (summer does not count). Students are encouraged to consult with the instructor of the course and their advisor to develop a plan to ensure that the "I" is removed during the course of the next quarter. If the coursework is not successfully completed by the time allowed, the "I" becomes an F or NC. If students are not able to make up their course work within the allotted time due to extenuating circumstances, they may request a time extension by submitting a *Graduate Student General Petition* available at (http://graduate.ucr.edu/pub_forms.html) to Graduate Division.

4d) APPEALS PROCEDURE

March 19, 2013 the Graduate Council approved new appeal procedures. The purpose of this procedure is to afford UCR graduate students an opportunity to resolve complaints involving academic or administrative decisions that interfere with the graduate student's academic progress, such as adverse outcomes on qualifying exams, dismissal from graduate standing, placement on probationary status, denial of readmission to the same program (if the student was previously in good standing), disputes over joint authorship of research in accordance with joint authorship policies of campus departments or units, revocation of campus fellowships, and other administrative or academic decisions that terminate or otherwise impede progress toward academic or professional degree goals. The Departmental Appeal Procedures apply to all departments (<http://graduate.ucr.edu/forms/ProgramAppeal.pdf>). Once those have been exhausted the University Appeal Procedures should be followed (<http://graduate.ucr.edu/forms/UnivAppealProcedure.pdf>). To petition the Graduate Appeal Forms should be completed (<http://graduate.ucr.edu/forms/GraduateAppealForm.pdf>). A simplified version of these procedures for the student and a FAQ is available (<http://graduate.ucr.edu/forms/FAQAppealProcedures.pdf>).

4e) ANNUAL REVIEW OF GRADUATE STUDENTS

The faculty conducts its annual review of graduate students every spring. Evaluation of progress is based upon the progress report students are required to give to their advisors (with a copy to the GAA) one week prior to the annual meeting, as well as upon reports from the student's advisor and other faculty members who have worked with the student. The progress report should contain information relevant to the current year only, and should include courses taken each quarter and grades received; scholarly papers presented; publications; activities that contributed to progress towards the degree; activities related to the development of professional career; and honors, awards, or funding received. Do not be shy about your accomplishments; let the faculty know what you've been up to so your progress can be fairly evaluated. When the annual evaluation has been completed you will receive a letter from the Graduate Advisor and your faculty advisor concerning your progress. Graduate Division also receives a copy of this letter.

4f) ACADEMIC RESIDENCE AND REGISTRATION POLICIES

Residence. The term "Academic Residence" applies only to students' status within the university; it has no connection with their status as residents of the State of California. Students registered in regular university course work for at least four units of upper division or graduate courses in a quarter are considered to be "in residence." Registration for at least two units of such course work in Summer Session qualifies for one-half a term's residence.

For the doctorate, minimum academic residence is two years (6 academic quarters), one year of which must be completed in continuous residence at the UCR campus. For the Master's degree, the minimum academic residence is one year (3 academic quarters), of which two quarters must be spent at UCR.

Registration Policies. Students are expected to register and enroll for each regular academic session (Fall, Winter, and Spring quarters) until all requirements for the degree have been completed, including final examinations and the submission of an approved thesis or dissertation. Enrollment is not official until all required fees have been paid and the student is enrolled in course work. Unless granted a *Leave of Absence* or approved for *Filing Fee* status, students who do not register for any quarter by the deadline (the end of the third week of courses) will be considered to have withdrawn from the university. *Student status will lapse and candidacy for the degree may lapse at this time.* Once student status has lapsed students must apply for readmission for the following quarter. Graduate student status is maintained by:

Continuous Registration: Generally, enrollment for 12 units of graduate credit each regular academic session, until all degree requirements are completed.

Leave of Absence: Students who need to temporarily interrupt their academic program may petition for a leave of absence. Leaves are not normally granted for more than one year; students who need to leave the university for more than three quarters normally should withdraw and apply for readmission when they are ready to resume graduate study. Students must have been enrolled for at least one quarter and be making satisfactory progress to be eligible for a leave. Students past normative time are not eligible for a leave of absence. Leaves are granted for the following reasons: serious illness or temporary disability, family responsibilities, or employment not directly related to the degree program. Graduate Division does not consider being unable to pay fees an acceptable reason to be granted a leave. While on a leave students forfeit the use of university facilities (including the library) and faculty time, and are not eligible for university fellowship support, research grants, financial aid, or employment. Students cannot take any examinations or receive academic credit for work done while on leave. To apply for a leave, submit a *General Petition for Leave and Withdrawal* (<http://graduate.ucr.edu/forms/leaveform.pdf>) to Graduate Division.

