



UNC CHARLOTTE

DEPARTMENT OF ANTHROPOLOGY

Anthropology Graduate Student Handbook
MASTER OF ARTS IN ANTHROPOLOGY

February 2017

This handbook is intended to supplement the more general Graduate Catalog. Please refer to the general Catalog (see <http://catalog.uncc.edu/graduate-catalogs>) for subjects that are not covered in this handbook, such as residency requirements and degree deadlines. It is recommended that you read this handbook in its entirety as you begin your graduate career and keep it handy for future reference. The handbook may also provide you with relevant information if you are considering applying to the program.

FOR FURTHER INFORMATION

Dr. Nicole Peterson

Associate Professor of Anthropology

217 Barnard

phone: (704) 687-5094 fax: (704) 687-3209 email: npeterson@uncc.edu

TABLE OF CONTENTS

	Page
General Overview	3
How is Graduate School Different from Undergraduate?	4
Requirements for Admission	5
Credit Transfer	5
Post-baccalaureate work	5
Financial Aid	5
In-state Residency	6
Academic Advising	6
Facilities	6
Requirements for the M.A. in Anthropology	7
Time Table	9
Time line (tentative)	11
Time limits	11
Admission to Candidacy	11
Continuous Registration	12
Application for Graduation	12
Directed Readings/Research (ANTH 6800)	12
MA Thesis (ANTH 6910 & 6920)	14
Anthropology Practicum (ANTH 6400)	16
Ethical Issues: Human and Animal Subjects	17
Links: University Resources	18
Links: Non-university Resources	18
Graduate Anthropology Courses	19

GENERAL OVERVIEW

Anthropology is an integrative and comparative field of scholarship devoted to discovering and analyzing the range of human biological and cultural variation, as well as to understanding the evolutionary, historical, ecological, and sociopolitical contexts in which human diversities and commonalities develop. Traditionally, the field encompasses and integrates cultural anthropology (the study of living communities), linguistic anthropology (the study of the human use of language), biological anthropology (the study of humans' primate relatives, human evolution, and modern variation), and archaeology (the study of the cultures of past communities). Anthropologists often use the term "holistic" to characterize this integrative approach. While anthropology is often associated with the study of non-western societies, the current discipline takes as its domain the full range of human experience, including the modern world and the world of humans' primate relatives. The most rapidly growing area of the field is applied anthropology: the application of anthropological methods and knowledge to contemporary problems. The Master of Arts in Anthropology degree program provides students with the theoretical and methodological skills to gather, record, analyze, and communicate about human behavior in the past and present, and at local and global levels.

The M.A. in Anthropology is designed to meet the needs of two kinds of students: those seeking to prepare for doctoral education in anthropology or other fields and those seeking post-baccalaureate skills for employment in a wide range of occupations in our increasingly inter-cultural and international world: education, government, program planning and evaluation, healthcare, media, the non-profit sector, and business.

The program is designed to accommodate both full-time and part-time graduate students. Classes typically are held in the evening to serve students who are currently employed. Some electives will be scheduled during the day.

Coursework in the program concentrates on building skills in research design, sampling, data analysis and interpretation, and the application of anthropological perspectives to both theoretical and applied problems. Students complete either a thesis or a research practicum, each with an oral defense. Either option entails the student applying anthropological knowledge to a problem/topic of his/her interest.

In addition to traditional classroom/seminar courses, students can tailor their coursework to specific areas of interest through individualized tutorials. Directed Readings/Research (ANTH 6800) involves directed reading or research in a specialized area. A variety of research areas are represented among the Anthropology faculty, including primate behavioral ecology, archaeology, medical anthropology, economic anthropology, the anthropology of religion, and the anthropology of science. Departmental faculty have conducted research in Madagascar, Vietnam, Denmark, Mexico, Ethiopia, Brazil, Egypt, Peru, Turkey, Ecuador, Trinidad, and the U.S. Through coursework and tutorials students obtain a thorough grounding in anthropological knowledge that is fundamental for developing strong research skills.

HOW IS GRADUATE SCHOOL DIFFERENT FROM UNDERGRADUATE?

If you were a good student as an undergraduate, you have established the base for being a successful graduate student. *However*, graduate courses and programs differ in several important ways from undergraduate courses and programs. Graduate school is not appropriate for everyone, including many students who were successful as undergraduates. In addition, all graduate programs, especially smaller ones, have limitations on what they can offer a student. Before you apply to a graduate program, you should carefully evaluate your skills, goals, ability to devote time and energy, and the particular strengths of each graduate program you are interested in.

Most importantly, graduate students must take primary responsibility for their education. While each regular graduate course should have a syllabus in which the professor outlines assignments and expectations, the student must actively participate in the course and must expand his or her intellectual activities and boundaries. *All* graduate courses require: extensive writing and revising of writing, oral presentation, intensive reading of scholarly material, active discussion of readings, and collaborative work. Many graduate courses will also require completion of hands-on activities that focus on research skills. In a small program, such as UNC Charlotte's, you will find yourself in several classes with many of the same people. You should be able to debate with and collaborate effectively with people of different personalities and points of view.

