

<p>COLLEGE OF WILLIAM AND MARY ANTHROPOLOGY GRADUATE PROGRAM PROCEDURES</p>
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PROGRAM OVERVIEW

The Department of Anthropology's graduate program offers both general coverage of the discipline as a whole and more specifically-focused preparation in the fields of Historical Archaeology and Historical Anthropology. These graduate procedures are intended to complement the policies and procedures listed in the Graduate Arts & Sciences Catalog, found on the College's web site.

ADMINISTRATIVE STRUCTURE

Department Chair

Administers departmental affairs; *ex officio* member of the Anthropology Graduate Committee.

Director of Graduate Studies (DGS)

Responsible for the administration of the Anthropology graduate program; represents the department at meetings of the College's Committee on Graduate Studies and chairs the Anthropology Graduate Committee.

Anthropology Graduate Committee

Anthropology faculty volunteer for the committee in accordance with departmental procedures. Responsible for graduate policy and programs. A graduate student representative is elected by the graduate students.

First Semester Advisor

Appointed by the DGS, this full-time faculty member serves as academic advisor during the first year until the student has chosen an advisor.

Advisor

This full-time or research faculty member is chosen by the student. The advisor works with the student in planning a course of study, heads the thesis committee for MA students, and committees for MA/PhD students.

Dean of Research and Graduate Studies

Administers graduate Arts and Sciences programs and chairs the Committee on Graduate Studies.

Ombudsperson

As part of the office of the Graduate Dean, serves as confidential advisor to all graduate students.

William & Mary Graduate Student Association for Arts and Sciences

Advances the academic and social interests of graduate students of the college. Selects eligible graduate students for committees in which graduate representation is necessary.

Anthropology Graduate Student Collective

Promotes the unification of the anthropology graduate student body and provides a forum for presentation of scholarly research and discussion.

ADMISSION TO THE PROGRAM

Students have the option of applying for admission to the terminal MA (MA-only) program, the sequential MA/PhD program or, for those who have already completed a master's degree in Anthropology, the PhD program. Students admitted to William and Mary while their MA in Anthropology is in progress must complete all requirements for the degree by **August 15** of the year in which they matriculate at William and Mary. If the MA in Anthropology is not completed by this date, they will not be permitted to matriculate.

Students with an MA that is not in Anthropology may petition the Graduate Committee to determine whether or not they are required to obtain a William and Mary MA in Anthropology before entering the PhD program. Students entering the William and Mary MA program with previous graduate work (but not a completed degree) may petition for the transfer of up to 6 credits.

Admission is competitive, based on such criteria as grade point average, GRE scores, and letters of recommendation, experience, and educational history. Graduate studies begin in the fall; there are no spring admissions.

Students may apply online or by mail. In addition to the College application form, applicants must supply GRE scores taken within the past five years, undergraduate and relevant graduate transcripts, three letters of recommendation, a writing sample, which should be a substantial academic paper demonstrating both writing skills and original research.

Applicants whose native language is not English will also be required to submit Test of English as a Foreign Language (TOEFL) scores.

Applications and supporting materials for both the MA and the MA/PhD programs must be received by **January 15**.

MASTER OF ARTS IN ANTHROPOLOGY
with Specialization in Historical Archaeology

1. INTRODUCTION

- A. The Master of Arts terminal degree program (MA-only) is designed to train students for proficiency in the general field of Anthropology with a specialization in Historical Archaeology.
- B. Students in the MA-only program do not receive funding from the Department of Anthropology. For information on other sources of financial aid, MA-only students should contact the Office of Financial Aid of the College of William and Mary.
- C. MA-only students must complete all coursework and the thesis within a maximum period of six calendar years after admission to the program. Requests for extension beyond the six-year limit must be filed following the procedures outlined in 'Time Limits for Degrees and Extensions' in the Graduate Arts & Sciences catalog.

