

***Brown University***

Department of Anthropology  
***Department of Anthropology***

***Graduate Student Handbook***

**2011-12**

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### List of Acronyms:

DA	Department of Anthropology
DGS	Director of Graduate Studies
DRP	Dissertation Research Proposal
GS	Graduate School
GSw	Graduate School website: <a href="http://gradschool.brown.edu/go/academics">http://gradschool.brown.edu/go/academics</a>
GSH	Graduate Student Handbook 2011-12
MA	Master of Arts degree
PE	Preliminary Examination
PhD	Doctor of Philosophy degree

## INTRODUCTION

The *Graduate Student Handbook 2011-12 (GSH)* provides students with advice both on the proper pace of a graduate career at Brown, and on how best to prepare for a professional career in anthropology. We attempt throughout to state ourselves without ambiguity, but, at the same time, we welcome advice on how to improve the *GSH* for the benefit of future graduate students.

Graduate students are expected to follow the most recent rules in existence at the time they arrive at a particular level of a degree program. Thus, students entering the MA - PhD program this Fall will discover in the *GSH 2011-12* a description of the master's degree requirements they must fulfill. Returning students who completed MA requirements in May 2010, now arriving at a new level in the program, will find herein the doctoral degree requirements which they must meet. Other matters important for anthropology graduate students at all levels are also discussed.

Graduate students should consult the *GSH* for important deadlines at all stages. The Graduate School web page (GSw) should also be consulted for all requirements:

<http://gradschool.brown.edu/go/academics>

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The Faculty of the Department of Anthropology  
August, 2011

**I. SCHEDULE****Time Line 2011-12**

The university and the department are committed to advancing qualified students to the PhD as quickly as possible. Ideally, this should take five years: three years to be admitted to candidacy, including fulfilling the requirements for the MA; one year for field research; and one year to write the dissertation.

To help achieve this goal the Graduate School gives full support for at least five years to students in good standing.

Even though most students, in practice, have required more time because of the exceptional demands made in anthropology for preparing and carrying out field research, the following time line provides a series of dates for meeting both the qualitative and quantitative demands of the doctoral program. On the recommendation of their Committee and with the approval of the department, students may modify this schedule when it is deemed that such modification contributes to the improvement of their training and research.

**First Year****Semester I**  
September 2

Complete two core courses (ANTH2000 and 2501); two electives.  
Registration.

**Semester II**

Feb 15  
April 27

Complete two core courses (ANTH2010 & 2800); two electives.  
Constitute an MA committee.  
MA Research Paper proposal due, after consulting with committee.

**Summer**

Conduct MA research.

**Second Year****Semester I**

October 14  
December

Complete independent study (ANTH2980) with advisor; two elective courses;  
TA/proctor.  
MA Research Paper outline to committee.  
Present MA Research Paper at a department colloquium – date tba.  
Submit final version of MA Research Paper to committee.

**Semester II**

Jan 25  
February 15  
April 30  
May 27

Complete three elective courses; TA/proctor; meet language requirements.  
Signed Thesis of candidates for MA in May due to Office  
Constitute committee for Preliminary Exam and Dissertation Proposal.  
Graduate School deadline for theses of candidates for MA.  
Commencement.

**Summer**

Work on Dissertation Proposal; visit research site, if possible.

**Third Year****Semester I**

September–January  
October 7  
November 7

Complete three elective courses; TA/Proctor. Complete Dissertation Proposal.  
Deadlines for External funding –Fulbright, NSF, etc.  
Deadline to submit Preliminary Examination Statements for fall exam.  
Deadline for approved Preliminary Examination Statements & abstract.

December 9 Last possible day for Preliminary Examination.  
 December 9 Draft of Dissertation Proposal due committee

**Semester II**

March 5 Complete three elective courses; TA/Proctor.  
 March 5 Deadline to submit Preliminary Examination Statements for spring exam.  
 April 5 Deadline for approved Preliminary Examination Statements & abstract.  
 May 4 Last possible day for Preliminary Examination.

**Summer** Prepare for dissertation research

**Fourth (and/or Fifth) Years**

Conduct dissertation research

**Fifth (and/or Sixth) Years****Semester II**

Jan 25 Draft of theses of candidates for PhD in May (on Semester I registration fee) due Committee  
 April 2 Deadline for dissertation committee to decide if draft is defensible.  
 April 20 Deadline for dissertation abstract to all faculty and graduate students.  
 April 27 Last possible day for dissertation defense.  
 April 30 Theses of candidates for Ph.D. degree due the Graduate School.\* extensions granted to May 15<sup>th</sup>, if approved by committee (see page 15).  
 May 27 Commencement.

**B. Other Important Dates & Deadlines 2011-12**

August 1/December 15 Deadlines to file Traveling Scholar application, or Opting Out of funding with Graduate School for the following semester or year

May 1/December 15 Deadline to declare a Leave of Absence for Semesters I/II.

**Note: The summer, that is the period between the last day of the Reading Period of the Spring semester and the first day of class of the next Fall semester, may not be counted towards any time period stipulated in this GSH. This provision applies to, among others, the review period for Preliminary Examination proposals, the period between committee approval of the Preliminary Examination proposal and the Preliminary Examination, and the period for committee review of dissertation drafts.**

## **II. MA REQUIREMENTS**

### **Summary of Departmental Requirements:**

Successfully obtain credit for eight approved semester-long courses; pass all four core courses; and demonstrate research and analytical skills in an approved MA thesis. Students are responsible for meeting posted deadlines and fulfilling Graduate School requirements specified in University publications.

### **A. Courses**

1. The Department offers four core courses normally taken in the first year:  
ANTH2000: History of Ethnological Theory  
ANTH2010: Principles of Cultural Anthropology  
ANTH2501: Principles of Archaeology  
ANTH2800: Linguistic Theory and Practice

The content of the core courses is fundamental to Brown's anthropology curriculum.