Filing Fee: A student who has completed all degree requirements, except for the oral defense and the filing of the dissertation, may use filing fee status in their final quarter instead of paying full registration. In order for a student to apply for filing fee status the department must certify that a draft of the dissertation has been read and approved by the dissertation committee, that only minor revisions need to be made, and that no more than 12 hours of faculty time will be required to assist in completion of the final manuscript. Students must submit a **complete** draft of their dissertation to the members of their committee and the GAA at least one month before requesting filing fee status. An *Application for Filing Fee for the Degree of Doctor of Philosophy* (http://graduate.ucr.edu/forms/Filing_Fee-PhD.pdf), signed by the dissertation chair, must be submitted to the GAA. The student and dissertation chair will confirm that all committee members have read a complete draft of the dissertation before obtaining the Graduate Advisor's signature and submitting the form to Graduate Division. A student on filing fee status cannot be employed with any student employment title. *Only one quarter of filing fee status is allowed.* Students who fail to complete their programs in the quarter on filing fee status must enroll and pay full fees the following quarter.

In Absentia Registration: Students pursuing graduate study outside of California for an entire quarter may register *in absentia* and may receive a reduction in the fees. Students wishing to register *in absentia* should be Advanced to Candidacy for the doctorate or writing a Master's thesis. A Request for In Absentia Registration (http://graduate.ucr.edu/forms/In_Absentia.pdf), signed by the dissertation chair, must be submitted to the GAA.

Withdrawal. Students who need to leave the university for more than three quarters, who are denied a leave of absence, or who have already used their three quarters of leave may withdraw from the university and apply for readmission when they are ready to resume graduate study. To withdraw, students must file a *General Petition for Leave and Withdrawal* (<http://graduate.ucr.edu/forms/leaveform.pdf>) with Graduate Division. Students who withdraw during the first five weeks of the quarter are entitled to a refund of a percentage of their fees.

Full-Time Enrollment. Full-time study is defined as enrollment in at least 12 units of graduate academic credit per quarter or 16 units of undergraduate academic credit (or a combination of graduate and undergraduate academic credit). Full-time enrollment is required of students holding university fellowships or academic employment appointments (TA, GSR, etc.).

Half-Time Enrollment. The Anthropology Program does allow half-time status (6 units or fewer) for graduate studies under certain circumstances. These circumstances are limited to reasons of occupation, family responsibility, or health. Half-time status may be requested by submitting a *Graduate Petition for Half-Time Status and Reduced Fees* (<http://graduate.ucr.edu/forms/Halftime.pdf>) to Graduate Division two weeks before

fees are due. Half-time status may be requested for the current academic year only, and may be approved for the entire year or on a quarter by quarter basis. You must reapply each academic year for approved half-time status by submitting another petition prior to the Fall Quarter deadline. Federal regulations governing student visa status require full-time attendance for international students.

Prior to candidacy, half-time students will acquire time to degree under the Normative Time to Degree Policy at one-half the rate of full-time students for those quarters during which they are approved for half-time study. *Students who are Advanced to Candidacy are no longer eligible for half-time status.*

Students approved for half-time status are not eligible for university fellowships or academic employment (TA, GSR, etc.). University financial aid is not available to students taking less than six units. Half-time status may jeopardize eligibility for deferment of student loan repayment obligations. Students should consult the Business Office of the university where they incurred their debt for more information.

Nonresident Tuition. Students who have not been residents of California for more than one year prior to the residency determination date for each quarter are charged Non-Resident Tuition (NRT). All new and returning students are required to submit a *Statement of Legal Residence* to the Registrar's Office to determine their residency status. Questions regarding residency should be directed to the Registrar's Office. More information is available at http://graduate.ucr.edu/fees_tuition.html.