2. COURSE REQUIREMENTS

- A. Each student in the MA-only program must successfully complete 30 semester hours of graduate coursework, including Anthropology 600, and electives. Under exceptional circumstances and in consultation with the DGS, students may enroll in the program on a part-time basis. All full-time students will register each semester for 3 credits of Anthropology 700 (Thesis) in addition to the normal course load of 12 semester hours. Students should confer with their advisor in choosing electives suitable for their educational goals and career plans.
- B. Anthropology 700 is a course designed to help the student formulate a thesis topic. The student meets with his/her advisor to discuss ideas about a thesis and to prepare a reference list relating to the topic. A short activity report must be submitted to the advisor by **December 1**. A thesis prospectus should be submitted to the advisor on **April 1**, with a copy to the DGS for the student's permanent file. If the student decides to substantively change his/her thesis topic, a new thesis proposal must be submitted to the thesis advisor and the DGS for approval, and a copy of this proposal will be included in the student's file.
- C. In the event of a student's failure to complete all assignments in a course, the instructor may assign a grade of "I" (The grade of "G" is assigned only in Anthropology 700). No student may have more than one "I" (incomplete) grade outstanding, and the grade must be resolved by the end of the following semester. (See the current *Graduate Arts & Sciences Catalog* available online for the definition of grades.)
- D. Candidates for the MA degree must maintain an overall grade point average of at least 3.0 on a 4.0 scale. Any student receiving two grades of "C" or below in any semester will be dropped from the program at the end of that semester.
- E. Upon approval of the DGS, students may schedule up to six graduate credits in courses in other departments or programs not cross-listed under anthropology. Students planning to register for such courses should submit to the DGS a Permission Form (Graduate Degree Credit), available online.
- F. Full-time students are expected to complete the entire 24 semester hours of classes and 6 hours of thesis (ANTH 700) by the end of the second semester of residence.

3. TYPICAL SCHEDULE OF COURSES FOR TERMINAL MA DEGREE

Fall Semester		Spring Semester	
ANTH 600 Socio-Cultural Theory	[3]	ANTH 603 Archaeological Theory	[3]
Elective	[3]	Elective	[3]
Elective	[3]	Elective	[3]
Elective	[3]	Elective	[3]
ANTH 700 Thesis	[3]	700 Thesis	[3]

Total: 15 credits per semester = 30 credits total

Students may instead elect to extend their master's coursework over three semesters. This allows for a lighter course load per semester, though it would also require the student to pay for a third semester of tuition

As discussed below, MA-only students are also required to write and defend a thesis, a process typically completed during the year after coursework is completed. Students working on their theses are required to maintain Continuous Enrollment Status. The College's Continuous Enrollment policies are discussed in the Graduate Arts & Sciences Catalog online.

4. ADVISORS

- A. Prior to the beginning of the academic year, the DGS will meet with each new student and assign a first-semester advisor. No faculty member will have more than one first year student assigned as an advisee. Students will consult with their first-year advisor in order to select courses that suit their goals and educational objectives.
- B. MA-only students will choose a thesis advisor (who serves as thesis committee chair) and thesis committee during their second semester of graduate work at William and Mary. Each student is responsible for submitting the Committee Appointment Form to the DGS by April 1st of their first year in the program. This form will be forwarded to the Dean of Graduate Studies and Research who formally names each MA committee upon the recommendation of the DGS. This form must be approved by the DGS and the Dean of Graduate Studies and Research prior to scheduling a thesis defense.
- C. The thesis committee will consist of at least three members, at least two of whom must be full-time faculty of the College and have a formal affiliation with the Department of Anthropology. The Thesis Committee Chair must be a tenured or tenure-eligible member of the Department of Anthropology, or hold an appointment as a research professor in the department.
- D. The third committee member may be from another department at William and Mary or from another academic or research institution. All committee members must hold an MA degree or higher.
- E. Students may change advisors at any time by notifying the DGS in writing.

5. LANGUAGE REQUIREMENT

- A. There is no language requirement for the MA degree.