2. Reading and Research courses (ANTH2980) are normally reserved for students in or beyond the third semester of residence. Permission to take more than one reading and research course in any one semester may be granted pending written justification by the student and written endorsement by her/his advisor. Before registering for an independent study course, the student is expected to submit a plan of study to the sponsoring faculty member and place a copy of the plan in his/her student file.
3. Graduate courses are graded on a Satisfactory/No Credit (S/NC) basis. Faculty are expected to evaluate the student's performance in writing and provide a copy of the evaluation for the student and her/his file (Form 1).
4. Electives, which should be approved by the DGS or a student's MA advisor, are normally taken within the DA. Students may enroll in 1000-level courses with permission of the instructors. However, work which fits their status as graduate students may be requested of them. Students are encouraged to take courses outside the DA if they match their specific interests. Students should seek to take all their classes in the DA during the first year, as a way of becoming acquainted with many of the anthropology faculty as possible.

5. As a general rule, graduate students are expected to attend all their classes, unless they have consulted with and gained the permission of their instructors to be absent. Fieldwork or employment that interferes with class work should be conducted during summers.

## **B. Research Paper (Masters thesis) - MA**

The department considers the paper for the MA, with its accompanying proposal and research activity, as an important exercise in the professional development of graduate students. The MA topic and activities may be, but are not, necessarily, connected directly to the student's dissertation research.

Since the emphasis in the MA is on the process of designing and carrying out a research activity in a relatively short time period, supplementary library research should be considered an important part of the final product.

The department strongly encourages students to move expeditiously through the various stages of the MA.

1. In Semester II of the first year, each student should meet with her/his MA committee at least once to discuss the forthcoming summer research plan.
2. The MA Proposal usually includes concise (c. 5 page) statements on
  - a. the research problem;
  - b. objectives and justification;
  - c. methodology, including discussion of specific techniques to be used in gathering data; and
  - d. the potential significance of the study.
3. Students researching human subjects also should include in their Proposal a statement on potential harm to them and must obtain proper approval for this statement (see Section V.C.). Students engaged in archaeological research should consult with their advisors on all legal or ethical matters concerning excavation.
4. The MA Proposal needs signed approval by student's advisor (see V.A.) (Form 4). It must be approved (signed) by the first day of the Reading Period, April 27, 2012.
5. The Research Paper Proposal should also include a budget. When possible, the GS and the DA offer small grants in support of summer research. A faculty committee, including the Chair, allocates the awards.
6. Once the student has returned from the summer research the student and his/her advisor should arrange to meet with the full committee to clarify and agree on the expectations for completing the MA paper. The following points should be considered:

- a. The student should enroll in ANTH2980 with her/his advisor, and should ensure that there is satisfactory progress during the semester.
  - b. Satisfactory progress involves attention to faculty comments and evidence of substantial improvements in each draft.
  - c. A final version of approximately 30 pages is to be completed by the end of Semester I.
7. For the MA Paper to be accepted by the DA, *all* committee members must approve it.
  8. The student must provide a copy for the department, and it is a common courtesy to offer copies to committee members.
  9. Students are expected to report on their MA research in a departmental colloquium in December.

#### **D. Transfer of Graduate Credit for MA Requirements**

1. To obtain a Brown MA, a student must take at least seven semester courses in residence at Brown; he/she may transfer only one course from elsewhere. According to the GS, "Graduate work done in graduate residence at other institutions and not used in fulfillment of the requirements for a degree may be offered in partial fulfillment of the requirements for a master's degree provided it is approved by the department or program and by the Registrar."
2. A student who arrives with an MA *in anthropology* from elsewhere must still meet the Department/University *requirements* for the MA: eight approved semester-long courses, and MA Research Paper. She/he may submit
  - a. course credits for the DA's course requirements and transfer up to eight credits toward PhD requirement, and
  - b. the completed thesis for the DA's Research Paper requirement.
3. Forms for the transfer of credits are available in the Registrar's Office.

#### **E. Evaluation of Students.**

1. The faculty of the DA, meeting as a whole, reviews the situation and progress of all enrolled students at the end of each academic year. At every review, the DA determines whether each student should be recommended to continue in the graduate program. The DA will make every effort to alert students to any weaknesses in their records or performance as soon as possible so that they may have time and opportunity to take all possible remedial action. Such review

continues throughout a student's time at Brown. If a student fails to make satisfactory progress in their professionalization (e.g. by failing to finish incompletes or to meet deadlines) they will, after faculty vote, be placed on probation at the end of the semester. By Graduate School rules, this warning affords the student one further semester to remedy problems. After faculty review and vote, students who show satisfactory progress will return to good standing; those who do not will be released from the program.

2. An important evaluation occurs at the completion of MA requirements, when the faculty decides whether a student may continue on to the Ph.D. The faculty makes this decision on the basis of a comprehensive evaluation of the student's academic performance; the relationship between the student's academic interests and research objectives, and those of the faculty; and the resources of the DA. On the basis of this evaluation the student is notified of her/his standing:
  - a. Permission to continue without qualifications toward the PhD.  
The requirements for the MA must be successfully completed, including an approved Research Paper and satisfactory course work.
  - b. Permission to continue with qualifications.  
The requirements to continue without qualifications must be met prior to being allowed to take the PE.
  - c. Permission to continue denied.
3. In addition to annual reviews, the faculty, by means of a student's advisor or the DGS, attempts to inform each student as soon as possible about issues pertaining to the standing of the student in the program. Similarly, a student encountering difficulties in the program should inform her/his advisor, committee, or the DGS.

### **III. PH.D. DEGREE REQUIREMENTS**

#### **Summary of Departmental Requirements:**

Successfully complete MA requirements and gain permission to continue for the PhD; write an acceptable proposal for and pass the PE; teach at least two semesters as a teaching assistant, or comparable experience; fulfill the foreign language requirement; prepare acceptable proposal for doctoral research, and write and successfully defend the dissertation.