Domestic students who are non-residents during their first year must establish CA residency before the beginning of their second year in order not to continue paying NRT. You should learn about the requirements for establishing CA residency as soon as you arrive in CA so that you know what steps you need to take and what paperwork you need to save in order to be able to petition for CA residency. Paperwork can be picked up at the Registrar's Office. Some of the things that you need to do as soon as you move to CA include getting a drivers license or ID card, registering your car, opening a bank account, and registering to vote. You need to save all paperwork related to these activities (to be able to show the date that you did them). You also need to save documentation noting your arrival in CA, such as a rental agreement or airline tickets. Students who are awarded funding packages need to be aware that these packages include NRT for the first year only; students are responsible for their NRT in future years if they cannot establish CA residency. International students cannot establish CA residency and therefore are responsible for NRT every year.

Doctoral students who are advanced to Candidacy are eligible for a reduction in NRT. Students must be advanced to Candidacy by the first day of instruction and are eligible for the reduced NRT up to and including the third year that they are advanced.

4g) PROFESSIONAL MISCONDUCT, SEXUAL HARASSMENT, AND GRIEVANCES

Allegations of Misconduct and Sexual Harassment. The department has zero tolerance for misconduct or sexual harassment directed at or by students, faculty, or staff. The faculty encourages an engaged community of graduate students to pursue their studies in a mutually supportive and cooperative environment.

Allegations of misconduct or sexual harassment should be brought to the attention of the Chair, the Graduate Advisor, or the FAO, who will attempt to resolve the issue within the department. Such discussions will be held in confidence, and no action will be taken against anyone who brings a complaint in this manner, subject to agreement on how to proceed.

The University has established procedures to deal with allegations of misconduct which protect the rights of all parties and ensure due process. The department expects any allegations of misconduct associated with academic or professional actions of students, faculty, or staff to be handled in an appropriate manner. A clear set of Sexual

Harassment and Complaint Resolution Procedures have been established at UCR, and information is available from the GAA. Confidential information and advising are available from Gender Education and Resource Services (951.827.3337), the Counseling Center (951.827.5531), the Office of the Ombudsman (951.827.3213), and the Office of Affirmative Action (951.827.5604).

Plagiarism. The use of someone's ideas, work, or written words without proper acknowledgment or citation is considered to be plagiarism. Plagiarism is a serious offense in academic life, is grounds for a failing grade on a paper or in a class, and may be cause for academic suspension or dismissal. It is a student's responsibility to be familiar with the established rules and conventions for properly citing the work of others. If a student has any questions regarding what constitutes plagiarism and how to avoid it, he or she should consult their advisor, as well as one of the many published writing-style manuals. To avoid any misunderstandings about plagiarism, students should be sure to provide proper acknowledgments or citations in *any* written document given to another person, including drafts of papers or proposals.

Grievances. Problems relating to academic status or acceptable progress should begin with the faculty member(s) involved (if any), moving through the Graduate Advisor, the Chair, and then the Graduate Dean. Employment-related grievances of TAs, Associate Instructors, Teaching Fellows, Readers, and Tutors should be taken to the union. Employment-related grievances of GSRs should begin with the faculty member, moving through the Chair and then the Dean of the College. See section 4d for the appeals procedures that are applied campus wide. If you are unsure as to the proper grievance procedure for your situation you should contact the GAA or Graduate Division.

5) FINANCIAL RESOURCES

Graduate student financial support at UCR includes fellowships; employment as a Teaching Assistant, Graduate Student Researcher, or Reader; grants for research support; and need-based assistance programs, such as grants and loans. Offices that offer financial resources include the Anthropology Department, the Financial Aid Office, Graduate Division, Student Business Services, and the Graduate Student Association. Assistance offered by these offices will be briefly described in this overview. For more detailed information, guidelines, and applications, students should contact the appropriate office. Students must take the responsibility to be aware of and to heed all deadlines associated with financial support applications.

Students are strongly encouraged to seek extramural funding. There are a great number of granting agencies, and grants and fellowships are available for the different stages of the doctoral program (e.g. incoming students, field research, dissertation writing). Students can do a self-guided search (see short video on the Graduate Division site, <http://graduate.ucr.edu/videos.html>) for outside funding agencies through the Office of Research Affairs at <http://www.ora.ucr.edu/>.

