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I. Introduction

What is Anthropology not?

Anthropology is not the study of dinosaurs (that would be paleontology).
Anthropology is not just the study of bones (although that is included in biological anthropology).
Anthropology is not just the study of ancient tools, like arrowheads (although that is included in archaeology).
Anthropology is not the study of naked primitive people (although anthropologists are interested in cultures around the world).

What is Anthropology?

Anthropology is the scientific and humanistic study of the human species. Anthropologists take a holistic and cross-cultural view of the species, integrating biological, historical, and cultural perspectives. One American anthropologist, Prof. Conrad Kottak, says that anthropology “is the exploration of human diversity in time and space. Anthropology confronts basic questions of human existence: how we originated, how we have changed, and how we are still changing.”

The broad variety of anthropologists are often described as members of four major subfields, with a variety of interests:

- **Biological anthropology**
  - Human origins and biological evolution; human genetics and adaptation; our primate relatives, including monkeys and apes
- **Cultural anthropology**
  - Cross-cultural study of patterns of social, political, economic, and religious organization within human communities; human adaptation to natural and social environment; globalization; culture change
- **Linguistic anthropology**
  - Origins and development of human language; inter-relationships of language and social and cultural values; language learning; bilingualism; primate communication;
- **Archaeology**
  - Behavior patterns of past human communities; technology; subsistence patterns; settlement patterns; past economic, political, and religious life

Until World War II, almost all anthropologists worked in universities or museums. Since the 1950s, however, the field of *applied anthropology* has grown dramatically. Applied anthropologists - who may be cultural, biological, linguistic or archaeological anthropologists - use anthropological knowledge and methods to solve modern social problems. Applied anthropologists may work in schools, health care organizations, international development agencies, corporations, government agencies, non-profit foundations, and elsewhere.
II. Anthropology at UNC Charlotte

Where are we?
The Department of Anthropology at UNC Charlotte is located on the second floor of the Barnard building, in the Denny complex. Please enter through Barnard 225A. The chairperson of the department is Dr. Steven Falconer. The Director of Undergraduate Studies is Dr. Catherine Fuentes.

Contact the department:

<table>
<thead>
<tr>
<th>Contact Information</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Main phone number</td>
<td>704-687-5090</td>
</tr>
<tr>
<td>Department fax</td>
<td>704-687-1678</td>
</tr>
<tr>
<td>Department web page</td>
<td><a href="http://anthropology.uncc.edu/">http://anthropology.uncc.edu/</a></td>
</tr>
</tbody>
</table>

The Department of Anthropology Program also has several teaching spaces on the 4th floor of the Fretwell Building, close to archaeological and biological collections of artifacts, tools, skeletons, videos, etc.

Faculty

Contact information for all the faculty follows the brief introductions below.

Full-time anthropology faculty

Dr. Elise Berman (Assistant Professor) holds a Ph.D. from the University of Chicago. She is a linguistic anthropologist who joined our faculty in 2012. Dr. Berman is interested in childhood, the use of language for negotiation and deception, and intercultural communication. She has conducted fieldwork in Central America and in the Marshall Islands in the Pacific.
Dr. Diane Brockman (Associate Professor) holds a Ph.D. from Yale University. She came to UNC Charlotte in 2004. She is a biological anthropologist with a specialization in primatology. She studies lemurs on the island of Madagascar and monkeys in Vietnam. Before her career in anthropology, Dr. Brockman was a curator of mammals at the San Diego Zoo; she continues her interest in conservation of primates and their habitats.

Dr. Steven Falconer (Professor and Chair) holds a Ph.D. from the University of Arizona. He taught for many years at Arizona State University and served as department chair of the Department of Archaeology at Latrobe University in Melbourne, Australia. He is an archaeologist with specialist in the eastern Mediterranean (Jordan and Cyprus) and interests in Bronze Age urbanism, environmental change, and landscape.

Dr. Catherine Mitchell Fuentes (Lecturer) holds a Ph.D. from the University of Connecticut and began teaching at UNC Charlotte in Fall 2007. She specializes in medical anthropology, and conducts research on domestic violence. She has served on the Governor’s Crime Commission.

Dr. Peta Katz is a cultural anthropologist specializing in Africa and in gender. She completed her Ph.D. at Yale University in 2003.
Dr. Janet Levy (Professor) is an archaeologist who came to UNC Charlotte in 1980. She holds a Ph.D. from Washington University - St. Louis and specializes in the prehistory of western Europe and the southeastern United States. She is interested in gender in prehistory, chiefdoms, metallurgy, and ethics in archaeology and anthropology. Dr. Levy served as chairperson of the department during 2007-2014.

Dr. Jonathan Marks (Professor) is a biological anthropologist who holds a Ph.D. from University of Arizona. He came to UNC Charlotte in 2000. Dr. Marks specializes in human genetics, bioethics, and the study of race. Before coming to Charlotte, he conducted intensive laboratory research into human and primate DNA. More recently, he has focused on the history of anthropological and evolutionary theory and critical studies of genetic research.

Dr. Dennis Ogburn (Associate Professor) is an archaeologist with a Ph.D. from the University of California at Santa Barbara. He began teaching at UNC Charlotte in 2007. Dr. Ogburn specializes in the last prehistoric and early historic cultures of the Andes region of South America. He uses GIS and remote sensing in his research.

Dr. Nicole Peterson (Assistant Professor) is a cultural anthropologist with a Ph.D. from the University of California at San Diego. She began teaching at UNC Charlotte in 2010. Dr. Peterson is an environmental anthropologist with research interests in Mexico and in Africa. She has worked with fisheries and agriculture, and is interested in the impacts of climate change and political choices on humans and their environments.
**Dr. Gregory Starrett** (Professor) is a cultural anthropologist who holds a Ph.D. from Stanford University. He came to UNC Charlotte in 1992. Dr. Starrett specializes in anthropology of religion and anthropological theory, and focuses on the Islamic world. He has conducted research in Egypt, as well as among Muslim communities in Charlotte.

**Dr. Coral Wayland** (Associate Professor) is a cultural anthropologist who specializes in medical anthropology and gender studies. She came to UNC Charlotte in 1998 after earning a Ph.D. at the University of Pittsburgh. In addition to medical anthropology, Dr. Wayland specializes in the anthropology of gender and of food, and has conducted research in Brazil. She has been the Director of the interdisciplinary program in Women’s and Gender Studies.

Part-time faculty and other affiliated faculty

**Ms. Christina Brooks** is a bioarchaeologist and forensic anthropologist who holds an M.A. from the University of Tennessee and is working on a Ph.D. at the University of South Carolina.

**Dr. Joyce Dalsheim** (Assistant Professor) holds a Ph.D. in cultural anthropology from the New School University. She began teaching at UNC Charlotte in 2006. Her research focuses on Israel and nearby areas, gender, nationalism and identity. Her primary appointment is with the Dept. of Global, International, and Area Studies, and she also teaches in Anthropology.
Dr. Andrea Freidus is an applied and cultural anthropologist with interests in medical anthropology, childhood, globalization, and development. She earned a Ph.D. from Michigan State University in 2011, and has conducted research in Central America and in Africa.

Dr. Garth Green (Lecturer) is a cultural anthropologist with a Ph.D. from the New School University. He began full-time teaching at UNC Charlotte in 2004. He holds a primary appointment in the Department of Global, International, and Area Studies, and also teaches for Anthropology. He is interested in ethnicity, nationalism, and globalism, and has conducted research in the Caribbean.

Dr. Charles Houck taught part-time at UNC Charlotte for eight years before becoming a Lecturer in International Studies in 2008. He is an archaeologist specializing in Mayan cultures of Mesoamerica. He completed his Ph.D. at Tulane University in 2004.

Dr. Donna Lanclos is a cultural anthropologist and folklore specialist. Her Ph.D. is from the University of California at Berkeley. She teaches about the anthropology of childhood and education and has conducted research in Northern Ireland. Her current research is focused on student and faculty utilization of information resources and technology.
Dr. Alan May has taught part-time at UNC Charlotte for more than 15 years. He is an archaeologist specializing in the southeastern United States and focuses on both prehistoric and historic archaeology. His Ph.D. is from University of Missouri.

Ms. Heather Mode is a bioarchaeologist who earned an M.A. at Florida State University.

Jeremy Vanier has taught part-time at UNC Charlotte since the Fall of 2012. He holds a B.A. in Anthropology from UNC Charlotte and an M.A. in Anthropology from the University of South Carolina; he is working on his doctorate. He is an archaeologist specializing in the later prehistory of the southeastern U.S.
Contacting the faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Office-Barnard Building (unless noted)</th>
<th>Phone Number</th>
<th>E-mail</th>
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<tbody>
<tr>
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<td>249</td>
<td>704-687-5099</td>
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<td>Shenk, Dena</td>
<td>222</td>
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<td>Wayland, Coral</td>
<td>220</td>
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</tr>
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The Anthropology Major

There are two variations of the Anthropology Major: (a) general anthropology and (b) concentration in applied anthropology. Students may declare either version, and may change from one to the other. To graduate as an anthropology major from UNC Charlotte, you must complete several sets of requirements, either through courses taken at UNCC, by approved transfer courses, or by qualifying through appropriate placement tests:

- 11 anthropology courses (34 hours)
  - 5 core courses
  - 6 electives
- 18 credit hours of related work (a second major or a minor or a set of coordinated courses)
- Foreign Language requirements
- General Education courses
- 120 total academic credits and a GPA of at least 2.00 overall and in anthropology

These requirements are discussed in more detail in the following section.
Required Anthropology Courses for **GENERAL ANTHROPOLOGY**

<table>
<thead>
<tr>
<th>Core Courses</th>
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<tbody>
<tr>
<td>ANTH 1101: Introduction to Anthropology</td>
<td>Fall, Spring, Summer; offered at night at least once per year; offered on-line during summer.</td>
</tr>
<tr>
<td>ANTH 2141: Introduction to Biological Anthropology, plus required lab</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>ANTH 2151: General Archaeology</td>
<td>Always Fall; intermittently in Spring</td>
</tr>
<tr>
<td>ANTH 3101: Foundations of Anthropological Theory</td>
<td>Fall, Spring (prerequisite for 4601)*</td>
</tr>
<tr>
<td>ANTH 4601: Seminar in General Anthropology (“Senior Seminar”)</td>
<td>Fall, Spring (must take 3101 first)*</td>
</tr>
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</table>

*This is important information; be aware of the scheduling of these courses. There will be no exceptions.

<table>
<thead>
<tr>
<th>Electives</th>
<th>When offered</th>
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<tr>
<td>At least two electives in cultural anthropology or linguistic anthropology (includes 2010, 2114, 2115, 2116, 2117, 2122, 2123, 2125, 2161, 3111, 3112, 3122, 3124, 3132, 4120, 4122, 4622, and others)</td>
<td>Varies; at least three are offered in fall and spring semesters; one or two are offered during the summer; consult with your advisor</td>
</tr>
<tr>
<td>Four other electives in any field of anthropology (any of the numbers shown above or any other non-core course, such as 2142, 2143, 2152, 3090, 3144, 3152, 3157, 4090, etc.)</td>
<td>Varies; electives are offered in fall and spring, occasionally at night and during the summer</td>
</tr>
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Note: Currently, it is not possible to complete an anthropology major by taking courses only at night.

Next page for Concentration in Applied Anthropology.
### Required Anthropology Courses for the concentration in APPLIED ANTHROPOLOGY

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>When offered</th>
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<tbody>
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<td>ANTH 1101: Introduction to Anthropology</td>
<td>Fall, Spring, Summer; offered at night at least once per year; on-line in summer.</td>
</tr>
<tr>
<td>ANTH 2141: Introduction to Biological Anthropology, plus required lab</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>ANTH 2151: General Archaeology</td>
<td>Always in Fall; intermittently in Spring</td>
</tr>
<tr>
<td>ANTH 3101: Foundations of Anthropological Theory</td>
<td>Fall, Spring (prerequisite for 4601)*</td>
</tr>
<tr>
<td>ANTH 4601: Seminar in General Anthropology (Senior Seminar)</td>
<td>Fall, Spring (must take 3101 first)*</td>
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*This is important information; be aware of the scheduling of these courses. There will be no exceptions.