Students are responsible for meeting all Graduate School requirements and posted deadlines, specified in various University publications. For the PhD, Brown requires three years residence beyond the bachelor's degree (24 tuition units, that is, 24 semester courses).

Students who enter Brown with an MA and/or the equivalent of one full year of study elsewhere may use this as credit toward the residence and payment requirement: the student may transfer up to 8 tuition units.

### **A. MA Prerequisite and Evaluation**

To continue in the Ph.D. program, a student must have completed all requirements for Brown's MA in anthropology and received formal written permission to proceed (Section II.E.).

### **B. Preliminary Examination (PE) Statements and the PE**

1. When the MA is completed, the student should recommend a PE committee in writing to the DGS, who presents the names to the faculty for approval. The committee should consist of an advisor and at least two other DA faculty members with expertise relevant to the student's interests in theory, method, and world region. Additional committee members from other departments may be proposed.
2. The PE Statements (*for examples, see Department Office*), which become the basis for the PE, and may be written while enrolled in ANTH2970, should contain the following:
  - a. A concise narrative (of no more than 20 pages per section) in which the student describes several areas of anthropological concern in which she/he wishes to become professionally knowledgeable. These include:
  - b. Two areas of theoretical and methodological interest, such as archaeological method and theory, gender, historical archaeology, ecological anthropology, ethnoarchaeology, religion, ethnohistory, political organization, ethnicity, etc., using global data; and
  - c. The ethnography or archaeology of at least one major world area (e.g. North America, Europe, Circumpolar Zone) and the theoretical problems pertinent to that area.
  - d. A bibliography of key relevant works.
  - e. A list of at least 10 questions addressing the quintessential issues that pertain to the specific theoretical focus and culture area chosen.

Consultation and scheduling are critical in preparing the PE Statements and planning for the PE. Consultation in preparing the Statements involves on-going communication with *all* committee members and designated meeting times so that at the time of formal submission the Statements have already undergone significant

review. Because the PE is normally taken immediately after the PE Statements have been accepted, attention to schedule and deadlines is very important.

3. The PE should be taken in the sixth semester. It may not be scheduled during the University's examination period or over vacation unless the entire committee agrees in writing. The student may not schedule the PE until the MA has been completed and permission to continue in the PhD program granted.
4. At least two calendar months before the PE, the student must submit a complete draft of the PE Statements to her/his committee (Form 5).
5. There is a one-month review process during which committee members comment on the draft and the student addresses the committee's recommendations for revisions.
6. Immediately following the committee's signed approval of the proposal, and no later than one calendar month before the PE, the student distributes a one-page abstract of the PE Statements to the faculty. The abstract should identify the topics and culture area of specialization, list the names of the committee members, provide a brief summary of the topics and cultural area to be examined, and indicate the day, time and place of the examination. The student also should make available to the faculty, in the Department Office, a copy of the signed PE Statements. Any member of the faculty may comment on the Statements; the student and his/her committee determine together how to respond to faculty comments.
7. The Preliminary Examination is based on the PE Statements, and enables the Faculty to evaluate a student's ability
  - a. to articulate the relationship between his/her specific academic interests and the discipline as a whole; and
  - b. to demonstrate a thorough knowledge of his/her disciplinary specialties. It is an oral examination that usually lasts 3 hours; in the exceptional case agreed to by the student and her/his committee, the PE may be in written form. A student's committee conducts the PE, but other faculty members are invited to participate.

Exceptions to any part of the PE Statements or PE must carefully be dealt with in advance. Any exception to recognized topics or areas which one's committee has approved in advance must be explained by the student when he/she distributes the PE Statements. Any objections must be raised by the faculty within one week, and reconciled through the student's advisor and committee. A student who wishes to

take major exception to any part of the PE itself must secure permission in writing first from her/his committee, then from the faculty.

The student's committee evaluates the PE performance. Their evaluation (Form 8) and a copy of the PE Proposal are placed in the student's file.

### **C. Teaching Experience**

1. Each student is required to have teaching experience for the PhD; normally, by serving as a Teaching Assistant (TA) for two semesters or by comparable experience. Students who receive a semester-long Teaching Assistantship enroll for three courses in that semester. Students may also fulfill their teaching requirement by enrolling in ANTH2900 while acting as a TA.
2. The Sheridan Center for Teaching and Learning, which is designed to promote excellence in teaching and help graduate students improve their teaching skills, awards Teaching Certificates and conducts workshops.

### **D. Foreign Language Proficiency**

1. By the time the student begins the dissertation research project, he/she is expected to have acquired the necessary language skills for the field site. The preparation might require courses in other departments or cross-registration at another university.
2. The means by which the language skills are to be acquired and proficiency evaluated is to be discussed with the student's committee well before the dissertation proposal is presented to the committee.

### **E. Other Skills**

1. The student's PhD research may also require additional skills and background not provided by the department. These include statistics, computer language training and GIS training or specialized archaeological field techniques. It is the responsibility of the student to discuss with the committee questions of possible additional skills needed for his/her research. This should be done as soon as the student has decided on a research topic, but at the latest by the time the dissertation proposal is presented to the committee.
2. Acquisition of such skills may require courses in other departments or at another university, and in exceptional cases attendance at another university for as much as an entire academic year.