5a) ANTHROPOLOGY DEPARTMENT

The department offers employment in the form of Teaching Assistantships, Graduate Student Researcher appointments, Readerships, and employment with the Archaeological Research Unit, Eastern Information Center, and Archaeological Curation Unit. TA positions are generally reserved for second and third year students. Students are also encouraged to seek employment in other departments (i.e. Women's Studies, Ethnic Studies, Religious Studies).

Teaching Assistantships. The number of TA positions in the department varies from year to year, depending on budget allocations, the number of introductory courses offered, and the anticipated enrollment in these courses. TAs also receive Partial Fee Remission (PFR) and Graduate Student Health Insurance Plan (GSHIP) for each quarter that they are employed. A 50% time position requires an average of 20 hours of work per week; duties

include grading papers and exams, assisting with creating exams and assignment, and conducting three weekly discussion sessions. TAs are provided with office space and must hold a minimum of two regularly scheduled office hours throughout the quarter (plus be available by appointment for students who legitimately cannot make the scheduled office hours).

TAs (as well as Readers, Associate Instructors, Teaching Fellows, and Tutors) are considered to be employees of the University of California, and they are covered by a collective bargaining agreement between CASE/UAW and UC. This agreement can be accessed at http://atyourservice.ucop.edu/employees/policies/local_contracts/ase/index.html.

An Outstanding Teaching Assistant is chosen annually by the faculty and recognized by both the department and Graduate Division.

Department guidelines for appointing TAs are as follows:

- 1) Students wishing to be considered for a TA position must submit an application to the GAA by March 15. Faculty review student applications in an annual meeting during the spring quarter. Evaluations are made on the following factors: a) courses completed, b) degree requirements completed, c) previous teaching experience, and d) availability. TA appointments are decided in the spring for the following year; if there are unanticipated openings over the course of the year, however, students with applications on file will be reconsidered.
- 2) Since the primary purpose of a TA position is to enhance the quality of undergraduate education, first consideration must be given to graduate students who have demonstrated academic excellence and who already show the potential for being an effective teacher.
- 3) First year students and students who are Advanced to Candidacy are not usually appointed to TA positions.
- 4) A student is not usually appointed to a TA position for more than six quarters. Appointment for a first year does not automatically mean a reappointment for the following year. Persons applying for an appointment for the first time and those applying for reappointment are evaluated simultaneously. Student evaluations of TA performance are taken into consideration for re-appointments.

Teaching Assistant Development Program (TADP): New TAs are required to enroll in and attend a TA orientation held prior to the beginning of fall instruction. This orientation is only offered once a year; students not scheduled to teach until the winter or spring quarter are still required to attend. Students are also required to attend two pre-quarter seminars and three in-quarter workshops. Future TA assignments and eligibility for the Outstanding TA Award are contingent upon completion of this training. A Mentor TA program is also available, in which TAs of proven ability have the opportunity to mentor their less experienced colleagues. More information about TADP is available at <http://www.tadp.ucr.edu/>.

Graduate Student Researchers. GSRs are hired by individual faculty members who have research grants to do literature searches, interviews, develop questionnaires, computer programming, data coding, and other work relating to their research projects. Faculty usually employ students who are specializing in their areas of research and who possess the skills needed by the professor. You should become familiar with the types of research projects currently being funded in the department and speak with the faculty member with whom you would like to work.

GSR positions range from 25% (10 hours a week) to 50% (20 hours a week). GSRs also receive Partial Fee Remission (PFR) and Graduate Student Health Insurance Plan (GSHIP) for each quarter that they are employed at least 25%.