### Other Required Courses

<table>
<thead>
<tr>
<th>Other Required Courses</th>
<th>When offered</th>
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<tbody>
<tr>
<td>ANTH 4111: Applied Anthropology</td>
<td>once per year, usually Spring</td>
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<tr>
<td>ANTH 4480: Internship in Anthropology</td>
<td>All semesters</td>
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<tr>
<td>At least one methods course from the following:</td>
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<tr>
<td>ANTH 4141: Forensic Anthropology</td>
<td>Intermittent</td>
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<tr>
<td>ANTH 4453: Archaeology Field Project</td>
<td>Alternate summers</td>
</tr>
<tr>
<td>ANTH 4122: Ethnographic Methods</td>
<td>Annually</td>
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<tr>
<td>ANTH 4140: Primate Field Biology</td>
<td>Intermittent</td>
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<td>Or a substitute approved in advance</td>
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### Electives

<table>
<thead>
<tr>
<th>Electives</th>
<th>When offered</th>
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</thead>
<tbody>
<tr>
<td>At least three electives from any field of anthropology.</td>
<td>Varies; at least four are offered in fall and spring semesters; consult with your advisor</td>
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### Related Work

Each anthropology major must complete 18 credit hours (usually six courses) of work that complement and supplement the major courses.

For students in general anthropology, related work may be satisfied by completing: (a) a second major; (b) a minor; or (c) a set of coordinated courses from different departments that complement the major. For example, an anthropology student particularly interested in biological anthropology might complete a minor in Biology for her or his related work. Or, a student particularly interested in the anthropology of religion might complete a second major in Religious Studies. Other second majors that anthropology students have pursued include: History, Psychology, Criminal Justice, Earth Science, Sociology, International Studies, and Philosophy. Some minors completed by anthropology students include the fields just cited, as well as Women’s and Gender Studies, American Studies, and Art. Anthropology is diverse enough that it can coordinate with a wide variety of second majors and minors.

Alternatively, you may create an individualized plan for related work by choosing a set of coordinated courses from several departments. For example, if you are especially interested in Africa, your related work might consist of a course on African history from the Dept. of History, a course on African art from the Department of Art, a course on African politics from the Dept. of Political Science, and so forth.
Students in the applied anthropology concentration must structure their related work as a set of coordinated courses, as follows:

- One course in quantitative methods (STAT 1221 or 1222, SOCY 4146, or another approved course).
- One course in communication skills (ENGL 2116 or COMM 1101 or another approved course); you will need a permit to enroll for one of these courses, so you should consult with your advisor.
- One course in a technical skill, such advanced computer skills, advanced language skills, GIS, etc. (e.g., ESCI 4170, GEOG 2100, GEOG 2103, ITCS 1212, IT IS 1210, BIOL 1273, or another approved course)
- Three courses in an interdisciplinary skill set: courses outside of anthropology which focus on a specific topic (e.g., health, public policy, Latin America, etc.)

Foreign Language Requirement
The faculty encourage all majors to study as much foreign language as possible. At a minimum, all anthropology majors must satisfy one of the following requirements:

- Competence through the first semester at the 2000-level (2050 or 2201) in a language written in the Roman alphabet (French, German, Spanish, Italian, etc.)
- Competence through the 1202-level in a language written in another system (Russian, Japanese, etc.)

You may satisfy this requirement either by taking language courses or by passing a placement test at the appropriate level. The Department of Foreign Languages offers placement tests in French, German, Italian, Latin, or Spanish. Students for whom English is a second language should consult with an advisor about this requirement. If you have a waiver for foreign language through Disability Services, please consult with your advisor.

General Education
All students at UNC Charlotte must complete a set of general education courses. There are ways to coordinate your general education courses with your major. You can get more information about these requirements at: [http://ucol.uncc.edu/gened/](http://ucol.uncc.edu/gened/).

- Fundamental Skills
  - UWRT 1101
  - UWRT 1102
    - Note: UWRT 1103 will satisfy this requirement; students must receive permission from the Dept. of English to take this accelerated course.
    - Two math courses, or one math course and PHIL 2105 (deductive logic), or one math course and one statistics course
- Inquiry in the Sciences
  - One natural science course with a lab (ANTH 2141; BIOL 1110, 1115; CHEM 1111, 1112; ESCI 1101; GEOL 1200, 1210; PHYS 1101, 1102, 1130)
  - One natural science course with or without a lab
  - One social science course (ANTH 1101; GEOG 1105; ECON 1101, 2101; POLS 1110; SOCY 1101)
- Themes in Liberal Studies
  - One course on the Arts and Society (chosen from LBST 1101, 1102, 1103, 1104, or 1105)
- One course on the western tradition (LBST 2101)
- One course on global understanding (LBST 2102)
- One course chosen from LBST 2211 (Ethical Issues); LBST 2212 (Literature and Culture); LBST 2213 (Science and Society); LBST 2214 (Health and Quality of Life); or LBST 2215 (Citizenship)

### Communication
- Foreign language requirements as discussed above
- One course with an oral communication component (labeled “O”)
- Two writing-intensive courses, at least one of which must be in anthropology (labeled “W”)

## How can you adapt General Education requirements to your major?
Individual courses may satisfy both general education requirements and major requirements; in addition, general education courses can also provide you with skills that are important to the major. Therefore, Anthropology students have several options for effectively linking their general education courses to their major:

### Fundamental Skills
- A Statistics course will satisfy both General Education and certain Anthropology requirements. Statistics is required for anthropology students in the applied anthropology concentration and is recommended for any anthropology student who is considering attending graduate school; it is also a good choice for studentsgoing into the working world after graduation. If you are interested in biological anthropology, you may want to take STAT 1221, Statistics with focus on Sciences. Other anthropology students may prefer STAT 1222, Statistics with focus on Social Sciences.

### Inquiry in the Sciences
- You will have to take ANTH 2141, plus the lab, as part of the major; this will satisfy your requirement to take a natural science with a lab. Your second science should coordinate with your interests: e.g., BIOL 1110 for biological anthropologists; ESCI 1101 or GEOL 1200 for archaeologists, etc. We recommend that you take the lab with the second science as well.
- You will have to take ANTH 1101 as part of the major; this satisfies the social science requirement. However, we recommend that you take at least one other social science as well.

### Themes in Liberal Studies
- Different liberal studies courses are offered each semester. If you look at the list of courses offered in a particular semester, you will see that each course has an indication of what field the instructor comes from. For example: LBST 2101-HIST will be taught by someone from the Dept. of History, while LBST 2101-PHIL will be taught by someone from the Dept. of Philosophy. You can choose your required LBST courses from areas of study that especially interest you.

### Communication
- The required senior seminar in anthropology, ANTH 4601, is both a writing-intensive and an oral communication course which will satisfy parts of this general education requirement. You can then choose another writing course, either from anthropology or another field to complement your interests.

## Some additional information for Anthropology majors

### Academic advising
All anthropology majors will have an advisor in the department. If you are new to the anthropology program, you will be assigned an advisor by the Dept. You can find out who your advisor is by checking through 49er Express. You can continue with the assigned advisor or, later, choose a different advisor. If you have had a
course with one of the faculty whom you find congenial, you can ask that person to be your advisor. You may choose an advisor whose interests are closest to your special interests in anthropology; check the faculty listing above. The chair of the department will also advise any students who need it.

You should make an appointment via Niner Advisor (start from 49er Express: https://49erexpress.uncc.edu/cp/home/displaylogin) when you need to see an advisor. Be sure to bring any relevant forms or other paperwork with you.

For general university advising information, go to: http://www.advising.uncc.edu/. You will also find instructions about how to identify your advisor at: http://advising.uncc.edu/students/my-advisor.

Experiential and other special courses

The Anthropology program offers several hands-on, experiential courses. These are recommended for all majors, but especially for those considering applying to graduate school. Certain of these courses satisfy one of the requirements for the applied anthropology concentration. Experiential courses allow you to actually practice some anthropological skills and apply anthropological knowledge. These experiential courses are also good preparation for employment. Brief descriptions follow below. The university also has other internship opportunities, which are discussed on the Career Center site: http://career.uncc.edu/.

- **ANTH 4480 - Internship**
  - Internships are semester-long experiences at an organization or agency outside of the university. The student, the student’s advisor, and a mentor from the organization together develop a contract which outlines the responsibilities of the student. In addition to practical work at the organization or agency, the student completes some scholarly reading related to the experience and produces a written summation of the experience. The guidelines and requirements for the internship can be found in the Appendix. In recent years, anthropology students have conducted internships at the Schiele Museum of Natural History, Charlotte Museum of History, International House of Charlotte, Charlotte-Mecklenburg Police Dept., and Catholic Social Services. An internship is required for the concentration in applied anthropology.

- **ANTH 4482 - Teaching Internship in Anthropology**
  - During a teaching internship, the student is assigned to a faculty member teaching ANTH 1101. The intern assists the faculty member with this course, providing study sessions for the students, helping with exams, and giving a lecture to the class. The guidelines and requirements for the teaching internship can be found in the Appendix. This is good preparation for responsibilities in graduate school.

- **ANTH 3895 - Directed Individual Study**
  - The DIS is an opportunity for a student to study a topic that is not covered in a regular course. The student makes a written agreement with a faculty mentor to explore a particular topic and complete certain reading and writing assignments. A DIS may be taken for 1, 2, or 3 credits, and
the size of the project will vary with the credit hours. To earn 3 credit hours with a DIS, a student must complete tasks that take at least 90 hours. You may not take a DIS in a topic for which there is a regularly scheduled course. Your GPA must be at least 3.0 for you to take a DIS. For more information, see the DIS application form in the Appendix.

- ANTH 4122 - Ethnographic Methods
  - Offered during fall or spring, this course introduces skills in interviewing, conducting surveys, and analyzing qualitative data.
- ANTH 4140 - Primate Field Biology
  - Offered during Summer School, this course provides experience in observation of living primates and analysis of observational data.
- ANTH 4453 - Field Project in Archaeology
  - Offered during summer school, this course allows students to experience an archaeological excavation at a local prehistoric or historic site.

Honors in Anthropology
Excellent students may earn departmental honors by achieving a GPA of 3.2 overall and 3.5 in anthropology, and completing several other requirements. The full requirements for the honors program are shown in the Appendix. If you are interested in earning honors in anthropology, consult your advisor by the first semester of your junior year. There is also more information on the web site of the Honors College: http://honorscollege.uncc.edu/.

Study abroad
Study abroad is advantageous for all students, but we especially recommend it for anthropology majors. We hope that all majors can participate in study abroad if at all possible. UNC Charlotte’s Office of International Programs supports extensive study abroad options, for one or two semesters or for the summer. The OIP works to make study abroad financially feasible for as many students as possible. Consult their web page at: http://www.edabroad.uncc.edu/.

Minor in Anthropology/Minor in Applied Anthropology
Some students may wish to study anthropology in a systematic way without completing a major. Another option is the minor in anthropology. There is the opportunity to complete a minor in general anthropology or a minor in applied anthropology.

The minor in general anthropology consists of six courses, which must be completed with at least a 2.00 GPA:
- ANTH 1101 - Introduction to Anthropology
- At least one course in biological anthropology (2141, 2142, 3145, and others)
- At least one course in archaeology (2151, 2152, 3152, 3157, and others)
- At least one course in cultural anthropology (numerous courses)
- Two other courses in any area of anthropology

The minor in applied anthropology consists of six courses, which must be completed with at least a 2.00 GPA:
- ANTH 1101 - Introduction to Anthropology
- ANTH 3111 - Applied Anthropology
At least one course in anthropological methods (e.g., ANTH 4453, ANTH 4140, ANTH 4122, ANTH 4140)
Three other courses in any area of anthropology

Special information for transfer students
There are many transfer students in the Anthropology major, including numerous returning, non-traditional students. Transfer students need to focus attention on their transfer credits and the scheduling of the courses in their major.