## **F. Dissertation Research Proposal (DRP)**

1. In the Fall semester of the third year, the student should draft a DRP (Form 9); for samples, see DA Office. Deadline for the DRP will be on the last day of classes, Semester I. The student's committee should approve the DRP prior to any applications to research foundations for support.
2. Normally, dissertations are based on original research in the field, museum, laboratory, and/or archive, and the DRP functions also as a proposal for NSF and other major funding agencies. To this end, the proposal should consist of a narrative or project description no longer than 20 pages double-spaced. The narrative should describe the project's theoretical interests and problem-focused goals, placing both within the context of a relevant literature; the research site, preparation for research, research methods, and schedule--all of which should be related clearly to the goals; and the projected significance of the project. The bibliography (references cited) should be from 50 to 100 sources. A budget specifying and justifying the cost of, for example, transportation, per diem in the field, informants' fees, computer and research equipment should be attached.
3. The student must demonstrate foreign language proficiency (if needed for field site) before the DRP can be accepted.
4. The student must seek approval of Brown's Institutional Review Board when pertinent (Section V.C.).

## **G. Admission to Candidacy**

1. A student is admitted to candidacy for the PhD when he or she has completed an acceptable DRP, passed the PE, and satisfied all other requirements as specified by the DA and Graduate School for the doctorate (except the dissertation and its defense).
2. Upon reaching candidacy, the student may formally begin work on the dissertation.

3. The Graduate School states that the PhD should be completed within "five years after admission to Candidacy." Extensions to seven years may be granted by the DA and the Graduate School together, but extensions beyond 7 years require a vote of the Graduate Council. (See Section VI.D.)

## **H. Dissertation and Defense**

1. The writing of a dissertation requires close consultation between the student and the committee. The procedures by which this consultation takes place is determined ahead of time by the entire committee and the student. For some, the first draft of the dissertation will be submitted chapter by chapter to the chair of the committee for initial revisions, and only later submitted as a completed first draft to the rest of the committee members. For others, all committee members will want simultaneously to review individual chapters as they are completed. In any case, the writing of the dissertation is a process that requires multiple interchanges of ideas between students and committee members, i.e., the student should anticipate the need for multiple revisions.
2. According to the Graduate School, "every candidate" for the PhD "must present a dissertation on a topic related to her/his major subject which shall embody the results of original research and give evidence of high scholarship." Detailed instructions for preparing dissertations are available at the Graduate School.
3. The dissertation committee consists of at least four faculty members, three of whom, normally, are the same who approved the DRP. The fourth must be from outside the DA: a faculty member at Brown or another university, or some other fully qualified and appropriate person approved by the student's departmental committee members.
4. The student, with his/her committee, needs to plan carefully and in advance the two-month long final process between submission of a completed draft and the defense. The student should alert the DGS to the plan. If a student expects to be awarded the degree at the following May commencement, he/she must present a completed draft to the committee by the first day of classes of Semester II. Students who deliver the drafts after that date should not expect to receive their degrees in May.
5. The committee members have one month in which to read and return the draft with comments for revision. Once at least three committee members agree in writing that the draft is acceptable except for minor revisions--that is, if they agree that the draft is defensible--the defense can then be scheduled.

6. At least one week before the defense, the candidate will distribute a dissertation abstract to all faculty and graduate students, and make the revised manuscript available to the faculty. The time and place of the defense must also be posted in the Department at this time. All faculty and graduate students are invited to attend the defense.
7. According to the GSw, Students must be registered in the Graduate School at the time the dissertation is submitted. If a student registers for Semester I and completes all of the requirements for the degree during that semester, a fee for Semester II will not be charged, even though the degree itself is formally conferred at the end of Semester II. Students who wish to submit their thesis or dissertation while on leave must also pay the readmission fee in the semester in which they file. Use of Brown's facilities requires registration for thesis preparation and payment of the enrollment fee (12% of full tuition).
8. The Graduate School awards degrees only in May, and its deadline for the presentation of the final, completed dissertation in time for graduation is normally May 1, with a possible extension to about May 15.
9. A student is required to submit three copies of the accepted dissertation: one to the Graduate School, the DA, and the dissertation advisor.

### **I. Transfer of Graduate Credit**

1. In the transfer of tuition/course credits, the Graduate School states that "Graduate work done in graduate residence at other institutions and not used in fulfillment of the requirements for the degree of Doctor of Philosophy elsewhere may, on the recommendation of the department of study and with the approval of the Registrar, be counted in fulfillment of the residence requirement." However, "no more than the equivalent of one full year of study may so be counted." One full year usually equals eight semester courses. The DA encourages students to transfer as many credits as possible. The student can file with the Office of the Registrar after the first semester.
2. Transfer credit may be obtained for research related to one's dissertation. The student's committee will evaluate funded or unfunded fieldwork on its academic merit and, through the graduate advisor, bring its recommendation and written justification to the faculty for the approval of tuition units. As a rule, no more than four tuition units may be transferred for fieldwork credits.

## **IV. FACULTY COMMITTEES AND ADVISING**

### **A. Committee Structure**

1. The graduate program in Anthropology relies on the committee system, comprised, unless otherwise noted, of three faculty members in the department. For each stage of the student's progress through the program he/she will have a fully constituted committee. Each committee is for a special purpose, such as a Master's committee, Dissertation proposal and preliminary exam committee, etc. When that purpose has been accomplished, the committee is dissolved and the student will constitute a new committee for his/her next phase of the program. The same members from previous committee may serve on the subsequent committee, but not necessarily.
2. The faculty expect that students will select, retain, or change advisors and committee members with the aim of maintaining the closest possible concordance between the scholarly interests of the individual student and her/his faculty committee members. As a general rule, a student or the faculty can request that a committee be convened at any time to discuss issues relevant to the student's program and academic career.
3. Once a committee has been formed and approved, however, it is fixed until its particular purpose has been fulfilled – membership on the committee may be changed only under extraordinary circumstances.
4. The procedures for establishing committees, other than the First-year's advisory committee, are the same. Once a student has determined his/her study or research topic, he/she will seek out the faculty member most relevant to the topic and determine whether the person will serve as the chair of the committee. Once the faculty member has agreed to be chair of the committee, the student and chair together, will decide on the other two appropriate committee members. The student will then invite them to sit on the committee. If they agree, their names and the research topic are given to the DGS to submit to the entire faculty for its consideration.