6. MA THESIS

- A. Each student will write a thesis on a research topic approved by the DGS and the student's thesis committee.
- B. A thesis proposal must be submitted to the DGS for approval no later than **April 1** of the student's year in residence. A list of thesis committee members and a proposed schedule for completion of the thesis should be included. It is the student's responsibility to form the committee based on the guidelines above.
- C. The thesis should be article length and of publishable quality. It should contain a clearly stated problem, relevant data and theoretically informed analysis.
- D. All requirements for the degree must be completed within a maximum period of six calendar years after admission to the degree program. Requests for extension beyond the six-year limit must be filed following the procedures outlined in the Graduate Arts & Sciences catalog online. Although college rules give the student 5 years beyond their first year of graduate work to complete the terminal MA degree, it is strongly suggested that the student finish his or her thesis, and thereby complete all requirements, within two years after entrance into the program.
- E. All students must maintain a Continuous Enrollment Status while completing the thesis, as outlined in the Graduate Arts & Sciences catalog online. It is also the student's responsibility to maintain regular contact with committee members while completing the thesis, to submit copies of the thesis for review in a timely manner, and to ensure that all committee members will be available for the defense. In the event that the original committee cannot be convened, the student must find replacements. Students who need to make changes to thesis committee membership must resubmit a Committee Appointment Form for the approval of the DGS and the Dean of Graduate Studies and Research.
- F. If the student decides to substantively change the topic of his or her thesis, a new proposal must be submitted to the thesis advisor for approval. The student must give a copy of the revised proposal to the DGS for inclusion in the student's academic file.
- G. During the semester prior to an anticipated defense, the student must file a Notice of Candidacy for Graduation form, available online, with the Registrar's Office. The student must also register as a research graduate student during the term in which they intend to defend.
- H. When the committee deems the thesis to be defensible, each student must make an oral defense of his/her thesis to the thesis committee. It is the responsibility of the student to set up the day, time, and location for the defense.
- I. After approval by the thesis chair, the student must submit a defensible thesis by **March 15** for May graduation and by **October 15** for January graduation. All theses prospecti and signed defense forms must be filed with the DGS on or prior to College deadlines as well.

- J. If the degree is not completed within six years from the date of entry into the graduate program the student is responsible for obtaining an extension (see Graduate Arts and Sciences catalog's "Requirements for Degrees" and "Time Limits for Degrees and Extensions"). Requests for first-time extensions must be approved by the thesis advisor in a written endorsement submitted to the DGS, who must also approve the extension. The DGS will then forward the request to the Dean of Graduate Studies and Research for approval.
- K. All students must adhere to the Physical Standards for Theses and Dissertations as required by the College's Office of Graduate Studies and Research. These standards are listed on the Office of Graduate Studies and Research web page. Draft copies of theses are due in the Office of Graduate Studies and Research six weeks prior to the end of the semester. Final copies are due in the Office of Graduate Studies and Research three weeks prior to the end of the semester. Prior to graduation, all master's students must complete the College of Arts and Science's Institutional Compliance Committee form.

7. SUMMARY OF MA REQUIREMENTS AND DEADLINES: YEAR IN RESIDENCE

Late August	Assigned first semester advisor
Late January	Select thesis advisor
April 1	Submit Committee Appointment form and thesis proposal to DGS for approval

8. SUMMARY OF MA REQUIREMENTS AND DEADLINES: YEAR OF THESIS COMPLETION

** (July)	Notice of Candidacy form due Registrar's office for January graduation
** (October)	Notice of Candidacy form due to Registrar's office for May graduation
November 30	Deadline for oral defense for January graduation
** (November)	Deadline to submit draft copies of thesis to Dean for January graduation
** (December)	Deadline to submit final copies of thesis to Dean for January graduation
** (April)	Notice of Candidacy form due Registrar's office for August graduation
April 15	Deadline for oral defense for May graduation
** (March)	Deadline to submit draft copies of thesis to Dean for May graduation
** (April)	Deadline to submit final copies of thesis to Dean for May graduation

**Refer to the *Graduate Arts and Sciences Catalog* available online for deadlines set by the College

DOCTOR OF PHILOSOPHY IN ANTHROPOLOGY
With Specialization in Historical Archaeology or Historical Anthropology

1. INTRODUCTION

- A. The doctoral program in anthropology (MA/PhD program) is designed for students who wish to specialize in Historical Archaeology or Historical Anthropology and who wish to pursue original advanced research toward a doctorate.
- B. All requirements for the doctoral degree must be completed within seven (7) calendar years of the time the student is admitted to the doctoral candidacy. Students in the doctoral program are admitted to candidacy with the successful completion of the fourth-semester Presentation and Paper requirement.
- C. All doctoral students who remain in good standing will receive tuition and a stipend for up to five years, except in rare cases when a student is admitted without funding. Financial assistance for summer research may be available from the department and college. Pending admission, students with external fellowships are welcome to the program. Continued funding is contingent on the performance of the student, and each student must show satisfactory progress as determined by the department's Graduate Committee in order to remain in good standing. A separate application is not necessary for financial aid.