- You must complete at least the last 30 credits of your degree and the last 12 credits of your major on campus to graduate from UNC Charlotte.
- After you are admitted to UNC Charlotte, you should receive an evaluated transcript from every previous college or university for which you submitted documentation.
  - Only courses in which you made a C or better will transfer.
  - Only courses judged “academic” (and not “vocational”) will transfer.
  - If you believe that you are missing some transfer credits, you should consult the Office of Admissions as soon as possible. Bring documentation of your claim.
  - If certain courses have transferred as general electives, but you believe that they qualify to transfer as specific UNCC courses, you should prepare a “Substitution and Waiver” form to have this changed. Consult with your advisor about this. Be sure to bring documentation, such as course syllabi or descriptions, from your former institution.
- If you have taken Introduction to Cultural Anthropology at a previous institution, we recommend that you take our ANTH 1101, Introduction to Anthropology, because it is a more general course. However, if you transfer into UNCC with credit for courses in cultural and biological anthropology and archaeology, you may request that 1101 be waived. You will still need to complete 11 courses in anthropology; consult your advisor.
- It is very important that you pay attention to scheduling of the core courses, ANTH 3101 and ANTH 4601. You must take 3101 before taking 4601. You should take ANTH 4601 as close to the end of your degree program as possible (usually your next-to-last or last semester). You should have completed at least 8 anthropology courses before taking 4601: it is meant to be a “capstone” course.
- Students may transfer up to 64 credits from 2-year institutions (e.g., community colleges). If you start at a 4-year college, then transfer to a 2-year school, and then return to UNC Charlotte, all of your credits will be considered as if from a 2-year school. Be sure to consult carefully with your advisor on how many credits you have transferred.
- You cannot earn credit for the same course twice. So, you must be very alert not to take a course at UNCC that you already have credit for from a previous institution.

III. Student Life in Anthropology

Student listserve
The Department maintains an e-mail listserve of all majors and minors in anthropology. We share information about speakers, deadlines, special opportunities, and other information this way.
Student organizations

There are two student organizations for anthropology majors: the Anthropology Club and the local chapter of the national honorary society in anthropology, Lambda Alpha.

Anthropology Club
The Anthropology Club meets about once a month through the fall and spring semesters. The club sponsors lectures, discussion groups on topics such as applying to graduate school or looking for a job, potluck dinners, and field trips. All students at UNC Charlotte are welcome to join. There are no dues, but collections are occasionally made for special projects. Each fall, officers for the club are elected; all anthropology majors and minors are eligible to hold office in the club. We are always looking for enthusiastic people to be officers. Look for notices of the first meeting on bulletin boards around the department and through the listserv. The Anthropology Club also has a Facebook page: https://www.facebook.com/groups/unccanthclub/?bookmark_t=group.

Lambda Alpha
Lambda Alpha is the national honorary society in anthropology (http://www.lambdaalpha.com/). UNC Charlotte initiated its chapter in 2000. New members are installed at the departmental awards ceremony each spring; there is a one-time fee of $25 for life membership. In late January or early February, look for notices on the bulletin boards of the department about the requirements for applying to Lambda Alpha. At UNCC, Lambda Alpha’s activities are held together with the Anthropology Club.
Some important campus resources

These resources are for all students, and they are all run by good people. You should use these resources when a problem first appears and not wait until it becomes a crisis.

Writing Resources Center: [http://wrc.uncc.edu/](http://wrc.uncc.edu/)
Found on the ground floor of the Cameron Building and in the Library, the WRC provides one-on-one assistance with writing. The WRC is open to all UNC Charlotte students. You need to make an appointment. You can also find reference books and reference material on the web.

Learning Center
The University Center for Academic Excellence (formerly the University Learning Center) is found in the Colvard Building. It provides study groups and workshops on test-taking, note-taking, study skills, time management, etc. It is open to all students. It also provides on-line resources. Find the UCAE at: [http://ucae.uncc.edu/](http://ucae.uncc.edu/).

Disability Services
The office of Disability Services is found on the 2nd floor of the Fretwell Building. It is open to any student with a documented disability, and will advise you on necessary documentation. DS can help you with accessibility, note-taking, test-taking, and other issues. Find it at: [http://www.ds.uncc.edu/](http://www.ds.uncc.edu/).

Counseling Center
The Counseling Center is found at 158 Atkins Building, and is entered from a door at the east end of the building opposite the Belk Tower. The Center offers personal psychological counseling, career and life planning, and workshops on various topics. All individual counseling is confidential. Find a description of the center at: [http://www.counselingcenter.uncc.edu/](http://www.counselingcenter.uncc.edu/).

Office of Adult Students and Evening Services (OASES)
Located in 106 Barnard, this office provides services to non-traditional age students who are starting or returning to university education. It is open until 7 p.m., Monday through Thursday. You can find more information at: [http://oases.uncc.edu/](http://oases.uncc.edu/).

Multicultural Academic Services
Located in Suite 2400 in Colvard North, this office’s main mission is to support the success of minority students with tutoring, mentoring, and other services. You can find out more at: [http://mas.uncc.edu/](http://mas.uncc.edu/).

University Career Center
Located in the Atkins Building (the low building beside the Library), the Career Center’s mission is to assist students in career planning and decision making, as well as experiential learning and linking academics and careers. You can find out more at: [http://career.uncc.edu/](http://career.uncc.edu/).
University Advising Center
If you are considering changing majors (into or out of Anthropology) or need general advising assistance, there are several resources on campus in addition to your advisor in Anthropology. Check out: http://www.advising.uncc.edu/.

Veteran Student Services Office
This office is located in Barnard 103. It provides services to veterans, including processing GI Bill benefits and providing assistance and guidance to vets and their families. http://unccdso.orgsync.com/org/veteranstudentservices.

Other Useful Contacts
General Education requirements: www.ucol.uncc.edu/gened
Undergraduate catalogs: http://catalog.uncc.edu/undergraduate-catalogs/current
Final exam schedule: http://registrar.uncc.edu/calendar-and-exam-schedules/exam-schedules
Registrar’s office: http://registrar.uncc.edu/students
Academic calendar: http://registrar.uncc.edu/calendars/calendar.htm

Faculty expectations
We are pleased that you have decided to become an anthropology major. One of the advantages of the anthropology program at UNC Charlotte is that it is big enough to have some diversity, but small enough that faculty and students can get to know each other on a personal basis. The faculty have a variety of expectations for students that are meant to strengthen the educational experience for all concerned.

Our most important expectation is that you take responsibility for your own education. This means we expect you to act like an adult, keep track of university deadlines and requirements, and participate actively in classes. More specifically, we expect you to:

- Be on time for classes, assignments, and appointments. Take exams at the scheduled time.
- Keep track of necessary deadlines and documents (such as transcripts, syllabi, academic petitions, permissions, etc.).
- Remember whom you talk to about a problem, so we can go back to the right person if necessary. Keep documentation. Always write down the name of the person who gives you advice or answer to a question.
- Be prepared for classes, meetings with advisors, and other appointments.
  - Complete scheduled reading.
  - Finish assignments by the due date.
  - Prepare for class discussion whenever scheduled or expected.
  - Plan for enough time on each assignment that you can do your best work.
- Treat students, university staff, and faculty respectfully both in and out of class.
- Think about class material, in readings, lectures, and discussions. Evaluate material respectfully but critically, and with an open mind.
- “Go the extra mile”: that is, don’t do the minimum. It’s your education: make it the best you can.
Make hard decisions about balancing your school life and work life: you may have to take fewer courses per semester if your work hours expand.

No whining!

You are also expected to be familiar with and abide by the UNCC Code of Student Academic Integrity and the UNCC Code of Student Responsibility. The complete codes are available on the Web at http://legal.uncc.edu/chapter-400. The Code of Student Academic integrity forbids: cheating, fabrication and falsification, plagiarism, multiple submissions, and complicity in academic dishonesty. See below in section V for more information.

IV. Life after your B.A.

What do you say to your parents/children/spouse/partner?

Students often come to an anthropology major after having tried one or more other majors. Frequently, students have started out in majors that are considered more practical, such as accounting or engineering. Often, parents are resistant to the idea of an anthropology major, and students face the worried question: “But what can you do with an anthropology major?” This is what we tell parents who ask that and related questions:

First, the main goal of undergraduate education is to help develop an educated person who is able to read, write, and speak clearly, gather and analyze information effectively, and participate in civic and work life with a critical intelligence. Anthropology is an excellent course of study for these goals. Second, and more specifically, anthropology helps prepare students for a variety of professions. It is true that you will not open the local newspaper and see a help wanted ad for “Anthropologist.” But the skills and information that you gain in anthropology can be relevant to jobs in education, health care, business, human resources, law enforcement, etc. You can sell yourself in these fields as possessing important relevant skills. In an increasingly complex and globalized world, anthropology provides students with skills that will be important in a variety of jobs: ability to gather and analyze data; sensitivity to and understanding of cultural diversity; understanding of complex interconnections of human social and biological patterns; social and cultural flexibility. Anthropology students are well prepared to “think globally, act locally,” a strategy which is likely to be essential in the future. Finally, it is our experience that students achieve best when they are studying a topic they are interested in; good grades will assist in any job search.

The US Bureau of Labor Statistics reports expectations that employment would grow in anthropology and archaeology. The report says:

“Overall employment of anthropologists and archaeologists, geographers and historians is expected to grow by 22 percent from 2008 to 2018, which is much faster than the average for all occupations. Anthropologists and archaeologists, the largest specialty is expected to grow by 28 percent, drive by growth in the management, scientific, and technical consulting services industry” (from the Bureau of Labor Statistics, Occupational Outlook Handbook, 2010-11 Edition).

Refer to the next section to see the jobs of actual UNC Charlotte graduates in anthropology.
UNC Charlotte graduates in anthropology

Below is a listing of some of the anthropology graduates from UNCC over the last 20 years.

Currently or recently in graduate school
- Chris Leclere, 2012 - completing an MA in visual anthropology at the University of Manchester, England
- Robert Benitez, 2012 - in grad school in biological anthropology at Univ. of Hawaii
- Steven Montgomery, 2011 - UNC Charlotte for a degree in religious studies
- Samantha Karout, 2011 - UNC Charlotte grad student in anthropology
- Aaron Kampe, 2010 - just completed a M.S. in Biology at UNC Charlotte
- Gregory Villarosa, 2010 - University of Kentucky
- Monika Goad Teixeira, 2009 - University of Kansas
- Kerby Price, 2008 - University of North Texas
- Sue Denham, 2008 - counseling, North Carolina State University
- Chimere Becote, 2007 - American University
- Stephen Nix, 2007 - medical school, Tulane University
- Jeremy Vanier, 2007 - University of South Carolina
- Kelley Clayton, 2006 - social work, Bryn Mawr College
- Adria Focht, 2005 - East Carolina University
- Katherine Blackwelder, 2005 - Louisiana State University

Working in education, museums, and related fields
- Brandie McDonald, 2012, is a staff member of the Heritage Center on the Pine Ridge Indian Reservation in South Dakota
- James Comeaux, BA 2006, MA 2013, taught English in China, and now teaches Anthropology at Central Piedmont Community College
- Karla Evans, 2005, taught at the Charlotte Islamic School.
- Meredith Hovis, 2002, teaches in the Gaston County schools.
- Bonnie Stroupe Warner, 2002, taught in public school in Virginia, and has now returned to graduate school.
- Catherine Meegan, 1998, completed a Ph.D. from Arizona State University and is a dean at Chipola College in Florida.
- Jeff Pruett, 1998, was the education coordinator for York County, SC, Heritage and Culture Commission for several years.
- Cathy Grybush, 1994, worked for the Levine Museum of the New South in Charlotte.
- Scott Wilson, 1994, earned a Ph.D. in anthropology and teaches at California State University at Long Beach.
- Bryan McCuller, 1983, earned an M.A in anthropology and another one in special education, and teaches in Las Cruces, NM.