## **B. The MA committee**

1. During the second semester of the first year, a student needs to constitute an MA committee to advise on a summer research proposal and Research Paper no later than February 15 in the second semester in residence. The student should submit the names of the proposed committee in writing to the DGS, who will present them to the faculty for its consideration.
2. The committee is composed of at least three faculty members who have taught, or currently are teaching, a course in the Department. The advisor and at least one other member of the committee must be regular members of the faculty of the Department of Anthropology. The student should choose an advisor and committee members for the MA proposal and research paper from departmental faculty in residence.

### **C. PhD committees**

The advisor for the dissertation proposal, fieldwork, and the dissertation itself is assumed to have a long-term academic relationship with the student. Faculty not in residence, therefore, will continue to advise whenever possible. See Section IV.G.2.

## **V. RELATED TOPICS**

### **A. Financial Assistance**

In 2006 the GS developed a new plan for doctoral support, which was implemented in fall 2008. Under the new plan, the Graduate School will not predetermine, but will more closely coordinate the decisions regarding the forms of support (TAs, fellowships, etc.) with academic programs. Each program's director of graduate study, in consultation with students and other faculty in the program, will decide the most appropriate form of support for each doctoral student in a given year. The flexibility of the new plan will help ensure that within the constraints of other departmental needs doctoral students receive the type of appointment that is most appropriate for their current level of professional development and that will support their progress through the program. (GSw)

1. All students entering the GS with any form of financial support are required to complete an Employment Eligibility Verification Form (I-9). Details on the I-9 are available at the GSw.
2. All students who are U.S. citizens or permanent residents and will receive any form of Brown funding are required to submit a FAFSA (Free Application for Federal Student Aid). The FAFSA should be submitted on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Brown GS's code for the FAFSA is E00058. (Be sure not to use the undergraduate code.)
3. All students are strongly encouraged to seek outside funding on their own behalf. First-year students should apply, for example, for NSF and Javits fellowships, and advanced students to a range of agencies and foundations.
4. A TA consists, usually, of a stipend and tuition award for one tuition unit for the semester it is awarded. TAs may be appointed for one or two semesters each year. TAs assist faculty by grading papers and exams, leading discussion sections, and presenting the occasional lecture. TAs are expected to meet all their classes, and fulfill other obligations related to their classes. Absences from class meetings or sections must be discussed with, and approved by, the faculty member in charge of the course. In all cases, the faculty member has responsibility for the content and conduct of the course, and exercises supervisory authority over his/her TAs.

5. Proctorships are non-instructional academic employment and are offered either through an academic department or degree program, or from other research, training, academic, or administrative offices around campus. These positions are intended to foster the professional development and/or research interests of graduate students. Proctorships are awarded by the Graduate School and are subsidized whenever possible by federal work study funds.

Departmental proctors generally assist faculty with research, staff, or help manage the academic or administrative workload of the department.

Departmental proctors generally receive full tuition or the enrollment fee, health insurance, the health services fee, and a stipend; the specific financial terms of these awards will be determined at the time of the appointment.

6. Various other teaching stipends are also sometimes available. By team-teaching or under the guidance of a member of the faculty who works on related topics, advanced graduate students are eligible for stipends for teaching undergraduates in certain courses. Check announcements in the Dean of the College's office in September-October and throughout the year for possible opportunities. Graduate students who have earned a Teaching Certificate from the Center for the Advancement of College Teaching can apply to teach pre-college and undergraduate summer courses which pay a modest salary and offer independent teaching experience; contact CACT in the Graduate Center for information.
7. Each student is responsible for understanding the tax consequences of grants, fellowships, and other awards.

## **B. Research Involving Human Subjects**

1. Federal regulations mandate that all research projects, regardless of sponsorship or source of funding, which may involve the use of human subjects, be reviewed by Brown University for potential harm to humans. The Institutional Review Board (IRB), which is in the Research Protections Office, conducts these reviews. Granting agencies like NSF and NIH require that the IRB approve protocols before human subjects research begins. Students are urged to consult with the faculty, the DGS, or IRB office (x33050) if they have questions about human subjects review.
2. Students are required to be familiar with the statement on the ethical conduct of research of the American Anthropological Association. Students are also expected to give serious consideration to the full range of ethical questions raised by their research and other professional activities. These ethical questions include the potential uses and impacts of research, the interests served by research, the stipulations attached to funding, and the responsibility of anthropologists to colleagues, research subjects, funding agencies, governments, and the public

- interest. Student's ethical concerns must include, but should not be limited to, the range of concerns addressed by the Brown University Institutional Review Board (IRB). All students are required to pass the CITI accreditation course in their first year and to maintain their accreditation throughout their time in the graduate program.
3. In consultation with their advisors and committee members, students should decide whether any specific activity they are planning should be submitted to the IRB for approval. Ordinarily, research exercises carried out as part of the curricular requirements are not subject to IRB review. Where there is uncertainty about the need for IRB review, students should consult with the IRB staff and plan their activities with the IRB schedule in mind. The department requires that all students conducting research at any time during the academic year, in summer, or for longer periods address relevant human subjects protection.
  4. For research using human subjects undertaken as part of course work, a student must have the prior approval of the faculty member in charge before the research commences. In accordance with University policy, "the faculty member in charge of the course must be the judge of whether or not a significant chance of potential harm is inherent in the proposed procedure, and he/[she] must make the decision of whether or not to seek an Institutional Review and approval."
  5. In a sociocultural anthropological project, the student would typically speak to her/his intent:
    - a. to use traditional participation-observation techniques, which may involve completely voluntary, open ended interviews, observation of behavior, and note-taking;
    - b. to inform subjects that the investigator is conducting anthropological research and does not want to conceal her/his purpose; and
    - c. to preserve the anonymity of individuals through pseudonyms or other means in all written reports resulting from the research.
  6. Attach to the proposal a copy of any protocol (and a translation into English, if necessary) planned for formal interviews or questionnaires.
  7. Submit the proposal, human subjects statement, and attachments for signed approval to the appropriate faculty member or committee: the MA Research Paper advisor, the dissertation committee, or the course instructor. In cases requiring formal IRB review, the responsible faculty member forwards the proposal to the DGS for submission to IRB. Research should not begin until the proposal and statement of safeguards have been approved.