Graduate courses are often more focused on theoretical or methodological concepts and debates than on empirical data (although this will vary from course to course). Therefore, students frequently must read abstract material very closely and be prepared to pick out key points, evaluate the quality of presented arguments, and express opinions that are supported by data and/or logic. All graduate courses are intensely participatory: that is, students must be prepared to discuss, debate, argue, write, collaborate, etc. for every class. It thus follows that attendance at and careful preparation for *every* class is essential. A full-time load for a graduate student is 9 credit hours. To those who took 12 or 15 credit hours per semester during their undergraduate education, this sounds easy. But, graduate students must expect significantly larger reading assignments than undergraduates, as well as much more intensive requirements for discussion and writing. (And, of course, a graduate student may have more work or family responsibilities than an undergraduate.) Effective time management is essential.

Graduate students are also expected to conduct some kind of original research. A student should receive assistance from her or his advisor and committee in figuring out a research project. But, it is the fundamental responsibility of the student to figure out a focused and feasible research interest that can be accomplished with the resources available at UNC Charlotte.

It is typical of graduate programs at UNC Charlotte and elsewhere that students must earn grades of A or B in all or almost all courses in order to earn a degree. At UNC Charlotte, you may earn up to two grades of C in your M.A. program; if you earn more than two Cs, you will be suspended from the program.

The Department of Anthropology at UNC Charlotte is eager to meet students with interests in continuing their education in anthropology. But, it is essential that each potential applicant review his or her intellectual capabilities, commitment to academic work, and practical situation before applying. While we recognize that situations change, you should be sure as you can be, before applying, that you are committed not just to the idea of graduate school, but to the work it requires.

DEPARTMENTAL REQUIREMENTS FOR ADMISSION TO THE PROGRAM

- B.A. in anthropology or a related field such as Area Studies (e.g. Latin America, East Asia), Biology, History, or Sociology. Although we do not require an undergraduate major in Anthropology, we recommend that applicants have completed some undergraduate coursework in anthropology.
- A GPA of at least 3.0 in the overall undergraduate degree.
- An acceptable score on the GRE.
- A personal statement that describes (a) the candidate's goals relevant to the graduate program; (b) the candidate's relevant experiences and skills that will contribute to success in the program.
- Three letters of recommendation, at least two of which are from academic sources.

Credit Transfer: With departmental approval, students may transfer up to six (6) hours of graduate work for which the applicant received a grade of B or better from another institution or related UNC Charlotte program. This includes post-baccalaureate credit (courses taken after a student has finished the undergraduate degree but before acceptance to the graduate program).

Post-baccalaureate work: A student who did not study anthropology as an undergraduate may be very interested in pursuing anthropology at the M.A. level, and such a student can contribute positively to the program. However, most students benefit from having some anthropology background (a major or minor or a set of several courses). If you have not taken anthropology as an undergraduate, you should consider doing 1-2 semesters of post-baccalaureate work, which are undergraduate courses taken after a student has finished the undergraduate degree. Many students use post-bac work to prepare to switch fields for graduate school. There is more information at: <http://graduateschool.uncc.edu/future-students/admissions/types-admission/post-bac-non-degree>.

FINANCIAL AID AND WORK DURING GRADUATE STUDY

The Department of Anthropology has some assistantships to support graduate students. As of Fall, 2011, these are worth \$9,000 per academic year and require 20 hours of work per week. Graduate teaching assistants are assigned to one or more faculty members to support teaching effort. So, a teaching assistant may help grade exams, advise students, prepare lectures, maintain on-line learning resources, and do other tasks. Both in-state and out-of-state students are eligible to apply for these assistantships. They are competitive, and we cannot provide support for all students. The assistantships do *not* come with a tuition remission. There is a process by which we can apply for out-of-state tuition remission for especially talented students; if successful, those students would pay in-state tuition rates. The state of North Carolina has provided the

university with very limited numbers of complete tuition waivers. UNC Charlotte has chosen to use these complete tuition waivers for Ph.D. students.

The department is also developing additional resources to support students. When we develop new opportunities, we will communicate about them to all students.

Students supported by assistantships must be enrolled for at least 6 hours per semester and must be in good standing in their programs. Students supported by assistantships are expected to work no more than 20 hours per week total.

The Graduate School offers a small number of competitive fellowships, including for students who are the first in their family to attend graduate school. For more information on this and other financial aid, see: <http://graduateschool.uncc.edu/funding>.

Part-time students, who are working away from the campus, are also welcome in the Anthropology M.A.

IN-STATE RESIDENCY

The state of North Carolina establishes the criteria that must be met for a student to be considered an in-state student. Please consult the Office of Residency Determination for this information: <http://resdetermination.uncc.edu/>. This can be a complex subject, so we advise that potential graduate students inquire about residency early in their application process.

ACADEMIC ADVISEMENT FOR GRADUATE STUDENTS

The management of a student's graduate program is a collaborative endeavor, involving the active participation of the student, his/her advisor, and the Graduate Director. The Graduate Director initially serves as the student's advisor, but it then becomes the student's responsibility to seek out a member of the faculty to serve as mentor, advisor, and thesis committee chair. This should be done by the beginning of the second semester. This advisor then works individually and closely with the student in program planning, committee member selection, selection of research topics, and planning of tutorials.