Working in law enforcement, health care, and social services
- Rebecca Wey, 2008, works for the Latin American Coalition.
- Joyce Rentschler, 2002, is a nurse in Union County.
- Cricket Price, 2002, worked as a crime scene analyst with Charlotte-Mecklenburg Police
- Kristie Pressley, 2001, was a cultural analyst with Mecklenburg County Probation and Parole and now works in social services.
- Jon Polly, 2001, is a Charlotte-Mecklenburg police officer.
- Carrie Robb, 1998, earned an M.A. from Arizona State University and a certificate in radiology, and is a radiology technician in Pennsylvania.
- Christie Williams, 1985, is also a Charlotte-Mecklenburg police officer.
Working in archaeology

- Miranda Porcenaluk, 2011, works for the U.S. Forest Service.
- Amy Roberson, 2005, works in cultural resource management in the Carolinas.
- Wes James, 1996, worked in archaeology in Illinois for several years.
- Ramie Gougeon, 1994, earned a Ph.D. from the University of Georgia and works in cultural resource management in Florida for Panamerican Associates.
- Debbie Keene, 1992, also earned a doctorate from the Univ. of Georgia, and works for the South Carolina Institute of Archaeology and Anthropology.
- Elizabeth Monroe, 1990, earned a Ph.D. from Washington University and is working in cultural resource management in Virginia.
- Tom Carr, 1990, earned an M.A. at the University of Colorado and is an archaeologist for the Colorado Historical Society and an independent photographer and film-maker.
- Lori Smith, 1987, earned an M.A. at New Mexico State University and owns an archaeological research firm in New Mexico.

Working in other fields

- Kelley Clayton, 2006, owns her own photography business and started a graduate degree in social work in 2010.
- Karen Dizio, 2004, earned an M.A. from East Caroline Univ., and is now an analyst for Family Dollar stores and an instructor at Central Piedmont Community College.
- Dan Fales, 2001, is a member of the U.S. Army.
- Laura Persinger, 1995, is a regional manager with McDonalds.
- Richard DeWitt, 1994, is a drug abuse counselor and medical anthropologist.
- Harriet Smith, 1983, recently retired as a special projects manager at Wachovia Bank.

Are you interested in attending graduate school?

If you are interested in attending graduate school in anthropology or another field, you should be aware that graduate school is very different from undergraduate programs. In graduate school, there is virtually no hand-holding by the faculty: you must learn independently. Almost all courses are seminars with intensive reading lists, expectations for all students to participate in discussion in a thoughtful manner, and requirements for independent research. All courses are “writing-intensive.” To earn a M.A. in anthropology takes between 2 and 4 years, while to earn a Ph.D. takes between 6 and 8 years, and sometimes longer.
Many undergraduate students think they want to become professors, but they usually do not understand either the time it takes to get the appropriate credentials, nor all the responsibilities of the job, nor the difficulties of the job market. So, if you decide to go forward toward a Ph.D., be sure that you are doing it because you love anthropology. If you decide on an M.A., you will probably focus on employment outside of the academy in applied anthropology. Check out further information in the section below, “Useful Resources on Careers in Anthropology.”

To be successful in applying for graduate school, you will need to have a GPA over 3.0, good scores on the GRE exams, good letters of reference, and a focused and well-written personal statement. For some programs, your credentials must be significantly higher than those outlined above. You will have to convince the admissions committees that you (a) already have the academic skills to be successful in graduate education; (b) have a focused and well thought-out interest in one specific area of anthropology; and (c) have interests that fit well with the faculty of the particular graduate program.

Therefore, you need to investigate graduate programs before applying. If your grades are not adequate, you should consider becoming a “post-baccalaureate” student and taking some more advanced undergraduate courses in a field or fields related to your graduate interest; if you can get excellent grades in those courses, this may outweigh your earlier lower GPA in graduate applications.

If you are interested in graduate school, it is advisable during your undergraduate years to do an independent study (ANTH 3895) and an internship (ANTH 3480) and/or teaching internship (ANTH 3482). These courses all help you build research and teaching skills that will be important in graduate school. We also recommend that you take statistics. If you are in cultural anthropology and/or linguistic anthropology, you should take upper-level foreign language. Be sure to discuss your goals with your advisor during your junior year.

A good source of information about graduate school in anthropology, complete with examples of applications and discussions of the pros and cons of graduate school, can be found at: http://online.sfsu.edu/~mgriffin/consider.html. Another useful web page is: http://graduate-school.phds.org/. At this page, you can find out rankings of different anthropology graduate programs in relation to different features that may be important to you, such as size of program, amount of research support, etc.


Are you interested in working after your B.A.?

As noted above, you will not open the local newspaper and find a job advertisement that says “Anthropologist Wanted.” Rather, you can market yourself in a variety of fields by highlighting your mastery of relevant and important skills, gained through your anthropology major. One of the most important is the sensitivity to cultural diversity that is a core value of anthropology. This is relevant in most work situations today. You can get an idea of jobs that anthropology majors have taken after the B.A. from the list of UNC Charlotte graduates above. More examples can be found in the books cited above.

You will improve your chances of success in job-hunting if you do the following during your undergraduate years:

- Do an internship or volunteer work in an organization that you think you are interested in working in.
- Develop your skills in writing and oral communication.
- Strengthen your quantitative skills, including statistics.
- Strengthen and diversify your computer skills.
- Take a second major or a minor in a field related to your desired area of employment.
- Take ANTH 4111, Applied Anthropology, which will include a section on job-seeking outside of academia. The concentration in Applied Anthropology is a good strategy to prepare for the work world.
- Complete the exercises in the two books listed above.

Useful resources on careers in anthropology


- "What you can do with a degree in anthropology" from the American Anthropological Association: [http://www.aaanet.org/resources/students/Anthrodegree.cfm](http://www.aaanet.org/resources/students/Anthrodegree.cfm).
- "Frequently asked questions about careers in archaeology": [http://www.museum.state.il.us/ismdepts/anthro/dlcfaq.html](http://www.museum.state.il.us/ismdepts/anthro/dlcfaq.html)
- American Academy of Forensic Sciences, “So, you want to be a forensic scientist”: [http://www.aafs.org/students/student-career/choosing-career](http://www.aafs.org/students/student-career/choosing-career)
- “Non-academic careers in biological anthropology” from University of California at San Diego: [http://weber.ucsd.edu/~jmoore/bioanthro/brochure2.html](http://weber.ucsd.edu/~jmoore/bioanthro/brochure2.html)
V. Guidelines for Doing Anthropology Assignments

Academic Integrity

The Anthropology faculty, like all faculty members, expect that you will understand and abide by the UNCC Code of Student Academic Integrity. This can be found on the campus web site at: http://legal.uncc.edu/policies/up-407. This code forbids cheating, plagiarism, falsification, destruction of academic materials, and multiple submission of work without explicit permission. The faculty in the Anthropology program will vigorously prosecute any violations of the Code of Academic Integrity. If violations of the code are proved, we will utilize all sanctions available to us.

We expect you to familiarize yourself with the definitions of all violations under the code. But, we want to emphasize two important violations. These descriptions are taken from the UNCC Code of Student Academic Integrity, Section III A & D (slightly modified). AVOID CHEATING AND PLAGIARISM. Besides anything else: we can tell! We will figure it out.

- **CHEATING** is intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise. This definition includes unauthorized communication of information during an academic exercise.
  - **Typical Examples:** Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination; using books, notes or other devices (e.g., calculators) when these are not authorized; procuring without authorization tests or examinations before the scheduled exercise (including discussion of the substance of examinations and tests when it is expected these will not be discussed); copying reports, laboratory work, computer programs or files and the like from other students; collaborating on laboratory or computer work without authorization and without indication of the nature and extent of the collaboration; sending a substitute to take an examination.

- **PLAGIARISM.** Intentionally or knowingly presenting the work of another as one's own (i.e., without proper acknowledgement of the source).
  - **Typical Examples:** Submitting as one's own work of a "ghost writer" or commercial writing service; directly quoting from a source without citation; paraphrasing or summarizing another's work without acknowledging the source; using facts, figures, graphs, charts or information without acknowledgement of the source. Plagiarism may occur orally and in writing. It may involve computer programs and files, research designs, distinctive figures of speech, ideas and images, or generally any "information" which belongs to another. Copying directly from web pages, without acknowledgement, is plagiarism.

Let’s talk about plagiarism in some more detail. Plagiarism is stealing. Whenever you pass someone else’s work off as your own, that is plagiarism.

Now, here’s the tricky thing: When you do academic research, you are supposed to consult previous publications and other peoples’ work. You are supposed to review other peoples’ writing. It is appropriate in many cases to summarize other peoples’ idea. All of these things are OK, as long as you give appropriate credit. You do that by including a bibliography in your paper, by using footnotes or citations in your writing, and by using quotation marks where appropriate. If you do not use quotation marks, citations, and bibliography, then you are plagiarizing.

Here are some examples of plagiarism, all of which are unacceptable:

- Turning in a paper (or part of a paper) as your own work which you purchased or bought from someone else.
o Turning in a paper (or part of a paper) as your own work which someone else wrote for you, even if no money changed hands.
o Turning in a paper (or part of a paper) which you wrote for another class, unless you have specific permission from both instructors.
o Downloading paragraphs from the Internet or the Web and turning them in as your own work.
o Copying sentences or paragraphs or sections from published materials and turning them in as your own work, without appropriate quotation marks, citations, and bibliography.
o Copying sentences or paragraphs from somewhere else and changing just a few words, and then turning it in as your own work (unless there are appropriate quotation marks, citations, and bibliography).

Here is something else which is unacceptable:

o Writing a research paper which is mostly a string of quotations from other sources, even if you have included correct quotation marks and citations. This would not be plagiarism, but it also would not be original research. Your goal is to write a paper in which you summarize other research, add or synthesize with some research of your own, and reach your own conclusions.

What is acceptable?

o Yes, you can use occasional quotations from other peoples’ writing in your papers. It is sometimes very effective to include a quote which clarifies or emphasizes a specific point. How do you do this?
  ▪ You enclose the quotation in quotation marks and immediately include the exact reference, including exact page numbers.

o Yes, you can include summaries of information from other sources. How do you do this?
  ▪ You think about the material and carefully summarize it in your own words; then you include a reference which gives the bibliographic source(s) for the original information.

o Yes, there is material which does not need any citation or bibliography. What material is this?
  ▪ Your own ideas and interpretations and conclusions are original scholarship.
  ▪ Also, you do not have to use citations when you mention “common knowledge.”
  ▪ What is common knowledge?
    • Example: Paris is the capital of France.
    • Example: The earth orbits around a large star called the sun.
    • Example: Richard Burr and Elizabeth Dole are the two senators from the state of North Carolina in 2007.
    • Example: UNCC was founded in 1964.

There is a lot more information about plagiarism and how to avoid it on the web page of the UNCC Library: http://copyright.uncc.edu/copyright/students/plagiarismtutorials. If you have any questions about what is or is not plagiarism, either consult this web page and/or consult with your instructor.

You might wonder if faculty members are able to catch plagiarism. The answer is: YES. We have a number of tools to help us, including electronic data bases which help us find plagiarism from the Web.

YOU ARE RESPONSIBLE FOR AVOIDING PLAGIARISM AND CHEATING.
Resources for anthropological research

Library
Any research for anthropology courses should start at the UNC Charlotte library. You can use the library online catalog, to search for appropriate references and materials. Use a Boolean search, by using key words. Be creative: for example, don’t just look for “archaeology”; also look for “prehistory,” “antiquities,” “excavations,” etc.