### **C. LETTERS OF RECOMMENDATION**

1. From time to time, students will find it necessary to have faculty members write letters of recommendation. The most common occasions are when applying for research or training grants, seeking admission to summer institutes and workshops, and applying for employment.
2. For faculty to respond promptly and effectively to requests for letters of recommendation, students are asked to provide the faculty member with an updated c.v., a copy of the application letter or form, a stamped addressed envelope, and whatever other materials are required; make requests at least two weeks before the letter is due and state clearly the deadline for the letter or recommendation; and notify the DGS if a request is not met in a timely fashion.
3. It is appropriate to inform your referees of the outcome.

### **D. TIME LIMITS FOR DEGREES**

1. Normally the MA should be completed by the end of the fourth semester in residence. To continue in the MA program beyond five years requires departmental permission.
2. The Graduate School states that the PhD should be completed "within five years after admission to Candidacy," which a student gains when she/he "has satisfactorily completed all the requirements" before "beginning work on the dissertation." A student is admitted to candidacy for the Ph.D. when he or she has completed an acceptable DRP, and satisfied all other requirements as specified by the Department and Graduate School for the doctorate (except for the dissertation and its defense).
3. Any exception to the five-year rule must first gain departmental approval. Student requests for exceptions will be considered on their merit and a case-by-case basis. As of 1994, the decision on whether or not to grant an exception is up to the Department and Graduate School together if candidacy has lasted five to seven years; but for cases of more than seven years, the Graduate Council must vote. A student must enter a filing fee if her/his committee is reading dissertation drafts.

## **E. Traveling Scholars, Leaves of Absence, Opting Out and Withdrawals**

### **1. Traveling Scholars**

“Traveling Scholars are active students in absentia whose research requires them to be away from Brown pursuing their studies full time. Full-time research is not compatible with full-time employment, but just as Teaching Assistants are full-time students, so some remunerative work is permitted. Traveling Scholar status is normally for one year but may be extended in certain circumstances for a second year by the Graduate School.

Full-time active status as a traveling scholar entitles the student to take out student loans and continue existing loan deferrals. There is a charge of 6.25% of half the annual tuition per semester. Traveling scholars may be covered by student health insurance, like other active students receiving aid. If your application for Traveling Scholar status is approved, you are eligible for a Health Insurance subsidy (available [here](#)). Students with alternate insurance must file a waiver card with Risk Management.

After traveling scholar status has expired, the student remains an active student and will be billed for tuition or the enrollment fee unless he or she completes the degree or withdraws.

The student may use the standard form or write a letter, which the director of graduate study endorses and sends to the Graduate School for approval.” (GSw)

### **2. Advanced Student Status (Opting-out of Graduate School Support)**

Students who have completed their 24 tuition unit requirement and are away from Brown for a semester or more conducting dissertation research are considered full-time students, are charged an enrollment fee and the student activity fee, and must have health insurance from Brown or provide proof of comparable coverage under another plan.

Students who plan to conduct dissertation research away from Brown during one of their years of guaranteed support from the Graduate School have the following funding options available to them:

- they may be eligible for a dissertation fellowship based on the recommendation of their department, in which case they use one of their years of guaranteed funding;
- they may have an external fellowship and apply for supplemental stipend and tuition support from the Graduate School under the incentive program described in section XIX (see <http://gradschool.brown.edu/go/grantincentives>);
- or they may opt-out of Graduate School funding and “stop their funding clock” for up to two semesters. Students who select to opt-out must communicate their decision to their DGS in writing. The DGS must then report this decision on the annual appointment form. The “opt-out option” is only available for students who are away from Brown conducting dissertation research.

Students who are awarded external fellowships and do not opt-out of Graduate School supplemental stipend and tuition support are considered by the Graduate School as funded students and the conditions of the external award incentive policy apply. Under this policy students who receive external stipends equivalent to the standard Graduate School stipend, during one of their years of guaranteed support, are provided an additional year of funding by the Graduate School.

Students who chose to opt-out of Graduate School funding for one to two semesters to conduct dissertation research away from Brown, are required to pay advanced enrollment tuition and health insurance (or pro-vide proof of comparable coverage), during the semesters they are away from Brown.

Advanced students conducting dissertation research away from Brown, who elect to opt-out and stop their funding clock, are eligible to apply for Advanced Student Tuition and Health Insurance Scholarships (see below).

### **Advanced Student Tuition and Health Insurance Scholarships**

The Graduate School has available a limited number of Tuition and Health Insurance Scholarships to award to advanced doctoral students. Priority is given to students conducting dissertation research away from Brown, who elect to opt-out of a semester or year of guaranteed funding from the Graduate School.

Students who are interested in this scholarship must write to their DGS to express their interest. The DGS will then communicate this to the Graduate School on the annual appointment form. Receipt of Advanced Student Tuition and Health Insurance Scholarships does not count towards the years of Graduate School guaranteed support. It is recognized that international students and students in some disciplines and fields have more limited external funding opportunities than other students. The Advanced Student Tuition Scholarship does not provide stipend support. Please refer to the [Graduate School Handbook](#), Advanced Student Tuition and Health Insurance Scholarship Table, Appendix D.