FACILITIES

The department of Anthropology is located on the 2nd floor of Barnard. We have a good deal of space, including a conference room, photocopying and fax room, mailroom, and lounge. Students on teaching assistantships share one office; however, the computers in the graduate office are available to all graduate students. The anthropology department also has lab space in Denny and Fretwell.

REQUIREMENTS FOR THE MASTER OF ARTS DEGREE

All students are required to complete a minimum of thirty-three (33) semester hours of coursework. (See the end of this document for courses currently in the catalog.)

Required of all students (15 hours)

All students enrolled in the M.A. in Anthropology are required to take 5 core courses (15 hours). These courses (a) require that students learn the integrative cross-disciplinary approach that is distinctly anthropological; (b) require that students incorporate both theory and methodology in their training; and (c) help students form a cohort as they move through the program.

- ANTH 6601: The History of Anthropology (3 hours)
- ANTH 6602: Seminar in Interdisciplinary Anthropology (3 hours)
- Two courses that focus on anthropological subfields (6 hours). These courses will be chosen from:
 - ANTH 6603: Theory in Cultural Anthropology (3 hours)
 - ANTH 6604: Issues in Archaeological Practice (3 hours)
 - ANTH 6605: Evolutionary Theory (3 hours)
 - ANTH 6606: Language and Culture (3 hours)
- One course on research methods (3 hours). This course will be chosen from:
 - ANTH 5122: Ethnographic Methods (3 hours)
 - ANTH 5140: Field Biology of the Primates (3 hours)
 - ANTH 5453: Field Project in Archaeology (3 hours)

Required of students in thesis option (18 hours)

Students must declare that they are pursuing the thesis option prior to the beginning of their second year or after the completion of 18 hours. Students who pursue the thesis option will prepare and defend a thesis proposal before a committee composed of three faculty members. They will also complete the coursework shown below, and give an oral defense of the completed thesis.

These courses provide substantive and theoretical content, as well as explicit preparation for writing a thesis.

- 4 elective courses (12 hours)
- ANTH 6910 Thesis Tutorial (3 hours)
- ANTH 6920 Masters Thesis (3 hours)

Required of students in practicum option (18 hours)

Students must declare that they are pursuing the practicum option prior to the beginning of their second year or after the completion of 18 hours. Students who pursue the practicum option will complete a research-based practicum with a community organization. They will defend a project

proposal before a committee composed of three faculty members. They will also complete the coursework shown below, and give an oral defense of their completed project report.

These courses provide substantive and theoretical content as well as focus on the practical application of anthropological expertise.

- 3 elective courses (9 hours)
- ANTH 6611: Seminar in Applied Anthropology (3 hours)
- ANTH 6400: Anthropology Practicum (6 hours)

General Course Information for All Students:

- Students may take up to **six** elective credit hours in ANTH 6800 Directed Readings/Research (see below). This limit can be waived with special permission from the Director of Graduate Studies.
- Students also may take up to two 5000-, 6000- or 8000-level courses in other departments (subject to approval by the Graduate Director), and are encouraged to do so where their areas of interest overlap with other programs (i.e., biology, psychology, education, organizational science, public policy, history, geography). Courses taught in other programs (e.g., Women's and Gender Studies, Latin American Studies, Masters in Liberal Studies) by Anthropology faculty do not count as coursework outside of the department.
- No more than six hours evaluated as C may be counted toward the minimum hours required for the M.A. degree. None of these may be from core anthropology courses (6601-6605; 5122, 5140, 5453, 6910, 6920, 6611, 6400). Receiving more than two Cs from courses taken inside or outside of the Department will result in suspension from the program. Students wishing to re-enter the program must re-apply. Readmission is not guaranteed. The application must address causes of poor performance and an amelioration plan. Re-admitted students must re-take any credits where they earned a C. Two additional Cs will result in permanent expulsion from the program.
- No more than 15 semester hours may be taken at the 5000 level.

TIME TABLE (subject to adjustment; see also the summary table on page 11)

The M.A. program is designed so that full-time students starting in the fall may finish in two years, although students taking courses part-time or who start in the spring may take longer. Full-time coursework consists of 9 hours a semester in both the fall and spring. This does not include classes taken during summer. The maximum course load for a graduate student is 12 hours per semester. The following provisional timetable may serve as a planning guide. It assumes that students begin their coursework in the fall; students beginning in the spring will have to make adjustments.