Here are three paper sources in the library which provide indexes to anthropological material:

- Abstracts in Anthropology - Index/GN1/A15
- Anthropological Index - Index/Z5112/M87a
- Annual Reviews of Anthropology - GN1/A54 (regular stacks) (also on-line in JSTOR)

On-line
On-line resources are especially useful to seek out articles in professional journals and periodicals. It is not adequate to use only books for your research. It is not adequate to use only web sites for your research. However, you can use the web to find references to and/or text of articles in professional periodicals.

- The Anthropological Index Online, developed by the Royal Anthropological Institute in Great Britain.
  
  - Go to: https://aio.therai.org.uk/
  - Click on “Quick Search.”
  - Scroll down and:
    - Click on the years you want to check.
    - Use a key word search; fill in search terms where it says “Any field”: for example “Aztec” or “Maya and religion” or “globalization and Peru” or whatever is relevant to your topic.
    - Click on “Search.”
  
  You may have to try several times, using different key words.

  Many of the results will be in foreign journals. However, some of the journals we do have at UNCC. Others will be available fairly close by, perhaps at Davidson College, or at UNC-Chapel Hill or University of South Carolina at Columbia. Some journals are on-line. Check it out.

- JSTOR - an electronic archive.
  
  - Go to: http://www.jstor.org/.
  - Click on “Advanced Search.”
  - Fill in the necessary information in order to do a search. Use a key word search and be sure to scroll down and check the categories of journals that you want to search. You will certainly want to search anthropology periodicals, but depending on the topic, you may want to search in History, African-American Studies, etc.

  Again, you will probably have to experiment with combinations of appropriate key words. JSTOR includes full-text of many important anthropology periodicals, including American Anthropologist, Current Anthropology, American Ethnologist, American Antiquity, World Archaeology, and others. However, it does not include all relevant periodicals and it does not include the most recent four to five years of publication. So, you may have to go to the shelves and browse through individual volumes.
Other electronic databases
For some topics, for example in biological anthropology, you should consult on-line databases in other fields.
- Go to: [http://guides.library.uncc.edu/databases](http://guides.library.uncc.edu/databases).
- Click on the relevant topics, such as “Anthropology” or “Biology.”
- Search appropriate databases.

Writing in anthropology courses
Most anthropology courses above 1101 require some kind of writing. Yes, spelling, grammar, punctuation, and organization count! Your instructor may provide you with writing guidelines and requirements: follow them! For more detailed help with writing, consult the Writing Center in the Cameron Building. But don’t wait until 48 hours before your assignment is due.

Good writing takes time and good writing requires revisions. You cannot be successful if you postpone working on your assignment until the night before it is due.

Here are some general points to keep in mind for all assignments:
- Be sure to do the assignment given. If the assignment calls for research, then you must have data and evidence. If the assignment calls for evaluation, then you must have an opinion. If the assignment asks for 4-5 pages, do not turn in 3 or 7 pages. And, so forth.
- Avoid long and complex sentences; such sentences can be effective, but they are very hard to pull off. Better to stick to shorter, simpler sentences. Sometimes, reading your text aloud helps you figure out which sentences work and which do not.
- Be sure that each paragraph hangs together, and paragraphs follow each other in a coherent fashion.
- Use a writing partner and trade drafts. A fresh eye is frequently very helpful.
- Avoid sexist language (e.g., “Man first entered the America around 20,000 B.C.). Use “people” or “humans” or “he and she” or “they” (you will have to figure out which version works best).
- Use a human proof-reader as well as the computer spell-checker. Only a human can catch the differences between “there,” “their,” and “they’re” and similar mistakes.
- Follow carefully the guidelines in the section above about “Academic Integrity,” in order to avoid plagiarism.

Create a portfolio: the first step toward success in ANTH 4601
All anthropology majors take senior seminar, ANTH 4601, near the end of their undergraduate degree. In this course, each student conducts and writes about some original research. Many students find the idea of senior seminar very intimidating. One way to prepare yourself for this capstone experience is to build a portfolio of writing throughout your undergraduate education. This portfolio should include copies of any writing assignments you have completed for anthropology courses and for courses in other fields that complement anthropology. The portfolio can be electronic, on a diskette or a thumb drive, but we recommend that you back it up in some way (old-fashioned paper is often the most reliable). In addition to a copy of the completed writing assignment, you should keep a copy of how the instructor described the assignment. Also, keep any papers that you receive back with instructor’s comments (try to get these copies after the end of the semester); this is useful information for you, giving you information about what you did well or need improvement on.

The portfolio will serve at least two purposes:
It may help you decide on a senior seminar topic; you will probably do well to choose a topic that you have already done some reading and writing about, and know something about. Then, you can build your senior seminar project on a strong foundation.

It provides you with materials for graduate school applications and/or other kinds of evaluations. Graduate schools and others often want to see some evidence of your writing and research skills. You can work with your advisor to choose something from the portfolio that will represent you well.

Guidelines for giving oral presentations

Eventually, all anthropology majors have to give oral presentations, at least in ANTH 4601 and probably in earlier courses. Here are some thoughts on how to prepare for effective oral presentations.

You need to be concerned with two aspects of your oral presentation:

- Content
- Presentation

[These are, of course, inter-connected, but we will discuss them separately.]

**Content:** You usually cannot expect to cover an entire research project in 15 or 20 minutes (and you may not be finished with the research by the time you have to give your presentation). So, you have to **make choices** about what to include and what not to include. You probably should include: an explanation of what your research problem is; a brief discussion of where it fits in anthropology generally; a discussion of how you collected your data; some indication of how your analysis went, and what your conclusions are (or what you think they are going to be).

*Think very carefully about what you want to include; write an outline for the presentation; revise the outline; write out some sentences to get yourself started; revise the sentences. DO NOT WAIT UNTIL THE NIGHT BEFORE YOUR PRESENTATION.*

**Presentation:** You have all heard oral presentations - i.e., lectures - from numerous faculty at UNCC. You know which ones you found effective and which ones you did not like at all. A good speaker:

- Maintains a moderate tempo: not too fast, not too slow.
- Uses eye contact with the audience; do not look down at your paper the entire time.
- Avoids filler words, such as "um," "you know," etc.
- Avoids a monotone voice; use intonation.
- Incorporates the speaker's own personality.

You may read your presentation from a script written in complete sentences. Or, you may give your presentation from notes, on note cards or in some other form. Or, you may speak without notes. In general, we do **not** recommend the last unless you are very good. The two other forms of presentation have pros and cons, like everything else in life.

*If you read your presentation from a full text,* the pros are that you are sure to use complete sentences and you are sure to cover everything you want to cover because it will all be written down. The cons are that while reading from a text, there is a tendency to go too fast, to ignore eye contact with your audience, and to use a monotone.
If you work from notes instead, the pros are there is much more opportunity to look at the audience and to vary your tone of voice, possibly to move around the room. The cons are that you may get lost in your material, forget to include something important, or not meet the time constraints.

One possible process: Here is how one faculty member gets ready to give oral presentations at scholarly meetings, such as the American Anthropological Association.

- I usually write out the whole presentation as a paper, with headings and subheadings and complete sentences.
- Then, I edit it and cut it down, trying to keep just the most central material to my point.
- Then, I read it out loud to the cat. I’m not kidding: *I read the paper out loud in a normal tone of voice and at normal speed, while timing myself with a stop watch.*
- Then, I cut the paper some more to make it shorter;
- Then I read it out loud again, again timing myself.
- I continue this cycle until it takes me about 2-3 minutes less than my allotted time to read the entire paper.
- A good estimate of length is 2 minutes per standard (11- or 12-point font), double-spaced, typed page, or 7-8 pages for a 15 minute presentation.
- Often at this point, I reprint the edited text in a bigger font and with big margins, to give myself room for notes.
- I also put in notes to myself (in red ink), based on any problems I have in reading.
- The notes say things like: “Slow down right here” or “pause between sections” or “show picture here” or “Look up now.”
- I underline words that I want to emphasize in my presentation.
- I practice a couple more times before the day and I try to remember to look up between paragraphs as I’m reading along. You can do this if you’ve practiced.

Presentation Software

This is a large topic that deserves discussion in class. However, when you use PowerPoint or other presentation software, you should practice good habits:

- Do not read from your presentation slides, one after another. That is a waste of your audience’s time; they can read too!
- Another way to put this is that your slides should not simply repeat what you are saying.
- Use your slides to give additional information or information that is difficult to summarize in words (such as numerical information) or illustrations (such as maps or photos).
- You will occasionally read from a slide; for example, when it provides a complex quotation that is very important for your argument.
- Do not mess with fancy slide transitions, sounds, music, etc.: you run the risk that it won’t work and it does not look professional.
- Try to use one of the standard templates that gives your presentation some color without being distracting.

Summary: Here are some basic guidelines for developing your oral presentations:

1. Organize your material in a clearly understandable way: research problem, research data, research analysis, research results.
2. Write out what you want to say. In the end, you might not read from this text, but use it to organize your thoughts.
3. PRACTICE. Time yourself and cut or expand to fill the appropriate time.
4. PRACTICE. You must look at your audience from time to time. You must speak in a clear voice,
at a speed that is understandable to the audience. Don't race; don't gabble; don't drone; don't whisper.

5. You may move around or you may stay at the podium. If you stay at the podium, try to use some occasional motion, so you don't look like a stick.
6. Use the presentation software to amplify or illuminate your points, not just repeat them.
7. Practice with the media equipment beforehand.
8. Be sure to have a clear and focused ending sentence or sentences. Do not end up with something like "...well, I guess that's all I have to say right now." You may end with something like: "I have presented an outline of the research problem and data gathering. The complete results are still to come. Thank you."
9. Use a partner to listen to you and share critiques. This is effective just as using a writing partner is effective.

PRACTICE PRACTICE PRACTICE

VI. Off-campus Resources and Links

Places and events in the region

Mint Museums South Tryon Street (uptown) and Randolph Rd., Charlotte - The branch on Randolph Rd. includes an extensive exhibition of prehistoric archaeology from Mesoamerica and South America. Free on Tuesday evenings. http://www.themintmuseums.org/. The uptown museum displays a very fine collection of modern crafts, as well as art from several periods.

Schiele Museum of Natural History, Garrison Boulevard, Gastonia, NC - Exhibitions about native Americans and archaeology; reconstructed Catawba village; volunteer opportunities in archaeology. http://www.schielemuseum.org/


Town Creek Indian Mound State Historical Site, Mt. Gilead, NC - Museum, reconstructed palisade and ceremonial mound; information about archaeology. http://www.ah.dcr.state.nc.us/sections/hs/town/town.htm

International House, 1817 Central Avenue, Charlotte - A non-profit organization devoted to expanding cross-cultural and inter-cultural knowledge and understanding; programs and volunteer opportunities. http://www.ihclt.org/

Anthropological Organizations


Society for American Archaeology - The major professional organization for American archaeologists, both in academia and in cultural resource management. www.saa.org.
Society for Applied Anthropology - Focused on anthropologists working in applied settings: skills, policy, ethics, training, etc.  http://www.sfaa.net/.

The Royal Anthropological Institute, Great Britain - The leading organization in cultural anthropology in Great Britain.  http://www.therai.org.uk/

American Association of Physical Anthropologists - The lead professional organization for biological anthropology.  http://www.physanth.org/

Linguistic Society of America - An organization that includes scholars from a range of fields, including anthropology, who focus on the origins and historical development of language, as well as language learning and relations between language, culture, and society.  http://www.lsadc.org/

Other useful links
Electronic library resources in anthropology at UNC Charlotte:  http://guides.library.uncc.edu/database_anthropology

The Biological Anthropology Web:  http://www.bioanth.org/.