2. PROGRAM REQUIREMENTS

- A. The intent of these requirements is to build general proficiency and professional skills required in the discipline. This approach is designed to produce graduates who are equipped to succeed in the job market for teaching positions and other equivalent professional positions. Students in both the M.A./Ph.D. and Ph.D. tracks will spend at least four years of full-time graduate study in residence at William and Mary.
- B. Students will pursue their studies in either Historical Archaeology or Historical Anthropology. All students will be required to take courses in each of the four subfields of anthropology and build general proficiency in the discipline as a whole. This approach is designed to produce graduates who are equipped to succeed in teaching positions, which often demand mastery of anthropology as a four-field discipline.
- C. All graduate students are required to take Socio-Cultural Theory (ANTH 600) during their first year of study. Students entering with an MA are not exempt from this requirement, unless they have previously taken this course at William and Mary.
- D. All students are also required to take Archaeological Theory (ANTH 603) and at least one graduate-level course in biological anthropology and anthropological linguistics. The selection of electives should be made in consultation with the advisor to ensure an appropriate course of study.
- E. All students are also required to take the Presentation and Paper course (ANTH 640) during their fourth semester in conjunction with the fourth-semester "Presentation and Paper" requirement.

By May 1st of their first year all students in the M.A./Ph.D. and Ph.D. program are required to submit to the Director of Graduate Studies a one-page prospectus in anticipation of their fourth-semester "Presentation and Paper" along with a list of at least three Presentation and Paper committee members from the Anthropology Department. All students in the M.A./Ph.D. and Ph.D. tracks will complete the

Presentation and Paper process during their fourth semester. Fourth-semester students will enroll in the Presentation and Paper class (ANTH 640), write an article-length paper in conjunction with the class that engages questions of anthropological significance, and present the paper to the department by the end of the academic year.

For students in the doctoral tracks who are earning a W&M Master's degree, the paper will be submitted as the thesis and the presentation will serve as the defense. Although the instructor of ANTH 640 will assess and grade students' work in the course, the student's committee will evaluate the Presentation and Paper to assess whether the student will be recommended to advance to candidacy in the Ph.D. program.

Once the Presentation and Paper process is complete, the student's committee chair will write a letter to the Graduate Committee summarizing the committee's assessment of the Presentation and Paper. The Graduate Committee will then evaluate the Presentation and Paper in light of the committee's assessment and will determine whether to admit the M.A./Ph.D. or Ph.D. student to candidacy in the Ph.D. program, to award a terminal M.A., or to require withdrawal of the student.

To continue to qualify for a graduate assistantship, M.A./Ph.D. students must be awarded the M.A. degree before the beginning of the fifth semester, and both M.A./Ph.D. and Ph.D. students must be admitted to candidacy in the Ph.D. program before the beginning of the fifth semester to continue to qualify for a graduate assistantship.

For those students admitted to candidacy, all additional requirements for the degree must be completed within a maximum period of seven calendar years. Requests for extension beyond the seven-year limit must be filed following the procedures outlined in the Graduate Arts & Sciences Catalog.

- F. During the summer between their second and third years in the doctoral program, all students will write a draft grant proposal designed to support the student's dissertation research, written according to the guidelines of one of the principal granting agencies in anthropology (e.g., Wenner-Gren, National Science Foundation, or Fulbright-Hays). Students will consult with their advisor to determine the target granting agency and thus the style that the proposal will take. Draft grant proposals should engage with a research question of broad anthropological significance in a particular setting and demonstrate fluency in the related literature. Draft grant proposals should be submitted to the Director of Graduate Studies by September 1st of the student's third year.
- G. During their third year in the program, students will form a preliminary dissertation committee in consultation with their advisor. The student will present a draft proposal at a meeting with the committee to plan the content of the qualifying examination. This exam will explore key theoretical concerns and methodological issues related to the dissertation as well as ethnographic, historical and archaeological data that form a background to their research. Preparation will incorporate a thorough review of the relevant literature and preparation of an extensive bibliography of works to be read. No later than March of their third year of study all students must take an oral qualifying exam conducted by the student's primary dissertation committee.
- H. Before the beginning of their fourth year in the program, each student must pass a reading examination in a language of scholarship relevant to their research interests; the language selected should be useful in reading the literature in their field of study.
- I. By the end of the eighth semester of graduate study, or before embarking on their dissertation research, each student, in cooperation with their advisor and committee, will write and present a dissertation proposal suitable for submission to a funding agency. The proposal will be defended at a meeting open to all faculty