Required courses:

1. ANTH 6601: The History of Anthropology (3 hours) is offered every fall. All incoming M.A. students, regardless of their interest, should enroll in their first year.
2. ANTH 6602: Seminar in Interdisciplinary Anthropology (3 hours) is offered every spring. All incoming M.A. students, regardless of their interest, should enroll in this course during their first year.
3. All students are required to complete two core courses on anthropological subfields. The department currently offers four courses to choose from. These are:
 - ANTH 6603: Theory in Cultural Anthropology (3 hours)
 - ANTH 6604: Archaeological Practice (3 hours)
 - ANTH 6605: Evolutionary Theory (3 hours)
 - ANTH 6604: Language and Culture (3 hours)

Students are advised to take the core course that corresponds to their chosen field of study (i.e. archaeology students should take archaeological practice, cultural students should take Theory in Cultural Anthropology, and biological students should take Evolutionary Theory). Students should also select one other core course that complements their interests in anthropology. The department will offer one core course per semester. Core courses should be completed by the student's third semester.

4. All students are required to take one approved course in anthropological data collection and analysis. This course will be chosen from:
 - ANTH 5122: Ethnographic Methods (3 hours)
 - ANTH 5140: Field Biology of the Primates (3 hours)
 - ANTH 5453: Field Project in Archaeology (3 hours)

Students are advised to take the core course that corresponds to their chosen field of study (i.e. archaeology students should take Field Project in Anthropology, cultural students should take Ethnographic Methods, and biological students should take Field Biology of the Primates).

Students should complete the appropriate course in research methods during their first year. Ethnographic Methods is offered every fall. Field Project in Anthropology is offered in the summer. Field Biology of the Primates is offered on demand.

Students who have previous coursework and/or experience may have this requirement waived by the Graduate Director. Appropriate research methods may be substituted at the discretion of the Graduate Director.

5. ANTH 6611: Seminar in Applied Anthropology (3 hours) is offered every spring. Students in the applied track should take this course in their first year. Students pursuing the thesis option are not required to take this class. They can, however, enroll in it if they wish.
6. Electives: Students should take elective courses during their first 3 semesters for a total of 12 credit hours. Six of these hours may come from courses outside of Anthropology. These classes should be approved by the Advisor and Graduate Director prior to a student enrolling in them. Students should not take more than one elective course in their 4th semester when they are writing their thesis or practicum.
7. ANTH 6910 Thesis Tutorial and ANTH 6920 Masters Thesis: Students who declare the **thesis option** should register for ANTH 6910 Thesis Tutorial in the fall of their second year. To fulfill the requirements for this course they will write and successfully defend a thesis proposal. After defending their thesis proposal they will enroll in ANTH 6920 Masters Thesis in the spring of their second year. To fulfill the requirements of this course they will write and defend their M.A. thesis.
8. ANTH 6400: Anthropology Practicum: Students who declare the **applied option** should register for ANTH 6400: Anthropology Practicum in the fall of their second year. To fulfill the requirements for this course they will write and successfully defend a practicum project. After defending their practicum project they will enroll in ANTH 6400: Anthropology Practicum again in the spring of their second year. To fulfill the requirements of this course they will complete and defend their practicum project.

[see tentative time line on next page]

A TENTATIVE TIME LINE: This assumes that a student starts in the Fall semester and is full-time; the time line is illustrative, not mandatory; the time line shows core requirements, not all electives.

Time line	All students	General track	Applied track
First fall semester	<ul style="list-style-type: none"> • 6601; 1 other core course and/or electives • Up to 9 credit hours • Choose advisor 	<ul style="list-style-type: none"> • 5122 (Ethnographic methods, if needed) 	<ul style="list-style-type: none"> • 5122 (Ethnographic methods; open to all students)
First spring semester	<ul style="list-style-type: none"> • 6602; 1 other core course and electives • Up to 9 credit hours • Work with advisor to choose committee • Formally declare track (general or applied) 	<ul style="list-style-type: none"> • Core course 	<ul style="list-style-type: none"> • 6611 (Applied Anth; open to all students)
Summer	<ul style="list-style-type: none"> • Field course (5453, 5140, or other, as needed) • Some students may gather data for thesis during this summer. 	<ul style="list-style-type: none"> • Begin developing thesis proposal • File “Graduate School Petition for Topic Approval” 	<ul style="list-style-type: none"> • Develop practicum placement
Second fall semester	<ul style="list-style-type: none"> • File Application for Candidacy (through 49er Express) • Complete core courses • Up to 9 credit hours 	<ul style="list-style-type: none"> • 6910 (Thesis tutorial) 	<ul style="list-style-type: none"> • 6400 (Practicum)
Second spring semester	<ul style="list-style-type: none"> • File Application for Graduate (through 49er Express; check deadline on Registrar’s Office Web page) • At least 6 credit hours (for students with assistantships) • Oral defense • Submit thesis/practicum report in correct format 	<ul style="list-style-type: none"> • 6920 (Thesis) for students in general track 	<ul style="list-style-type: none"> • 6400 (Practicum) for students in applied track

TIME LIMITS

All requirements for the degree must be completed within 6 calendar years, beginning at the end of the semester that the student commences courses carrying graduate credit applicable to the degree program.