### **3. Leaves of Absence**

“During the course of graduate study a student may need to request a leave of absence. Applications for leaves of absence should be sent to the Graduate School by December 15th of the year preceding the year in which the leave is to be taken. Failure to inform the Graduate School means that the student will still be considered active and will be billed for tuition. Directors of graduate study must approve all leave of absence applications.

Students must use the standard form to request a leave and should attach a separate note explaining the reason for their request. The DGS should sign the form to indicate approval and forward it to the Graduate School for approval by the Dean. Leaves of absence are normally granted for one year.

To extend a leave of absence for a second year, students must file extensions with their DGSs prior to the expiration of their leaves. Students who do not file extensions will be automatically withdrawn from their graduate programs at Brown. To return to active status, students must notify the Graduate School in writing by May 1 for a fall-semester return or November 1 for a spring-semester return.

The DGS should be aware that granting a leave implies that the program will be willing to readmit the student, though sometimes only if certain conditions are met; any such conditions should be put in writing and clearly understood by all parties. Students on leave do not have access to the library or other facilities, including the University's electronic resources. If the student is an alumna/us (such as a master's degree holder) he or she may use the library under that status. Borrowing privileges may also be purchased for a nominal fee. (Ask at the circulation desk at the Rockefeller Library.)

Readmission of a student from a leave of absence does not require a complete formal application, unless the department faculty request one. A student who has taken a leave of absence should write to his or her department requesting readmission; the DGS should then endorse and forward the request to the Graduate School for approval by the Dean.

Students who will be doing research away from Brown should maintain active student status as [Traveling Scholars](#).

Readmission from a medical or psychological leave requires that the student's doctor write to Brown's office of Health Services or Psychological Services, as appropriate, to attest that the student is able to resume studies.” (GSw)

#### **4. Withdrawal**

Students who wish to leave the University for personal non-academic reasons, either temporarily or permanently, may withdraw by notifying the Chair in writing. If the student withdraws in good standing, re-admission requires submission of an abbreviated application form.

## **F. Academic Life and Prizes**

1. Throughout the academic year the DA and Haffenreffer Museum sponsor various "brown-bag" luncheon talks, colloquia, and lectures. Some presentations are "in-house"-- by Brown students and faculty on their research. Others are by scholars invited to campus to talk in the DA, at the Museum, or elsewhere, like the John Carter Brown Library, Joukowsky Institute for Archaeology and the Ancient World, or Center for the Study of Race and Ethnicity in America. These opportunities for hearing about research and for meeting visiting scholars in informal settings are an integral and important part of the academic enterprise. Students are strongly urged to take advantage of these opportunities.
2. It is also important to attend and participate in international, national and regional professional meetings to the fullest extent possible. The annual meeting of the American Anthropological Association (AAA) is a major opportunity to present papers and meet others who share similar regional or theoretical interests. The American Ethnological Society, Society for American Archaeology, Society for Historical Archaeology, etc. provide important forums in which to present research and meet other scholars. The Northeastern Anthropological Association meets closer to home and is less burdensome financially than AAA, and students are encouraged to attend and participate.
3. The DA offers an annual prize, The Watson Smith Prize, for the best Anthropology paper written that year by an undergraduate or graduate student. For Guidelines, see the Department Office Staff.

## **G. Haffenreffer Museum of Anthropology**

1. The Haffenreffer Museum of Anthropology welcomes students to use its collections in Bristol, RI, to work with the museum's staff, and to participate in its work of collecting, exhibiting, and teaching. Internships, proctorships, and grants for field work are available. The Museum's exhibition space is located in Manning Hall on the Main Green, and students are encouraged to visit. Graduate and undergraduate students have played prominent curatorial roles in recent exhibitions, have run seminars for docents, and have participated in school education programs. Interested students should contact Steven Lubar, director.

## **H. Access to File and Grievance Procedures**

1. According to federal law, students have a right to see anything maintained in files on them except letters of recommendation written in support of admission before 1/1/1975, when the law went into effect. A student wishing to see his/her file in the Graduate School should contact the Dean of the Graduate School in

- writing. A student wishing to see her/his department file must submit a written request to the department secretary (Form 9). The Student may examine the file in the Department Office and may make copies of material in the file. *Nothing may be removed from the file.*
2. Students, either individually or as a group, who believe they have a grievance against another student, a faculty member, the DA, or the University should first try to resolve the matter by consulting with a faculty member, the DGS, or the Department Chair. Depending on the nature of the problem, one of these persons will attempt to mediate, and hopefully resolve, the grievance. Should that be impossible, students or faculty may bring the matter to the attention of the entire faculty at a faculty meeting. Students may also request a meeting with faculty members alone or with other students. Decisions made at such meetings, if they involve departmental policy, must be approved by the whole faculty at one of their meetings.
  3. Similar procedures should be followed when the grievance is against a departmental procedure or decision, either directly involving a student's status, or a matter affecting graduate students in general. In the event that a grievance cannot be satisfactorily resolved within the DA after following these procedures, students are referred to the Graduate School.

## VI. GIDDINGS HOUSE AND FEINSTEIN HOUSE RULES

The entire Department -- faculty, students, staff -- are housed in Giddings House and Feinstein House. We must all be jointly committed to maintaining them as a pleasant environment for work and socialization.

*NO SMOKING anywhere in the building. Please, NO pets, bicycles, motorcycles or other vehicles allowed inside.*

### **Kindly observe also the following guidelines:**

**Security** is a vital issue; thefts occur every year all over campus, Giddings and Feinstein House are no exception. From September through May, the front doors are open weekdays 8:30-4:45; at other times be sure to pull the door shut behind you when entering, and push behind you when exiting. Summer hours are posted on the door. The basement door is especially sticky in humid weather and should always be closed firmly when entering or leaving the building. At night when meeting sections, tell students to arrive five minutes early to gain entrance, and when you leave at night be sure the windows/doors you have used are closed. Please do not leave the door open unattended. Request identification from strangers during closed hours, or at any time you see a suspicious act. The campus phone located outside the front door may be used to call Police/Security (**x33322**). Brown offers a shuttle and escort service. If the fire alarm sounds, evacuate the buildings immediately.