Primate Info Net:  http://pin.primate.wisc.edu/

Archnet, the web resource for archaeology:  http://archnet.org/

Center for World Indigenous Studies:  http://cwis.org/

Ethnologue: Languages of the World:  http://www.ethnologue.com/
VII. Appendix - Forms and Guidelines

Check sheet for general anthropology major
Check sheet for major with concentration in applied anthropology
Proposal for Directed Individual Study, ANTH 3895
Guidelines and forms for ANTH 4480, Internship in Anthropology
Guidelines and forms for ANTH 4482, Teaching Internship in Anthropology
Outline of Honors Program in Anthropology
GENERAL ANTHROPOLOGY 120 total credit hours with overall GPA of at least 2.0

NAME ___________________________________________ Student ID # ________________

GENERAL ED (Required at University Level)

I. FUNDAMENTAL SKILLS

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>UWRT 1101</td>
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<tr>
<td>UWRT 1102</td>
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</tr>
<tr>
<td>UWRT 1103</td>
<td>Replaces 1101 &amp; 1102</td>
</tr>
<tr>
<td>MATH</td>
<td>Math course at the 1000-level</td>
</tr>
<tr>
<td>MATH</td>
<td>Math 1xxx, STAT 1xxx, or PHIL 2105 (Deductive Logic)</td>
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II. SCIENCES (regarding life or physical sciences: one must include lab, the other may be with or without lab)

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>ANTH 2141, BIOL 1110, 1115, 1273, 1274, CHEM 1111, 1112, 1203, 1204, 1251, 1252</td>
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<tr>
<td>ESCI 1101, GEOL 1200, 1210, PHYS 1101, 1102, 1130, 2101, 2102, PSYC 1101</td>
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<td>ANTH 1101, GEOG 1105, ECON 1101, ECON 2101, POLS 1110, SOCY 1101</td>
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III. LIBERAL STUDIES

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IV. COMMUNICATION SKILLS

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<tr>
<th>Course</th>
<th>Description</th>
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<tr>
<td>ANTH 4601 (W, O)</td>
<td>Writing course in ANTH major</td>
</tr>
<tr>
<td>ANTH 4601 (W, O)</td>
<td>Oral Communication</td>
</tr>
<tr>
<td>ANTH 4601 (W, O)</td>
<td>2000-level Foreign Language (if Latin-based), 1202 or equivalent (non-Latin based).</td>
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ANTHROPOLOGY REQUIREMENTS (34 hours): (Minimum GPA of 2.0 required in all ANTH courses)

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<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>ANTH 1101 (Intro Anthropology)</td>
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</tr>
<tr>
<td>ANTH 2141 Biological Anth &amp; Lab</td>
<td></td>
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<tr>
<td>ANTH 2151 General Archaeology</td>
<td></td>
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<tr>
<td>ANTH 3101 Anth Theory</td>
<td>(Jr standing required)</td>
</tr>
<tr>
<td>4601 (W, O) Senior Seminar</td>
<td>(Prerequisite: ANTH 3101, Senior standing: ≥&quot;C&quot; required to graduate)</td>
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<tr>
<td>ANY ANTH</td>
<td>12 hours</td>
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FORL 2xxx or FORL 1202 or equivalent
## RELATED WORK OPTIONS

An official minor or a second major or 18 hours of coordinated courses (to be approved by advisor; must earn at least a 2.0 in these courses):

1. within a single discipline
2. from two or more complementary disciplines (ex: PSYC/SOCY/CJUS or HIST/RELS)
3. focused upon a specific topic (example: Africa or health)
CONCENTRATION IN APPLIED ANTHROPOLOGY
120 total credit hours with overall GPA of at least 2.0

NAME ___________________________ Student ID # __________________

GENERAL ED (Required at University Level)

<table>
<thead>
<tr>
<th>I. FUNDAMENTAL SKILLS</th>
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<tr>
<td>____________ Soc Sci</td>
<td>ANTH 1101, GEOG 1105, ECON 1101, ECON 2101, POLS 1110, SOCY 1101</td>
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<tbody>
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<td>Writing course in or outside ANTH major</td>
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ANTHROPOLOGY REQUIREMENTS (34 hours): (Minimum GPA of 2.0 required in all ANTH courses)

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<th>Required Core Courses</th>
<th>Other Required Courses (9 hours)</th>
<th>Electives (9 hours)</th>
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<td>Other Required Courses (9 hours)</td>
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<tr>
<td>___ ANTH 2151 General Archaeology</td>
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<th>RELATED WORK</th>
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<td>Statistics:</td>
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<tr>
<td>Communication:</td>
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<td>Technical:</td>
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Important Information

1. The goal of a DIS is to allow you to examine in depth an anthropological topic that we do not offer a course about. A DIS may build on an anthropology course you have already taken.
2. DIS credit will not be granted as a substitute for a course presently offered in the Department. Therefore, you cannot complete ANTH 3101 or ANTH 4601 (or any other regularly scheduled course) as a DIS.
3. Your overall GPA and your Anthropology GPA must be at least 3.0 before you can register for this course.
4. You will need an electronic authorization in order to register for ANTH 3895. This can be granted by the chair of the department or by the Undergraduate Coordinator, if one has been appointed.
5. Before you can receive an authorization to enroll, you must have an agreement with a faculty member to supervise your DIS. Faculty members may decline to supervise a DIS. A word to the wise: you will be more successful in finding a faculty mentor for your DIS if you do good work in a previous course with the faculty member.
6. Within the first two weeks of the semester in which you are enrolled for a DIS (or during pre-registration before that semester), you must work with your faculty supervisor to complete a written plan for the DIS. This must be approved by your faculty supervisor and by the department chair or Undergraduate Coordinator. If a written plan is not completed within this time frame, we will assume that you will drop the course. You are responsible for meeting this deadline or dropping the course; otherwise, you will earn an F for the course.
7. The written plan must outline:
   a. the specific topic(s) you will study
   b. the specific readings you will complete (at least one half of all of the required readings must be listed in the plan, with an indication of how you will add other readings)
   c. the schedule of written assignments you will complete
   d. the schedule of meetings you will hold with your faculty supervisor (at least 4 during the semester)
8. Keep in mind that a DIS is supposed to be equivalent in effort to a regular course. If you enroll for a 3-credit-hour DIS, you should make a plan that requires at least 70 hours of work during the semester. If you enroll for 1-credit or 2-credit studies, this number can be adjusted appropriately.
9. Your grade will be decided by your faculty advisor for the DIS. You must consult with the faculty advisor about when all assignments are due, so that the advisor has time to evaluate your materials and communicate the grade to department chair or Undergraduate Coordinator.

I have read and understand the information about ANTH 3895.

Student signature

Date

[cont. on next page]
1) Be sure to read the guidelines above.
2) Find a faculty mentor who will work with you on this DIS.
3) Request an electronic authorization from the department chair or undergraduate coordinator.
4) Register for the course: you are responsible for registering.
5) Complete the form below; attach necessary documents; get the approval signature from your faculty mentor; submit to the department chair or Undergraduate Coordinator for approval.
6) **Legibility counts!** Be sure we can read all of the information and your signature.

Student’s Name: _______________________________ SID#: __________________________

Address: _______________________________________________________________________

________________________________________________________________________________

Phone(s): ___________________________ E-mail: ________________________________

GPA: **(must be at least 3.0 in order to register for this course):** ______________________

Faculty Director: __________________________________________________________________

TERM:
- Fall 20____
- Spring 20____
- 1st Summer 20____
- 2nd Summer 20____

CLASS:
- Freshman
- Sophomore
- Junior
- Senior
- 5th year or post-bac

NUMBER OF SEMESTER HOURS REQUESTED: □ 1 □ 2 □ 3
(Note: a 3-hour DIS should require at least 70 hours of student work.)

**CONTRACT:** Please attach a separate page or pages that includes:

- **Title and/or Topic.** What do you plan to study/learn/examine, etc.?
- **Objectives.** Specify what you expect to accomplish, such as developing specific skills, covering a set of scholarly literature, applying a theoretical model, or whatever is appropriate.
- **Assignments.** Specify all learning activities. Include: (1) list of readings; (2) description of writing and/or oral assignments; (3) schedule of consultation with the faculty director; (4) any other assignments, such as field work, lab work, etc.
- **Final Summation.** Describe the major and concluding product, such as a research paper (specify length) or artifact catalog or oral presentation or whatever is appropriate.
- **Justification.** Explain why you are seeking this DIS. (A word to the wise: “because I can't wait until spring to take such-and-such course” or “because I need to raise my GPA and I also have to work 30 hrs/week” are not acceptable justifications.)

Student Signature: _______________________________ Date: __________________

APPROVAL:

Faculty Director _______________________________ Date: __________________

APPROVAL:
Dept Chair or Undergrad Coordinator _______________________________ Date: __________________
1. Goals
A. Provide good students with experience to expand their skills and knowledge in an applied setting.
B. Build bridges between UNC-Charlotte and the larger community.
C. Contribute to the urban mission of UNC-Charlotte.

2. General Information
A. Internships are offered under course number ANTH 4480 (Teaching Internships in Anthropology are offered under course number ANTH 4482).
B. Internships carry 3 semester hours; other credit hours are not available.
C. Internships may not be repeated for credit towards the major. However, the internship may be repeated for elective credit towards graduation.
D. Internships are offered on a P/NC basis.
E. Internships are ordinarily unpaid, although unusual costs (such as work-related travel) may be reimbursed by the agency. Students may not participate in an internship at a location where they have a part-time or full-time job, or have had a job in the past. Your job cannot be used as an internship.
F. Interns are required to work at least 140 hours (i.e., approximately 10 hours week for a semester) in an active position within the organization/agency. Schedules may be adjusted to fit the circumstances, as long as keeping within this requirement (e.g., 20 hr/week for 7 weeks). Students will document their work experiences in a daily log or journal, including a section that reflects on the internship experience.
G. All internships also have an academic component in which the student will be responsible for reading assigned materials of scholarly materials relevant to the internship work and preparing a written document appropriate to the assignments (e.g., annotated bibliography, journal, term paper, agency report, etc.).
H. You should check in with the faculty supervisor at least twice during the semester.
I. The expectations of the internship will be described in the internship contract, to be agreed-upon mutually by the student, faculty advisor, and agency supervisor.

3. Criteria for Students to be Accepted for Internship
A. Overall GPA must be 2.75 or higher.
B. Anthropology GPA must be 3.0 or higher.
C. Students must have completed at least 15 hours of anthropology; either anthropology majors or minors are eligible if they have sufficient hours.
D. Students must have at least junior standing (i.e., completed at least 60 hours before beginning the internship).
E. Students must meet with the department chair or the Undergraduate Coordinator before enrolling for an internship.
F. The student, faculty advisor, and agency supervisor will create a contract outlining the intern's responsibilities; this is signed by all parties and by the department chair or undergraduate coordinator of anthropology.
G. Students may request internship placement at an agency/organization that they have contacted independently. However, each placement must be approved by the department chair or undergraduate coordinator of anthropology, and placements may be rejected if, in the judgment of the department administrator, the activities or supervision are inappropriate for an undergraduate internship.
H. Students who register for an internship should purchase Student Liability Insurance. As of May, 2014, this costs $17 for coverage during one semester, either fall or spring, or for one summer session. The price will probably increase over time. This purchase is organized through the department. The student must be able to write a check to UNC Charlotte for the sum of money. It will be deposited by the department into a special fund, and the coverage purchased at one time for all students enrolled in internship. You should be prepared to pay this sum at least three weeks before the relevant semester begins.
4. Caveats

A. The department chair or undergraduate coordinator may waive any of the above criteria, but this will occur only under exceptional circumstances.
B. Neither the Agency/Organization nor the Department assume responsibility in the event of an accident or injury while the student is functioning within the internship.

5. Guidelines for Intern Behavior -- Students should review these with the faculty advisor before beginning an internship.