ADMISSION TO CANDIDACY

Upon successful completion of a minimum of 18 semester hours of graduate work and in no case later than four weeks prior to the beginning of the semester in which he/she expects to complete all requirements for the degree, a student is required to file for admission to candidacy using the form supplied by the Graduate School. You apply for admission to candidacy through 49er Express: see <http://graduateschool.uncc.edu/current-students/forms> (scroll down to Admission to

Candidacy). This application is a check sheet approved by the student's advisor, department chairperson and college dean listing all course work to be offered for the degree (including transferred credit and courses in progress). The Registrar's office publishes a schedule of deadlines for application for candidacy; see <http://registrar.uncc.edu/calendar>.

CONTINUOUS REGISTRATION

Once the thesis or research practicum proposal has been approved, you fall under the continuous registration policy of the University. You are expected to be enrolled *every fall and spring semester* until you complete the thesis. You must be registered in the semester that you graduate (including 2nd Summer, if you plan to graduate in August).

Students who have taken the allotted 6 credit hours of Masters Thesis (ANTH 6910/6920) or Anthropology Practicum (ANTH 6400), but are still working on the thesis/project, must enroll for at least 3 credit hours to maintain continuous registration. If you have completed *all* requirements for the degree, but need to be registered for one more semester in order to graduate (for example, if you finished the thesis and the defense in late August, but not in time to graduate in August), then you can register for GRAD 7999 (1 credit) to maintain continuous registration. Note: In this situation, you will be required to demonstrate that you are covered by health insurance. If you do not have other health insurance, then you will have to purchase the university's student insurance, which is expensive. So, be careful about meeting deadlines and completing your work.

APPLICATION FOR GRADUATION

Graduation takes place in May, August, and December. You must apply for graduation on-line, through 49er Express. Every semester, the Registrar's office publishes a schedule of deadlines for application for graduation. See: <http://registrar.uncc.edu/calendar>.

DIRECTED READINGS/RESEARCH (ANTH 6800)

A Directed Readings/Research is similar to a directed independent study (DIS) in that a student elects to work closely with a faculty member to explore a given substantive area or develop research skills not typically available in regular courses. Students may take up to 6 hours of Directed Readings/Research credit (this limit may be increased with special permission from the Director of Graduate Studies).

You must obtain the consent of a faculty member to work with you on the Directed Readings/Research and together *complete a form for to be turned in to the Graduate Director*. You will slow your progress through the program if you do not complete the Directed Readings/Research in the semester you enroll for it. Directed Readings/Research involves a great deal of commitment on the part of both the student and the faculty member. However, if used properly, they can assist the student in preparing for the thesis, research practicum and/or further graduate work.

The Directed Readings/Research should include regular meetings between student and faculty member (for example, weekly or in alternate weeks), and interim writing projects due during the semester. A Directed Readings/Research course is meant to take the same investment of time and commitment as a standard course.

THE M.A. THESIS (ANTH 6910 & 6920)

A Master's Thesis is a demonstration of your ability to apply skills you have learned in graduate school to a concrete problem. Commonly, a thesis involves developing an argument, then supporting that argument with evidence. Typically, the evidence consists of appropriately gathered and analyzed empirical data, either primary (that you collect) or secondary (collected by others and available for use). A guideline as to quality is that the thesis should have the potential to be published in an appropriate refereed journal.

Note that thesis hours will be graded "IP" (for "in progress") until the thesis has been approved by your committee at defense and submitted to the Graduate School.

Steps to completing the thesis are:

1. Choose a thesis committee chair. Your committee chair will act as your advisor and help you select courses and a research topic. *You are encouraged to select a committee chair after one full semester of coursework (9 hours).* You will want to weigh a number of factors in deciding on a committee chair. Among them are the person's research expertise and publication record, the person's current areas of interest, other students' experiences with this person as an advisor, and the ability of the person to facilitate your post-M.A. plans. You may find classroom experience, faculty publication records, faculty websites, direct meetings, and discussion with students and other faculty helpful in making this decision.

2. Meet with your committee chair several times to help identify a specific research area and to narrow your thesis topic. It often is a good idea to take a Directed Readings/Research as a readings course in the subject matter in which you are interested. This will familiarize you with the general field of study in which you will be able to find a narrower topic of interest for your thesis.

3. Formulate a thesis committee. You need a committee of three members. Two members of the committee must be from the department (including your committee chair), while the other may be from another department. You may have additional members from outside the University as long as they possess a doctoral degree. The department will need to file an application with the Graduate School to have this person appointed to the graduate faculty (so, be sure to start the process with time to spare). The chair of your committee should help you in selecting the second and third members for your committee.

4. Prepare a Thesis Proposal. The thesis proposal should be completed no later than during your third full semester of coursework. This will be done in close coordination with your committee chair. While you will officially do this when you register for ANTH 6910 Thesis Tutorial, it is strongly suggested that you start working on this during the summer between your first and second year. Some students may actually gather thesis data during the summer between the first and second year, for example archaeological field data.

5. Defend the proposal and revise your research plan as needed. To defend your proposal you should distribute copies to all committee members. Then set a date when you and

the committee members can meet for about 1½ hours. At the defense you will be asked to present a brief review of what you are proposing. The committee members will ask questions to help them understand what you are trying to do. They probably will ask you to make some changes to help you focus the research, add relevant literature, or improve the methods. The Graduate School requires that a form be filled out indicating completion of the proposal and to ensure that you have received Institutional Review Board approval for research involving human participants (if needed, see page 8):

<http://graduateschool.uncc.edu/sites/graduateschool.uncc.edu/files/media/topicapproval.pdf> .