The **Kitchen Area** in the student lounge (B5) is for student's use. Please cover food prepared in the microwave. Milk and other food in refrigerator belong to individuals. Leave the kitchen as clean or cleaner than you found it; wash anything you might have used.

**Classrooms** (Giddings House Rooms 114 and 212 and Feinstein House Room 104) should be picked up, chairs in order and blackboards erased, following use. It is very important to close and lock windows before you leave the room.

The **Student Study Area** (Basement Room, B5) is for the use of graduate students and undergraduate concentrators. Keep the doors to the **Computer Room** (B4) locked at all times. No drinking or eating in this Room. There are strict rules about installation of software and computer legalities; consult with the Department's computer consultant (DCC).

**Outdoors:** Parking in Giddings House Lot 59 is reserved for those with University permits. When exiting the lot, STOP at the brick wall and proceed with caution. Please do not block our neighbors' driveways with cars. Bicyclists please use the bicycle rack and help preserve our plants.

For the use of the **Archaeology Lab Room 202** see Professor Houston, for the **Circumpolar Research Lab** at the Haffenreffer Museum, see Prof. Douglas Anderson; and the **Haffenreffer Museum**, see Prof. Steven Lubar.

## **FORM NO. 1: EVALUATION OF GRADUATE STUDENT IN COURSE**

**Student's Name:**

**Instructor:**

**Course Number and Name:**

**Semester and Year:**

**Type of course (seminar, tutorial, lecture)**

**Number of Students in course:**

**Grade:**

**Comments** on written and oral work, presentations, participation in discussions, meeting assignment deadlines, etc.:

Faculty signature

Date:

Distribute: student, student's file, faculty

**FORM NO. 2: MA RESEARCH PAPER PROPOSAL TITLE PAGE**

- 1. Title of project
- 2. Location and duration of project (beginning and ending dates of research)
- 3. Abstract
- 4. Advisor's signature

**SUBSEQUENT PAGES**

- 5. Description:
  - a) General statement of the problem
  - b) Specific hypothesis, question, or problem
  - c) Context for investigation, theoretical background the location: Social and cultural background
  - d) Methodology
  - e) Potential significance of the study
  - f) Bibliography

6. Statement on use of human subjects

7. Budget

Expenses Travel \_\_\_\_\_

Living expenses (room and board) \_\_\_\_\_

Other (describe) \_\_\_\_\_

Total anticipated expense \_\_\_\_\_

Less

Amount received from other sources \_\_\_\_\_

Amount you are able to contribute \_\_\_\_\_

**FORM NO. 3: MA RESEARCH PAPER - COVER SHEET**

(Title)

(Name)

Research paper in partial fulfillment of the M.A. degree requirements Department of  
Anthropology Brown University

Advisor: (Name typed) \_\_\_\_\_

Date accepted: \_\_\_\_\_

Other readers: (at least two)

\_\_\_\_\_, \_\_\_\_\_

**FORM NO. 4: MA RESEARCH PAPER - ABSTRACT**

NAME STUDENT: \_\_\_\_\_

TITLE of Paper \_\_\_\_\_

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Abstract  
(approximately 100-250 words)

Faculty Approval:  
Advisor \_\_\_\_\_

Date \_\_\_\_\_

Committee Member \_\_\_\_\_

Date \_\_\_\_\_

Committee Member \_\_\_\_\_

Date \_\_\_\_\_

**FORM NO. 5: PROPOSAL FOR PRELIMINARY EXAMINATION**  
(to be submitted for approval 2 months before the intended date of the Examination)

NAME: \_\_\_\_\_

Date: \_\_\_\_\_

Committee: Initialed: Date:

_____	_____
_____	_____
_____	_____

Specialties:

Foreign Language:

(A bibliography and statement should follow this page)

**FORM NO. 6: REPORT ON PRELIMINARY EXAMINATION (PE)**

Student name: \_\_\_\_\_ Date \_\_\_\_\_

Areas of specialization:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Form of exam: (oral or written)

Comments:

Conclusions: (pass, fail, or other?) \_\_\_\_\_

\*Committee: 1. Advisor: \_\_\_\_\_

Other faculty present:

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

\*Committee members should initial their names if in agreement with comments and conclusions (prepared by the advisor). Minority opinions should be appended.

**FORM NO. 7: DISSERTATION RESEARCH PROPOSAL (DRP)  
COVER SHEET**

Name of student \_\_\_\_\_

Title of Research Project: \_\_\_\_\_

\_\_\_\_\_

Research problem: (abstract)

Type of support anticipated (NSF, NIMH, SSRC, etc.)

Committee: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Language: \_\_\_\_\_

Mode of evaluating language: \_\_\_\_\_

Approved: \_\_\_\_\_

Date \_\_\_\_\_

**FORM NO. 8: REPORT ON THE DISSERTATION RESEARCH PROPOSAL**

Name of Student \_\_\_\_\_

Language passed by (examiner's name) \_\_\_\_\_ Date \_\_\_\_\_

Faculty approved:

1 (Advisor) \_\_\_\_\_ (Date) \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

**FORM NO. 9: REQUEST FOR ACCESS TO STUDENT FILE**

Date: \_\_\_\_\_

Student: \_\_\_\_\_

I hereby request access to my student file in the Department of Anthropology.

\_\_\_\_\_  
(Student's signature)

Certified that student has seen file:

Date: \_\_\_\_\_

(Office Staff's signature) \_\_\_\_\_

Items xeroxed: \_\_\_\_\_

Final Version August 27,2011