Graduate Division Regulations for Teaching Assistants and Graduate Student Researchers. TAs and GSRs:

- Must be enrolled in 12 units
- Must be making acceptable progress toward the degree
- Must be Advanced to Candidacy within 12 quarters
- Must complete degree within one year of normative time
- Must have no more than 7 units of incomplete grades
- TAs must maintain a 3.00 GPA and GSRs must maintain a 3.00 GPA
- To be a TA any student whose native language is not English must pass the SPEAK test. Graduate students may not be employed more than 50% (20 hours per week) in any combination during the academic year in any combination of appointments. During quarter breaks and in the summer they may be employed full-time. Students with fellowship awards of more than \$10,000 can be employed only with prior approval of the Graduate Dean. Certain fellowships do not allow employment: Eugene Cota-Robles Award, Dissertation Year Fellowship, Humanities Research Assistantship, and Research Assistantship/Mentorship Program.
- Students cannot serve as TAs for more than 12 quarters without approval from the Graduate Dean. Students cannot serve for more than 18 quarters; no exceptions are made.

Readerships. Readers may be hired to grade papers and examinations in undergraduate courses. Maximum funding is for one hour per student enrolled. If you are interested in being a Reader, notify the GAA.

Employment with the Archaeological Research Unit, Eastern Information Center, and Archaeological Curation Unit. The Archaeological Research Unit (ARU), Eastern Information Center (EIC), and Archaeological Curation Unit (ACU) engages in contractual and grant research projects related to the archaeology and prehistory of inland southern California and the Great Basin. Inquiries concerning employment and research opportunities should be directed to Matt Hall or Rachel Jacobus (1313 Watkins).

Personnel Paperwork. Students hired by the department for any position need to pick up a new employee personnel packet from the Payroll FA, Richard Munoz. (Students hired by the ARU, EIC, or ACU will complete personnel paperwork with Rachel Jacobus.) The information requested will be entered into the University Payroll system (PPS), which will allow a means of generating a payroll check for you at the end of each month that you are employed. The payroll file must be processed and active prior to the first day you are scheduled to work. The completed packet must be received by the FA one week prior to your first day of employment to allow for processing time. You must include with the completed packet a copy of your current driver's license and social security card (or birth certificate) for identification purposes and as proof of eligibility to work (there are other options that will satisfy this requirement if one of these documents cannot be obtained). Students that have previously worked on-campus will not need to complete a full packet as long as the other department provides the department with access to the PPS file and copies of the critical documents of the existing payroll file. See the FA for more details if you have been previously employed on-campus.

GSR and reader positions require the submission of a time sheet to the FA each month that you work. Submission deadlines are posted in the lobby of the department office. Late time sheets will result in the delayed paychecks. Completed time sheets (with hours totaled and signatures by the employee and supervisor/faculty member) can be dropped off at the in the AA's office mailbox. New preprinted time sheets will be placed in your department mailbox within one week of payday or blank ones can be obtained from the AA at any time.

Payday for all employees is the first day of every month. If the first falls on a weekend or a holiday, payday will be on the last working day of the month. If you sign up for direct deposit your Surepay Earnings Statement will be placed in your department mailbox. Physical checks require a signature and can be picked up from the FA.

5b) FINANCIAL AID OFFICE

Federal Direct Stafford Loans and/or Federal Direct Unsubsidized Stafford Loans are available to graduate students who are U.S. citizens, permanent residents, and other eligible noncitizens. In order to qualify, students must be enrolled at least half-time.

Students who wish to be considered for federal loans must complete the *Free Application for Federal Student Aid (FAFSA)* at <http://www.fafsa.ed.gov/>. Supporting documents (such as tax returns or documentation of eligible non-citizenship status) may be requested to verify information reported on the *FAFSA*. Applications are accepted on a year-round basis; however, students should plan well in advance of fee payment deadlines if the loan funds will be needed to pay fees.

Federal Direct Stafford Loans are available to students with financial need, as computed from information on the *FAFSA* (and/or federal income tax return) using criteria legislated by Congress. If you have questions about the determination of your financial need, contact a counselor in the Financial Aid Office. All students may borrow from the Federal Direct Unsubsidized Stafford Loan program, regardless of financial need.

Interest Free Emergency Loans. Up to \$300 in emergency loan funds may be borrowed from the Financial Aid Office by registered students. Students may borrow no more than three times during an academic year. A student photo ID is required for identification, and current fees must be paid for the quarter. Repayment is due within thirty days or by the end of the quarter, whichever comes first. Graduate Division also awards emergency loans.