This should be completed by the end of your third semester of coursework. Even students who begin gathering field data during the previous summer may revise and defend the proposal in the fall semester of the second year, although such students may defend the proposal earlier..

6. Develop and execute a research plan and time line. You should map out when you will accomplish each of the tasks set out in your research proposal. This will help to keep you on track and keep your work organized. The latest you should start on this is in your fourth semester. You may start earlier once you successfully defend your proposal. As noted above, some students may start gathering field data during the summer between the first and second year.

7. Write your first draft. The thesis should be between 30 and 40 pages long, and should follow the format of a journal article in your particular substantive area. Consult with your committee chair concerning exemplars. In preparing the thesis, use the style established by the American Anthropological Association, as followed by *American Anthropologist* and other AAA journals: <http://www.aaanet.org/publications/guidelines.cfm> .

8. Your thesis will go through several revisions. Your committee chair will review your thesis and make comments and suggestions first. You will revise the thesis based on his/her feedback, perhaps going through several iterations of comments and revisions. You will then submit the thesis to your other committee members. As a rule of thumb, expect committee members to take two or three weeks to review drafts. It may be necessary to call a second committee meeting if you find that comments are contradictory or confusing. Frequent contact with committee members is the best way to ensure timely progression and completion of the thesis. Revisions should be completed and your thesis defended in the last three months of the program.

9. Arrange a time for the thesis defense with your committee members. Notify the Graduate Director of the date, time and place of your defense. *The Graduate School stipulates that committee members must receive a final draft of the thesis at least three weeks before the defense.* The department may refuse to schedule a thesis defense if the committee members do not receive a final draft at least three weeks before the desired date, even if this means a student cannot meet a deadline for graduation. It is the student's responsibility to make sure the final draft is available at the appropriate time. Fill out the Report of Thesis Defense required by the Graduate School. At the conclusion of a successful defense your committee will sign the forms. The Report of Thesis Defense must be filed with the Graduate School and your submitted Thesis must comply with all formatting regulations. In order to graduate at the end of a particular semester, the student must submit the thesis and Report of Thesis Defense by a date specified

by the Graduate School. See

http://graduateschool.uncc.edu/sites/graduateschool.uncc.edu/files/media/examandthesisdefensereport_0.pdf.

ANTHROPOLOGY PRACTICUM (ANTH 6400)

An applied practicum is for those students who want a career in applied Anthropology with the M.A. degree and do not want to pursue a Ph.D. If you want to pursue a Ph.D. you should complete a thesis as described above. Students completing the research practicum/internship will work directly with an organization or agency in the local community. They will develop a consultant-client relationship with the agency or organization and conduct a research/evaluation project on behalf of the agency or organization. Some examples are needs assessments, studies of worker morale and job satisfaction, surveys of political preferences, and general attitude surveys (e.g., a survey of levels of community stigma against those with disabilities). The research conducted may be very similar to the research conducted for a thesis, the only difference being that the student is working with an agency and is meeting its needs. A final report or recommendation to the agency will be submitted in lieu of the thesis.

In developing a research practicum, the student should work with a faculty member whose interests lie in the proposed area. They will contact various agencies or organizations; alternatively, the department may have internships available (check with the Graduate Director). Although the student is working with the agency, he/she still will have a committee with three members from the faculty. The student also will prepare a research proposal (to be approved by the departmental committee following a proposal defense) and will have a final oral defense in which the student presents his/her study and results or recommendations. A proposal form is to be completed. The student is directed to the section above on the thesis, as many of the steps are similar.

The final research report will resemble a thesis, although it is likely to be shorter and more narrowly focused on the problem specified by the agency. It should contain the following:

1. Introduction: State the research problem, justification, and the type of research (e.g., exploratory, descriptive, analytical, evaluation).
2. Background: Describe the agency, specific problem, history, and the student's role and relationship to the agency. This will contain a brief overview of the relevant anthropological literature and a clear specification of the research objectives or hypotheses.
3. Methodology: Specify the research design (e.g., field interviews, survey, outcomes study), the methods of data collection (e.g., interviews, questionnaires, secondary data), and the analytic techniques (e.g., descriptive statistics, contingency tables or group comparisons, regression analysis). In general, much of the needed data analysis tends to be primarily descriptive and comparative. Agency personnel often find use of advanced statistics to be confusing.

4. Recommendations: State the findings of your study and the implications or recommendations suggested by your data.

TIME AND EFFORT FOR THE THESIS AND ANTHROPOLOGY PRACTICUM

The thesis and the research practicum are equivalent in time and effort. With a research practicum the student is likely to spend time in interaction with the agency, which is offset by the more narrowly focused objectives of the research project.