A. Student interns are expected to represent UNC-Charlotte and their placement agency/organization in a professional and mature manner while participating in internship activities, whether at the agency location or in public settings. Unprofessional behavior is grounds for termination of the internship without credit.
B. Each intern should keep in mind that the agency/organization is doing her or him a favor by extending the internship opportunity. In return, we owe the agency/organization hard work, maturity, and courtesy.
C. Interns should dress appropriately for the internship tasks (e.g., business attire if appropriate; field work attire if appropriate, etc.).
D. Interns must be on time for all internship activities and must plan to be present for assigned hours, as decided with the agency supervisor. Lateness is adequate justification for terminating the internship without credit.
E. Interns should make the effort to learn the corporate culture of the agency/organization by thoughtful participant-observation (after all, you’re an anthropology student!). This learning process will allow the intern to fit in and serve the organization more effectively.
F. Interns must provide effective contact information to the agency/organization and her/his supervisor there. The supervisor should be able to contact the intern easily.
G. If something unexpected prevents an intern from arriving on time, he or she should contact the agency/organization promptly and professionally.
H. Interns should expect that assigned tasks may change during the internship and should be prepared to respond flexibly.
I. Interns should find out the lines of instruction and authority within the internship setting, and always consult with agency personnel in appropriate lines of authority. Students should direct any questions or problems, first, to their direct agency supervisor, preferably in person (if this means waiting a day or two to bring up a problem, then the intern needs to wait). Always use a courteous and mature manner.
J. If a problem arises during the internship that the student feels cannot be effectively resolved with the direct agency/organization supervisor, the intern should consult with the faculty advisor before taking any other steps. If the faculty advisor is not available, then the or the chair of the Department of Anthropology should be consulted.

PLEASE READ THE NEXT PAGES CAREFULLY AND SIGN WHERE REQUESTED. YOUR SIGNATURE INDICATES THAT YOU HAVE READ THE MATERIAL AND YOU ACCEPT RESPONSIBILITY FOR THE REQUIREMENTS. The section is somewhat repetitive of what is above, but this next page is important because you will sign it, indicating that you have specifically read and understood the guidelines. You must do this before making a formal agreement for an internship.
1. The goal of an internship is to give you hands-on experience in agency/organization outside of the university. An internship may build on volunteer work you have done before or on an anthropology course you have already taken.

2. Internship credit must be granted for activities that have some defined link to anthropology. You may not receive internship credit for activities at a locale where you currently or in the past have had a paying job.

3. You will need an electronic authorization in order to register for ANTH 4480. This can be granted by the chair of the department or by the Undergraduate Coordinator, if one has been appointed.

4. Before you can receive an authorization to enroll, you must have identified a location for an internship and have preliminary approval from the department chair or Undergraduate Coordinator. The department has files of possible internship placements. You may also independently identify a location for an internship.

5. No later than the end of the first week of classes of the semester in which you are enrolled for an internship, you must work with your faculty supervisor or the Undergrad Coordinator or the dept. chair to complete a written plan for the internship. This must be approved by the department chair or Undergraduate Coordinator. If a written plan is not completed within this time frame, we will assume that you will drop the course. You are responsible for meeting this deadline or dropping the course; otherwise, you will earn an F for the course.

6. The written plan must outline:
   a. The basic activities you will conduct for the agency/organization. It is understood that some of these activities may not be identified until after the internship starts.
   b. The format for a daily journal of your activities, with a section for self-reflection on the experience.
   c. A reading list of scholarly reading appropriate for your internship.
   d. An explanation of final product or products to be turned in. This must include (i) the journal; (ii) a 8-10 page paper integrating the scholarly readings with the experience; and (optionally) (iii) copies of any brochures, web pages, or other products you help produce during the internship.

7. You are expected to work at the agency/organization 140 hours for a 3-credit internship.

8. Be sure to read the supplementary document, “Internship Guidelines” before enrolling. There are GPA limitations on who may enroll for an internship, and there are requirements for time invested.

9. Your faculty advisor (frequently this will be the Undergraduate Coordinator or the Dept. Chair) will decide on the grade. You must consult with your advisor to set a time to turn in all materials, so that the advisor has enough time to review them and decide a grade before the final exam period is over. Your faculty advisor will incorporate the review from your agency supervisor in the final grade.

10. This course is graded as H(onors) - P(ass) - N(o credit).

11. Students who register for an internship may be required to purchase Student Liability Insurance. As of May, 2014, this costs $17 for coverage during one semester, either fall or spring, or for one summer session. The student must be able to write a check to UNC Charlotte for the sum of money. It will be deposited by the department into a special fund, and the coverage purchased at one time for all students enrolled in internship. You should be prepared to pay this sum at least three weeks before the relevant semester begins.

I have read and understand the information about ANTH 4480.

__________________________  ______________________________________
Student signature                                       Date

[please continue to next page]
CONTRACT FOR INTERNSHIP  
ANTH 4480 - 3 CREDITS  
Department of Anthropology  
The University of North Carolina at Charlotte  
The student should consult with the agency supervisor before completing this document.

STUDENT NAME ______________________________  ID# ______________________

ADDRESS ___________________________________________________________

PHONE _________________________  E-MAIL ______________________________

FACULTY ADVISOR _____________________________________

AGENCY  ________________________________

AGENCY SUPERVISOR FOR INTERNSHIP ______________________________

SEMESTER _______________________

General Description and Objectives: On a separate page, please write 1-2 paragraphs that explains how this internship fits with your professional goals.

Work Tasks and Summation: On a separate page, please describe (a) the general work tasks that you will undertake (it is understood that some of these task may not be decided until after the internship starts); (b) the scholarly reading you will do in conjunction with the internship (this should be decided in collaboration with your faculty advisor); and (c) the written product and/or other product that you will produce. All interns are expected to produce a written journal of daily activities during the internship, including self-reflection on those activities.

Agreement

Signature ______________  Date ______________

Student (required): ______________________________

Faculty Advisor (optional): ______________________________

Agency Advisor (required): ______________________________

Dept. Chair or ______________________________  Undergraduate Coordinator (required)

[Neither the Agency/Organization nor the Department can assume responsibility in the event of an accident or injury while the student is functioning within the Agency/Organization capacity. The Department cannot be held responsible should an accident occur while a student is off campus even though the activity is sponsored by the department. The Department screens all Agency/Organizations, but the Department cannot be held responsible for any inappropriate behavior on the part of any Agency/Organization employee or client. By signing above, the student acknowledges reading and understanding this statement.]
DEPARTMENT OF ANTHROPOLOGY  
UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE

INTERNSHIP (ANTH 4480) EVALUATION FORM  
To be completed by agency supervisor of internship

The Department appreciates your supervision of our students. In order to establish this student’s grade for the internship, I would like to ask for your evaluation of her/his work. Please take a moment to complete this form and return to either the e-mail address, fax number, or the snail mail address given at the end. Thank you again for your participation and assistance.

Student: ________________________________

Agency: ________________________________

Faculty Supervisor: __________Undergraduate Coordinator (unless otherwise specified)______

Agency Supervisor: ________________________________

Semester: ________________

A. Please answer the following questions with the following scale:

5 - excellent
4 - good
3 - satisfactory
2 - unsatisfactory
1 - poor
0 - not relevant or unable to evaluate

1. Student was on-time and prepared for assignments. __________

2. Student worked well with others in the project/agency. __________

3. Student’s written materials were well-organized, thoughtful, and useful to the project/agency. __________

4. Student’s oral communication was clear and relevant. __________

5. The overall quality of the student’s work was: __________

B. Please use the space below, continuing on the next page, to evaluate the student’s performance during the internship. Include whatever comments you think are relevant (e.g., student’s participation, ability to communicate, willingness to learn, adaptation to problems, etc.). If you prefer, a typed memo and/or an e-mail message is fine.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

L
C. Please use the space below to comment on the contribution the internship made to your agency/organization/project. We would also appreciate any comments about the overall organization of the internship; if you think the internship can be improved, we are eager to have your input. If you prefer, a typed memo and/or an e-mail message is fine.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature of Agency Supervisor ____________________________________________

Date __________________________

Return to: Undergraduate Coordinator
Dept. of Anthropology
UNC-Charlotte
9201 University City Blvd.
Charlotte, NC 28223-0001
Or dahart@uncc.edu (Dodie Hart, Office Manager)
Or Fax: 704-687-1678
GUIDELINES FOR TEACHING INTERNSHIPS: ANTH 4482
DEPARTMENT OF ANTHROPOLOGY
UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE

Eligibility

1. Teaching interns must hold at least junior standing.
2. Teaching interns must have a grade point average of at least 3.25 in anthropology and 3.25 overall.
3. Teaching interns must have completed ANTH 1101, 2141, 2151, and at least one cultural anthropology course.
4. ANTH 4482, Teaching Internship in Anthropology, is meant for students who have specific plans to continue in graduate school.

Responsibilities of students enrolled in ANTH 4482, Teaching Internship

1. Attend all class meetings of their assigned section of ANTH 1101, take notes, and do all assigned readings.
2. Conduct scheduled office hours for students to bring individual questions.
3. Conduct scheduled discussion/review sessions, 6-7 per semester. This requires actively reviewing material covered in lecture and readings since the last review, helping students assimilate the material, and answering questions brought by students. You may wish to bring casts, diagrams, or other supplementary material to help your review. [The department chair or the undergraduate coordinator will work out schedules for these discussion/review sessions and find rooms for them during the first week of classes.]
4. Prepare and deliver a full-period lecture in your assigned section of ANTH 1101. The topic should be agreed mutually between instructor and teaching assistant, to serve the needs of both. The topic and schedule should be agreed upon by the third week of the semester. The instructor and teaching assistant should also agree on what kind of written documentation will accompany this lecture; this may be an annotated bibliography, a written draft of the lecture, or another arrangement.
5. Assist the instructor in preparing and grading exams as necessary. Assist instructor in managing Moodle site or other online resources.
   **This may require work during the week of final exams; be prepared.***
6. Show videos in class, if needed by the instructor.
7. Read and think about the assigned material available from the Stanford University Teaching Commons: https://teachingcommons.stanford.edu/resources/teaching-resources.
8. Attend at least two workshops at the University Center for Academic Excellence (e.g., note-taking skills and preparing for exams), and share that information with students at review sessions.
9. Be available to 1101 students either just before or just after class to answer questions.
10. Meet with faculty instructor on a regular basis (for example, every other week), on a schedule to be mutually agreed upon, to discuss the lectures, readings, review sessions, as necessary.
11. Fill out an evaluation form at the end of the semester about this teaching internship experience.
12. Meet with other teaching interns and interns in outside agencies at least once per semester, as organized by the department chair or the undergraduate coordinator, to discuss experience and provide feedback.

Responsibilities of faculty members with a teaching assistant

1. Meet regularly with your TA to establish expectations, assist her or him as necessary in preparing review sessions, pass on teaching tips, etc.
2. Provide the TA with review sheets, study guides, and other printed material as early as possible, preferably before the students, so the TA has time to assimilate the printed material before being asked questions about it.

3. Work out a mutual agreement on the topic and schedule of the TA’s lecture by the third week of the semester.

4. Provide the department chair or undergraduate coordinator with a written evaluation of the TA’s lecture and written documentation. Provide a verbal evaluation to the TA (or written if the TA requests).

5. Visit and evaluate a review session by another TA, as needed, and provide the anthropology coordinator with a written assessment. Provide a verbal evaluation to the TA.

6. Provide timely notice to your TA of days when you will be away from class; activities for those days such as videos; special needs you may have for the TA to help with grading; or other special needs. Remember, the TA is working for your 1101 section and students, not for your other courses.

7. Provide timely notice to your TA of your needs during final exam week; remember your TA is also finishing papers and taking exams.

7. Provide input to the department chair or undergrad coordinator on the success or otherwise of the internship program, so the program can be modified if necessary.

8. Help the department chair or undergrad coordinator gather data about the effectiveness of the review sessions and TAs (this may require an extra question on exams and sorting out exams to see if grades differ between students who take advantage of review sessions and students who do not).

Evaluation

Teaching interns will be evaluated on the following:

- The lecture will be evaluated by the instructor of your section.
- The written materials will be evaluated by the instructor of your section.
- One or more of the review sessions may be visited and evaluated by another anthropology faculty member.
- The department chair or undergrad coordinator will assign final grades (on a Pass/No Credit basis), after meeting with the relevant faculty member.