5c) GRADUATE DIVISION

Graduate Division provides various financial supports. Please check their website for updated info at http://graduate.ucr.edu/fin_aid.html

Assistance in Obtaining Extramural Research Grants and Fellowships. Assistance in obtaining research grants and fellowships is available to graduate students through the Financial Support Office of Graduate Division. The office offers a wide range of assistance to graduate students seeking research funding or fellowships from federal agencies, the University of California, and private sources. Among the many services offered free of charge is access to the Sponsored Program Information Network (SPIN) from the State University of New York. The data base contains over 3,000 funding sources for all areas of research in the natural and agricultural sciences and the humanities and social sciences. You may also search UCLA's Graduate & Postdoctoral Extramural Support (GRAPES) Database (<http://www.gdnet.ucla.edu/grpinst.htm>)

5d) OTHER SOURCES OF FUNDING

Student Business Services. The *Deferred Payment Plan* offers students an opportunity to pay their quarterly fees and tuition in three monthly installments. There is no interest (since DPP is not a loan) but there is a processing fee. Applications and information on deadlines and processing fees can be obtained at <http://www.sbs.ucr.edu/>.

Graduate Student Association. *Mini-Grants* are travel grants given to aid the professional development of graduate students by partially funding their expenses (travel, accommodations, and registration) related to their participation in professional meetings, conferences, etc. Students in good standing, students on filing fee status, and graduating students who were accepted to present their work before their graduation date are eligible to apply. Students on leave of absence or registering in absentia are not eligible. Students who are attending but not presenting are eligible for funding at half the rate that presenters are allowed. Information and applications are available at <http://www.gsa.ucr.edu/>. Applications must be submitted before the conference begins.

6) DEPARTMENTAL SERVICES, RESEARCH FACILITIES, AND ASSISTANT RESEARCH ANTHROPOLOGISTS

6a) DEPARTMENT SERVICES

A department *photocopy machine* is available for student use in 1328 Watkins. Applications to receive an account can be obtained from the AA. Allow 24 hours for your application to be processed. Once your account is activated, an email will be sent to you with your code. This code is to be kept *confidential*. You will be held responsible for all charges generated on your code. (TAs and GSRs will receive copy codes to use for work-related copies.) The cost is currently 8¢ per copy. The billing cut-off is the last day of every month. Bills are then processed and placed in your student mailbox between the 1st and 3rd business days of the following month. Payment is due in full by the 10th of every month. Accounts with unpaid balances by the start of the next billing cycle will be disabled. The department is unable to carry over any balances. To make a payment bring your invoice and cash or check (payable to UC Regents) to the AA. Account balances must be cleared before physically leaving the University for extended periods of time (longer than two weeks). This includes summer breaks, quarters you are on leave, quarters you are in the field, and of course prior to graduation. Accounts that are left unresolved are reported to Student Business Services for collections.

Students may receive *mail* in the department. Two students share each mailbox, located in the hallway of 1320 Watkins. Student mailboxes are fully accessible during department business hours, and accessible by key at all other times. The department will not accept papers or messages for students; individuals delivering such items will be directed to the student mailboxes. This is especially relevant for Teaching Assistants. It is suggested that students have personal, valuable and very important items sent to a home address or P.O. Box. Students are responsible for making sure that their mail is picked up in a timely manner, even when they are in the field. Students in the field should have another graduate student pick up their mail for them.

There are *telephones* in the TA Office in 1345 Watkins (951.827.5521) and the Computer Lab/Lounge in 1232 Watkins (951.827.4390) which can be used for free on-campus and local calls. Emergency messages only should be relayed through the Administrative Unit at 951.827.5524. Please do not give out this number as a business number. The department cannot take messages for students unless it is an emergency.

Keys are available from the Financial Assistant. Each key requires a \$5.00 deposit. The deposit is refundable after returning the key. Students are entitled to an entry key to the building and a key to the Computer Lab/Lounge, the photocopy room, and the 1320 hallway where student mailboxes are located (the same key is used for all three locations). Teaching Assistants are entitled to a key to the TA Office during the quarter in which they hold a TA position. Keys to the TA Office must be returned at the end of the quarter if you are not teaching the following quarter. Keys to additional locations may be obtained if required.