RESEARCH INVOLVING ANIMAL SUBJECTS AND HUMAN PARTICIPANTS

All research involving animal subjects *must* first be approved by the UNC Charlotte Institutional Animal Care and Use Committee (IACUC); all research involving human participants *must* be approved first by the UNC Charlotte Institutional Review Board (IRB). The Graduate School also requires completion of a form indicating that the research proposal has been accepted by the student's committee and that the research has received approval from the IACUC/IRB. For more information about requirements and appropriate forms and templates see "Research Compliance & Ethics" at the Office of Research Services website: <http://research.uncc.edu/compliance-ethics>. You should also consult with your committee chair.

UNIVERSITY RESOURCES FOR GRADUATE STUDENTS

- The UNCC Graduate School: <http://graduateschool.uncc.edu/>
- Official graduate catalog: <http://catalog.uncc.edu/graduate-catalogs>
- Apply to Graduate School at UNCC: <https://gradadmissions.uncc.edu>
- Financial aid for graduate students: <http://graduateschool.uncc.edu/funding>
- Office of Residency Determination: <http://resdetermination.uncc.edu/>
- Center for Graduate Life (CGL): <http://gradlife.uncc.edu/>
- Workshops at the CGL: <http://gradlife.uncc.edu/what-we-offer/workshops-seminars>
- Resources for teaching assistants: <http://gradlife.uncc.edu/teaching-assistants>
- The UNCC Department of Anthropology: <http://anthropology.uncc.edu/>
- Resources for international students: <http://isso.uncc.edu/>
- The J. Murrey Atkins Library: <http://library.uncc.edu/>
 - Plagiarism tutorial: <https://library.uncc.edu/node/194>
 - Help with citations: <http://guides.library.uncc.edu/CitationGuides>
- Anthropology databases in the library: http://guides.library.uncc.edu/database_anthropology
- Support for research ethics and compliance at UNCC: <http://research.uncc.edu/compliance-ethics>
- Writing Resource Center: <http://wrc.uncc.edu/>
- UNCC Center for Teaching and Learning: <http://teaching.uncc.edu/>
- Important forms for graduate students: <http://graduateschool.uncc.edu/current-students/forms>
- Registrar's office: <http://registrar.uncc.edu/>
- Official university calendars: <http://registrar.uncc.edu/calendar>

USEFUL LINKS OUTSIDE OF THE UNIVERSITY

- American Anthropological Association: <http://www.aaanet.org/>
 - Resources for students: <http://www.aaanet.org/resources/students/>
 - Careers in anthropology: <http://www.aaanet.org/profdev/careers/>
 - AAA Style Guide for publications:
http://www.aaanet.org/publications/style_guide.pdf
- Society for American Archaeology: <http://www.saa.org/>
- American Association of Physical Anthropologists: <http://physanth.org/>
- Society for Linguistic Anthropology: <http://linguisticanthropology.org/>
- Society for Applied Anthropology: <http://www.sfaa.net/>
 - Resources for students: <https://www.sfaa.net/resources/>

GRADUATE COURSES IN ANTHROPOLOGY (AS OF SPRING 2017)

ANTH 5090. Topics in Anthropology (3) Intensive treatment of a topic in anthropology or survey of related topics. Examples: Religion, Art, and Archaeology; Islam and Globalism.

ANTH 5120. Intercultural Communications (3) Learning to cope with cultural differences; contrasting value systems; cross-cultural communication styles; nonverbal communication; cultural relativity; culture and business; ethnocentrism; cultural shock.

ANTH 5122. Ethnographic Methods (3). This course is designed to introduce students to the methodological approaches used in ethnography and to provide a basic mastery of several key methods used in ethnographic research. This course includes a discussion of the nature of inquiry in the social sciences; the development and implementation of different kinds of research designs to investigate a range of questions; issues of sampling and informant selection; research ethics; participant observation, interviewing techniques; data management and analysis. (*Alternate years*)

ANTH 5131. Culture, Pregnancy and Birth (3) This course explores how culture shapes the experience and practice of pregnancy and birth. Some of the topics we will explore include the birthing experience, midwifery, infertility, new reproductive technologies, and surrogate motherhood. (*On demand*)

ANTH 5140. Field Biology of the Primates (3) The theory and methods utilized in the study of nonhuman primate behavior. This applied behavioral primatology course entails original research projects done at an appropriate zoological venue in North and South Carolina.

ANTH 5453. Field Project in Archaeology (1-4) Cross-listed with ANTH 4453. Prerequisite: permission of the instructor. Practical experience in archaeological techniques. Students will participate in field research on an historic or prehistoric archaeological site. Research may include field reconnaissance, excavation, mapping, systematic description and analysis of cultural material, and/or other techniques appropriate to the site and research problem. Students will supervise undergraduates under the guidance of the instructor. Course may be repeated for credit with up to 6 hours applied to the M.A. degree. (*Summer*)

ANTH 5615. Seminar in Middle East Ethnography. (3) Cross-listed with ANTH 4615. Seminar exploring both historically significant and recent ethnographies on selected topics. Examples include Israel/Palestine, Women in the Middle East, and Tribe, State, and Nation in the Middle East. May be repeated for credit as topics vary. (*On demand*)

ANTH 5622. Seminar in the Ethnography of Religion. (3) Cross-listed with ANTH 4622. Seminar exploring both historically significant and recent ethnographies on the anthropology of religion. (*On demand*)

ANTH 6010: Advanced Topics in Cultural Anthropology/Linguistics. (3) Prerequisite: Permission of the department. Intensive treatment of a topic in cultural anthropology or linguistic anthropology, depending on student needs and faculty resources. May be repeated for credit. (*On demand*).