members and students in the Anthropology Department and any guests they might invite. The defense is evaluated by the student's dissertation committee.

- J. Each candidate for the Ph.D. must submit an acceptable dissertation based on original research and constituting a contribution to scholarly knowledge.
- K. Students are encouraged to take graduate courses in History, American Studies, and other disciplines. Students who wish to take graduate courses outside Anthropology or an undergraduate course for graduate credit must obtain permission from the DGS and the Dean of Graduate Studies.
- L. Candidates for the PhD degree must maintain an overall grade point average of at least 3.0 on a 4.0 scale. Any student receiving two grades of "C" or below in any semester will be dropped from the program at the end of that semester.

3. DOCTORAL PROGRAM SUMMARY

The tables below summarize the typical M.A./Ph.D. and Ph.D. curricula. Course availability may require some adjustments to this sequence. Students receiving a stipend are to register for at least 9 credits, the minimum for full-time status.

Students arriving **WITHOUT** an Anthropology MA:

YEAR	FALL SEMESTER	SPRING SEMESTER
One	Four courses [12 credits]: - ANTH 600 - Req'd class in biological or linguistic anth. - ANTH 690 - ANTH 700 (3 credits)	Four courses [12 credits]: - ANTH 603 - Req'd class in biological or linguistic anth. - ANTH 690 - ANTH 700 (3 credits) Choose P&P advisor and committee Presentation and Paper prospectus (May 1)
Summer 1	Reading and Research for Presentation and Paper	
Two	Four courses [12 credits]	Three courses [9 credits]: - Two electives - ANTH 640 Presentation and Paper
Summer 2	Draft grant proposal (due September 1)	
Three	Three electives [9 credits] Language examination Choose dissertation advisor and committee Preparation for qualifying exam	Two electives (ANTH 790 recommended) plus ANTH 800 [12 credits total] Qualifying examination (by March 1) ANTH 800 (6 credits)
Four	Dissertation proposal defense Grant proposal submission Begin dissertation research Maintain Continuous Enrollment Status	
Five +	Dissertation research and writing Maintain Continuous Enrollment Status	

Students arriving **WITH** an Anthropology MA:

YEAR	FALL SEMESTER	SPRING SEMESTER
One	Three or four courses [9 credit minimum]: - ANTH 600 - Req'd class in biological or linguistic anth. - Electives	Three or four courses [9 credit minimum]: - ANTH 603 - Req'd class in biological or linguistic anth. - Electives Choose P&P advisor and committee Presentation and Paper prospectus (May 1)
Summer 1	Reading and Research for Presentation and Paper	
Two	Two or three electives [9 credit minimum] If taking only 2 classes: ANTH 800 (3 credits) Choose P&P advisor and committee	Two or three classes [9 credit minimum]: - ANTH 640 - Electives (ANTH 790 recommended) - If taking only 2 classes: ANTH 800 (3 credits) Presentation and Paper
Summer 2	Draft grant proposal (due September 1)	
Three	Register for a minimum of 9 credits ANTH 800 Optional: additional electives Language examination Choose dissertation advisor and committee Preparation for qualifying exam	ANTH 800 (9 credits) Qualifying examination (by March 1) Grant proposal submission
Four	Dissertation proposal defense Grant proposal submission Begin dissertation research Maintain Continuous Enrollment Status	
Five +	Dissertation research and writing Maintain Continuous Enrollment Status	