Department *supplies* are no longer available. Students working for faculty, including TAs, will be required to get relevant supplies directly from the faculty member. The faculty member must request supplies from the FAO. Only the FAO can approve requests for supplies from faculty, so be sure to plan ahead. Department letterhead may be used by students for anthropology career related correspondence, and must be supplied by the student's faculty advisor.

Office space is available in 1345 and 2121A Watkins for Teaching Assistants during the quarter(s) in which they are employed. Each TA has his or her own desk and each office has a computer for TA use only. All TAs are responsible for keeping the offices clean. TAs are required to post and hold regular office hours. The AA will make door cards for TAs at the beginning of each quarter; she will provide you with a form that needs to be completed and returned before a door card can be made. Any additional office space will be assigned via lottery.

Orders for *business cards* can be placed through the department. See the FA for ordering details.

6b) DEPARTMENT RESEARCH FACILITIES

Eastern Information Center (EIC). One of eleven regional centers in the California Historical Resources Information System, the EIC houses and manages cultural resource records and reports for thousands of sites in three counties of eastern California. Students are offered experience in information systems management, and service requests of the EIC provide regular and part-time employee positions.

Archaeological Curation Unit (ACU). The prime mission of the ACU is to serve as a repository and research center for prehistoric and historic archaeological collections from California, the Great Basin, and adjacent areas of southwestern North America. Collections held at the ACU are housed in a facility meeting all federal regulations and state guidelines for archaeological repositories and which possess the capacity to curate collections of any size.

Mixtec Database. Available for research and teaching, this database consists of published and manuscript materials, videos, and ephemera on contemporary Mixtec society, culture, language, migration, and politics, as well as a directory of Mixtec scholars and organizations.

Computer Lab/Lounge. Computers are available for student use. Due to the recent budget cuts, the Department can only provide limited supplies.

Archaeological Research Unit (ARU). This branch of the department provides students with a broad range of educational and employment opportunities in archaeological fieldwork, laboratory analysis, and report preparation.

Appendix A
PROGRESS TOWARD Ph.D. DEGREE

Name: _____

Entered program: _____

FIRST YEAR

- _____ Temporary faculty advisor: _____
- _____ Designate faculty advisor (2nd quarter): _____
- _____ File Statement of Plan to Fulfill Language Requirement (2nd quarter) date approved _____
- _____ File Statement of Plan to Fulfill Methodological Skills (2nd quarter) date approved _____
- _____ Complete 200A, 200B (2nd quarter)
- _____ MA exam (3rd quarter) date _____
- Results: _____ (PD, HP, P, F)
- Retake: _____
- Comments: _____
- _____ MA application date filed _____
- _____ MA received date _____

SECOND YEAR

- _____ Preliminary Research Statement and Designation of Dissertation Committee (5th quarter)
- Dissertation Committee: _____ date approved _____

THIRD YEAR

- _____ Research Proposal (7th quarter) date approved _____
- _____ Written Qualifying Comprehensive Exam question (7th quarter) date approved _____
- _____ Written Qualifying Comprehensive Exam paper (7th quarter) date approved _____
- _____ Oral Presentation (9th quarter) date _____
- _____ Language requirement completed (9th quarter) date _____
- _____ Methodological Skills requirement completed (9th quarter) date _____
- _____ Professional Development Training completed ANTH 210B(9th quarter) date _____
- _____ Breadth Requirement completed (9th quarter)*
- _____ Orals Qualifying Examination (9th quarter) date approved _____
- _____ File for Advancement to Candidacy (9th quarter) date filed _____
- _____ Extension of normative time to seven years applied for and approved date approved _____

FOURTH, FIFTH, AND SIXTH YEARS

- _____ Dissertation research completed
- _____ Dissertation draft completed, approved for filing fee date approved _____
- _____ Finishing dissertation on filing-fee status
- _____ Oral Defense of Dissertation date approved _____
- _____ Final dissertation sign-off by committee date approved _____
- _____ Exit Interview date _____

***Courses used to complete interdisciplinary requirement (one area must be socio-cultural):**

Subdiscipline: _____

Courses: _____