ANTH 6040: Advanced Topics in Biological Anthropology. (3) Prerequisite: Permission of the department. Intensive treatment of a topic in biological anthropology, depending on student needs and faculty resources. May be repeated for credit. (*On demand*).

ANTH 6050: Advanced Topics in Archaeology. (3) Prerequisite: Permission of the department. Intensive treatment of a topic in archaeology, depending on student needs and faculty resources. May be repeated for credit. (*On demand*).

ANTH 6132. Culture, Health, and Aging (3) Exploration of the interaction between culture and the aging experience, with a particular emphasis on issues of health and the healthcare system.

ANTH 6400 Anthropology Practicum (3) Prerequisite: Permission of the department. Prerequisite or co-requisite: ANTH 6611. Supervised practical experience in the application of anthropological principles in an agency, organization, or facility not part of the department. Following the needs of the agency, students will conduct applied research and write a report as part of this practicum. May be repeated for credit; 6 credits may be applied to the degree program. (*Fall, Spring, Summer*).

ANTH 6401 Teaching Anthropology. (1) Methods and skills for teaching undergraduate students. Students examine and practice teaching skills and classroom procedures. Includes preparation of model teaching materials, such as syllabi, and practice teaching. (*On demand*)

ANTH 6601. History of Anthropology. (3) Development of the field of anthropology; key concepts, focusing on concepts of “race” and “culture”; debates in anthropological method and theory; implications for ethical practice in contemporary anthropology. (*Yearly*)

ANTH 6602. Seminar in Interdisciplinary Anthropology. (3) Analysis of a key issue or debate through the lens of two or more anthropological specialties. Emphasizes the holistic, inter-disciplinary nature of anthropology. May be repeated for credit as topics change. Up to 6 hours may be applied to the degree. (*Yearly*)

ANTH 6603. Theory in Social and Cultural Anthropology (3). Discussion of major works that form the theoretical foundation of contemporary social and cultural anthropology. (*Every other year*).

ANTH 6604. Issues in Archaeological Practice. (3) Exploration of current theory and practice in anthropological archaeology. Topics include: major theoretical perspectives; the relationship of theoretical choices with the formation of research problems and choice of research methods; discussion of the legal and ethical framework of contemporary archaeology; examination of the influence of multiple stakeholders on the practice of archaeology. (*Alternate years*)

ANTH 6605. Evolutionary and Biological Anthropology (3) Discussion of theories, concepts, and controversies informing biological anthropology, including evolutionary theory as applied to primate and human evolution, behavioral ecology, genetics, and modern human variation.

ANTH 6606 .Language and Culture: Foundational Issues in Linguistic Anthropology (3) Discussion of the theories, concepts, controversies, and major findings of linguistic anthropology. Includes an analysis of the difference between human and non-human communication, semiotics, language and thought, the nature of meaning, language socialization, language variation, language and power, and multilingualism, as well as linguistic change. No prior training in linguistics is assumed, presupposed, or required.

ANTH 6611. Seminar in Applied Anthropology (3) Theories, methods, and ethics of applied anthropology in medical, educational, business, and development fields. Cultural perspective on the program evaluation in community settings; culturally competent evaluations using ethnographic methods; role of anthropology in program development and evaluation at the regional, national, and international

levels. (Yearly)

ANTH 6612 Theoretical Approaches to Gender (3) Cross-listed with WGST 6602. An interdisciplinary examination of the core theories about the role of gender in identity formation and social organization. Topics covered include the feminist critique of biological essentialism; gender as a continuum; the social construction of gender; gender performativity; historical changes in gender; masculinity studies; the intersection of race, class and gender; and the economics of gender. (*Alternate years*)

ANTH 6642. Selection in Relation to Sex in Primates (3) Explores the current state of theory and empirical research on sexual selection; discussion will focus on critically evaluating the evidence that sexual selection plays an important role in the evolution and maintenance of particular aspects of morphology, behavior and social organization in nonhuman primates and humans. (*On demand*)

ANTH 6800 Directed Readings/Research (1-3) Prerequisite: Permission of the department. Study of specialized topic through individually designed reading program and scheduled conferences with a faculty member. May be repeated for credit. (*Fall, Spring, Summer*).

ANTH 6910. Thesis Tutorial. (3) Prerequisite: Permission of the Graduate Director. Independent study with a faculty advisor, to conduct research for the M.A. thesis. (*Fall, Spring, Summer*)

ANTH 6920. Master's Thesis. (3) Prerequisites: Admission to candidacy and permission of the Graduate Director. Preparation of master's thesis under the supervision of the thesis committee. May be repeated for credit up to six hours. (*Fall, Spring, Summer*)