The TA will also have an opportunity to evaluate the teaching internship program.

If a problem arises, the instructor and TA should try to work it out together. If this is not successful, they should consult the anthropology coordinator.

Application form on next page
APPLICATION FOR TEACHING INTERNSHIP
ANTH 4482 - 3 CREDITS
UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE
DEPARTMENT OF ANTHROPOLOGY

Name ___________________________________________ Student #___________________
Address________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
Phone __________________________ e-mail ___________________________________________
Semester for internship __________________________________________________________

I. Student Background

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Taken</th>
<th>Grade</th>
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<tbody>
<tr>
<td>ANTH 1101</td>
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<td>ANTH 2141</td>
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<td>ANTH 2151</td>
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<td>(cultural)</td>
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Current GPA in anthropology: Current overall GPA: 

II. Internship

Course section and times____________________________________________________________
_____________________________________________________________________________
(please list all sections you can work with)
Course instructor(s) _____________________________________________________________
Topic for lecture (may be tentative) ______________________________________________
_____________________________________________________________________________

On a separate page, please write a short statement describing (a) your plans for graduate school; (b) how this internship will contribute to your goals for the future. Two well-written paragraphs are adequate. Please return this form to the Director of Undergraduate Studies, and make an appointment for an interview.

Approved: ____________________________________________________________________
Director of Undergraduate Studies Date
(or dept. chair)
The Department of Anthropology has established an undergraduate honors program in anthropology, to be available beginning Fall 2001. The Anthropology Program within the department, will establish and maintain an Honors Committee.

To graduate with Honors in Anthropology, a student must meet the following minimum requirements:

1) Satisfy all requirements for the B.A. degree with a major in Anthropology.

2) Satisfy all general requirements for honors programs, as established in the document governing honors programs at UNC-Chapel Hill.

3) Complete at least 18 hours of the major at UNC-Chapel Hill.

4) Complete at least 6 hours of designated Honors courses beyond the research courses ANTH 4701 and 4601. These courses may be taken in the University Honors program or in Anthropology or any other department (but not including ANTH 4701 or ANTH 4601(H)).

   In practice, this means taking two courses designated HONR, as well as the required anthropology courses.

5) Maintain an overall GPA of at least 3.2 and a GPA of at least 3.5 in all Anthropology courses taken at UNC-Chapel Hill.

6) In addition to any Honors courses, also complete at least one of the following (or an alternative approved in advance by the Honors Coordinator in Anthropology):

   a) a semester-long study-abroad program approved by UNC-Chapel Hill
   b) ANTH 4453, Field Project in Archaeology
   c) ANTH 4480, Internship in Anthropology
   d) ANTH 4482, Teaching Internship in Anthropology

7) Complete ANTH 4701 (previously 4501) in the semester prior to taking ANTH 4601.

ANTH 4701 (previously 4501), Honors Research in Anthropology, is a 3-credit course during which the student plans and begins an independent research project. By the end of this course, the student will present a thesis proposal to the Anthropology honors committee. The thesis proposal will outline the research question, the basic theoretical background, and a plan of data collection for a thesis to be completed in ANTH 4601 (H).

In exceptional cases, a student may use a paper prepared for another anthropology course as the preparation for further research to be completed in ANTH 4601 (H). In this case, the requirement for ANTH 4701 will be waived by the Anthropology honors committee. The student must take responsibility for providing appropriate documentation to request waiver of this requirement. A student who wishes to take this route must submit the paper and a two-page proposal for continuation of the research by the end of the semester prior to taking ANTH 4601(H).

8) Complete ANTH 4601(H) by completing a senior thesis containing original research and demonstrating excellent scholarship. All students in ANTH 4601(H) will have an ad-hoc thesis committee consisting of three people, including the instructor of the course, the chair of the Anthropology honors committee, and one other faculty member. The committee makes the final decision about whether or not to confer Honors designation and will so inform the chair of the department and the University Honors Council.

cont. on next page
9) Students must submit an official Application for Admission to Candidacy for honors programs by the following dates:
   • Approximately November 12 for graduation in May (most anthropology students will do this during ANTH 4701)
   • Approximately April 10 for graduation in December
   • Find the online form and guidelines for completing the form, Admission to Candidacy, at: http://honorscollege.uncc.edu/students/current-students/application-candidacy
UNC-Charlotte - Anthropology Program
Guidelines for an Honors-quality Senior Seminar Paper
(ANTH 4701[formerly 4501] and ANTH 4601)
September 2005 (modified May 2006)

Note: These guidelines do not describe all of the requirements for honors in anthropology. These guidelines pertain only to the senior seminar paper.

Honors students in anthropology enroll in two courses during their senior year. The first course, ANTH 4701, Honors Research in Anthropology (formerly 4501), should be taken first. The second course, ANTH 4601, Seminar in General Anthropology, should be taken in the semester in which the student expects to graduate. All honors students must complete ANTH 4701 before taking ANTH 4601. You may not carry an Incomplete in ANTH 4701 beyond the first day of the semester in which you want to take 4601.

What should an honors student be doing during ANTH 4701?

- Develop a clear and manageable proposal for the senior seminar paper. This proposal must be completed by the date for submission established by university honors program, probably in early November (for students who plan to take 4601 in the spring) or March (for students who plan to take 4601 in fall).
- Search for and collect most of the appropriate bibliography.
- Begin reading the major theoretical bibliography.
- Begin gathering empirical data.
- Meet on a regular schedule (e.g., every other week) with advisor.
- Turn in written work on a regular schedule, as developed with the advisor.

See a model schedule for ANTH 4701 at the end of this document.

ANTH 4701 is graded Honors/Pass/No Credit. A student must do “A” work to earn “Honors,” which is the expectation for students to continue in the departmental honors program.

Students enrolled in departmental honors in anthropology take ANTH 4601 (“Senior Seminar”) concurrently with non-honors students. However, because honors students must also complete ANTH 4701 in the semester preceding senior seminar they have the opportunity to work twice as long on their papers as do non-honors students. As a result, the standards of evaluation of honors papers are more rigorous than standards applied to papers from non-honors students.

The criteria below are described to help honors students understand what they should be working toward.

Which criteria do not differentiate honors papers from others?

- Honors papers do not have to be on any specific topic or subfield of anthropology.
- Honors papers do not necessarily need to be longer than seminar papers from other students.
- Honors papers do not necessarily need a bigger bibliography than non-honors papers. Although an honors paper may have a larger bibliography, it must not simply be a summary of more books.

Which criteria do distinguish honors papers from others?

- An honors paper must contain a clear and focused problem to be investigated, with a clear description of the methodology and data which will be applied to the problem. The research problem may be structured as a question(s) to answer or as one or more hypotheses to test.
- The research problem must be a non-trivial topic within an explicit tradition of anthropological research. By that, we mean that the student should be able to link her/his research problem to relevant anthropological literature and to previous anthropological research. While it may be appropriate for some topics to also consult references in other fields, such as psychology or criminal justice, the topic must be focused on an anthropological question.
  - Example: The concept of stigma has been discussed extensively within medical anthropology, especially by author X, author Y, and author Z (provide citations). In this paper, I apply the concept to.....
  - Example: In the last ten years, there has been a debate within archaeology over the use of skeletal remains to study prehistoric gender relations. Author X and Y tend to agree that...., while authors A and B argue that..... In this paper, I examine the skeletal remains from Z.... and evaluate these different perspectives.

- There must be a comprehensive relevant literature review. The review should be written to encompass much of the relevant literature without going on for pages and pages in summary and description. That is, the student must analyze the past literature and present it in an integrated fashion, rather than simply summarizing each publication. The literature discussed must be cited and presented in bibliography in appropriate scholarly style, preferably the American Anthropologist (or American Antiquity or AJPA style).
- Bibliography must include both books and articles from scholarly periodicals (e.g., American Anthropologist, Current Anthropology, American Antiquity, American Journal of Physical Anthropology, Science, etc; not National Geographic, Discover, etc.). Although some older and/or classic works may be appropriate for the research subject, the references must be mostly up-to-date which means mostly since 1985. The Web is a good resource for finding appropriate literature, but it is not a good source of substantive information; use the scholarly literature.
- Within the discussion of relevant past research, there must be a discussion of some theoretical perspective or proposal. This does not have to be a huge grand theory like functionalism; better would be discussion of a more focused theoretical proposal about one or more anthropological phenomena that are relevant to the research problem at hand.
  - Example: Rappaport’s model of religion as regulator of human relations with the environment.
  - Example: Lewis-William’s proposal that cave art represents trance states.
  - Example: Davis-Floyd’s analysis of birth as an American rite of passage.
- There must be empirical data explicitly described or presented in some well-organized fashion. Note that the data may be retrieved from publications (for example, from an artifact catalog in an archaeological publication), in which case any listings or tables should be referenced to the original publication. This is acceptable if these data are analyzed in an innovative way.
  - Example - Interview data: If appropriate, an exact transcription of each interview can be included as an appendix to the paper, while the patterns of responses are summarized in the paper in either text or table form.
  - Example - Archaeological data: If appropriate, the data can be presented in table form (possibly in an appendix if it is extensive); for example, a listing of each burial, with the sex of the skeleton, the alignment of the body, the list of grave goods, etc.
  - Example - Survey data: The survey instrument should be included as an appendix. The results can be summarized in a table or tables and then discussed in the text.
- There must be a clear connection between (a) research problem and theory (i.e., why did you choose this theoretical perspective to help solve this research problem?); and (b) theory and data (i.e., how are you applying this theory to these specific data?).
- There must be analysis. That is, the paper must go beyond simple description and/or summary. Analysis is examining the data in light of the theory: counting, comparing, graphing, looking for core themes, etc. etc.
- There must be a conclusion and the conclusion must be explicitly linked to the analysis and, then, back to the theory. The conclusion may be that the theory is not confirmed in this case (in which
case, a discussion of why would be appropriate). The conclusion may be tentative (in which case, a discussion of what further research is necessary would be appropriate).

- An honors paper will contain original, creative work. By that, we don’t mean artistic work, but original thought and/or original data-gathering and/or original analysis and/or conclusions. An honors paper will *not* be only a summary of existing research, no matter how well-researched this summary is.

- An honors paper must be well-organized; individual sections must be clear, and there should be good flow and connections between sections, and smooth transitions between paragraphs.

- An honors paper must be written with correct grammar, mechanics, and diction (i.e., the tone of vocabulary and language chosen). It must be spell-checked both by a computer and by a human being.

- An honors paper must be on time. Furthermore, the paper must be written to give enough time for feedback from the instructor and revisions by the student. Revisions must take into account the comments from the instructor.

**Consultation during ANTH 4601**

During ANTH 4601, each student in senior seminar gets feedback from the instructor of the course. In the case of honors students, that instructor is also the official “thesis advisor.” In addition, the honors student should periodically share drafts of her/his work with the other two members of the honors committee. At least three times during the semester (e.g., at the bibliography stage, at the first 10 pages stage, and at the first draft stage), the student should provide *all* members of the honors committee with a draft to be commented on.
Model Syllabus: ANTH 4701: Honors Research in Anthropology

Week 1: Meet with faculty advisor

Week 2: First draft of 1 page proposal that describes:
  • the subject/topic you wish to research
  • the type of research you will conduct (ethnographic research, comparison of published studies, analysis of artifacts, etc.)

Week 3: Final draft of 1 page proposal

Week 4: Library: Identify and locate relevant reading material

Week 5: (Extensive ) bibliography of relevant sources

Week 6: Draft of complete proposal to be turned into the honors council. Should contain an introduction, a brief literature review that contextualizes your project, your research question or hypothesis, a description of the research methods you will use, and the data you will analyze.

Week 7: Final version of complete proposal to be turned into the honors council

Week 8-15: Begin conducting research for project. Bi-weekly progress reports will be due to honors thesis advisor (due weeks 9, 11, 13, and 15). The advisor and student will agree upon the format of the progress reports.