4. ADVISORS AND COMMITTEES

- A. Prior to the beginning of the academic year, the DGS will meet with each entering student and assign a first semester advisor. No faculty member will have more than one first semester student assigned to him or her. The student may choose a Presentation and Paper advisor and committee at any time during the second semester of graduate work. Upon receiving the consent of the advisor and committee members, students in the MA/Ph.D. program must submit a Committee Appointment Form to the DGS for approval. Students in the Ph.D. program must submit a Paper and Presentation committee appointment form to the DGS for approval. A Presentation and Paper committee should consist of at least 3 members, 2 of whom must be full-time faculty of the College and have a formal affiliation with the Department of Anthropology. The advisor will work with the student to write a prospectus for the Presentation and Paper and to develop an article length thesis/paper of publishable quality.
- B. After the completion of the Presentation and Paper defense, each student will choose a dissertation advisor and a dissertation committee. Upon receiving the consent of the advisor and committee members, students must submit a Committee Appointment Form to the DGS for approval. Once approved, the DGS will submit the form to the Dean of Graduate Studies and Research for approval. A dissertation committee must consist of at least 4 members, 2 of whom must be full-time faculty of the College and have a formal affiliation with the Department of Anthropology, and one member must be from outside the department and may include qualified persons from outside the College.

- C. The dissertation advisor assists the student in setting up the committee for qualifying exams, chairs the qualifying examination committee, and serves as the dissertation director and chair of the dissertation committee.

5. MA REQUIREMENT WITHIN THE DOCTORAL PROGRAM

The level of previous graduate work one has undertaken prior to entering the program will determine which of the following requirements apply to a particular student.

- A. Students entering the MA/PhD program **without previous graduate work** must obtain the MA degree in Anthropology at William & Mary. Each student must successfully complete 30 semester hours of graduate coursework plus 6 credits of Anthropology 700 (thesis). During their first year of study they will take one course during each semester (Anthropology 690, Directed Research) that will facilitate the development of a research problem and completion of the initial stages of research on this problem. Faculty advisors will supervise students engaged in reading extensively on their chosen subject area and in conducting original research that will lead to the completion of an article-length paper/thesis of publishable quality. The paper/thesis must be completed by the end of the fourth semester of graduate work at William and Mary and is facilitated by ANTH 640 (Presentation and Paper), which will be offered in the student's fourth semester. Students must adhere to the Physical Standards for Theses and Dissertations as required by the College's Office of Graduate Studies and Research. These standards are listed on the Office of Graduate Studies and Research web page. Draft copies of theses are due in the Office of Graduate Studies and Research six weeks prior to degree conferral. Final copies are due in the Office of Graduate Studies and Research three weeks prior to degree conferral. Prior to earning the master's degree all MA/Ph.D. students must complete the College of Arts and Science's Institutional Compliance Committee form.
- B. Students entering the doctoral program **who have already completed an MA in Anthropology** will be expected to produce a paper of publishable quality for the ANTH 640 Presentation and Paper course. These students must also complete 36 semester credits beyond the MA and the other requirements discussed above. The MA course requirements (i.e. 30 semester hours of graduate coursework plus 6 credits of ANTH 700) will not be waived unless the MA thesis has been submitted to the degree granting institution by the semester in which the student enters the William and Mary MA/PhD program.
- C. Student entering the MA/PhD program **who have completed an MA in a discipline closely related to Anthropology** may petition the Graduate Committee to determine whether their degree may be accepted in lieu of an MA in Anthropology. If a student's MA is accepted by the Graduate Committee, the student is only required to complete 36 semester credits beyond the MA and the other requirements discussed above. The MA requirement will NOT be waived unless the MA thesis has been submitted to the degree granting institution by the semester in which the student enters William and Mary
- D. Students who have undertaken graduate work in anthropology or a closely related field but not completed a degree may petition the Graduate Committee for the transfer of up to 6 graduate credits toward the M.A. degree by submitting syllabi and transcripts for consideration.

6. LANGUAGE REQUIREMENT

- A. Students in the doctoral program must pass a reading examination in a language of scholarship relevant to their research interests. The language selected should be useful in reading the literature in their field of study. Students are urged to complete the requirements as soon as possible. Students may take the exam as

often as needed. In no case may students be admitted to candidacy without successfully completing the language requirement.

- B. Students must confer with their dissertation advisor to select an appropriate language for examination.
- C. Students will declare their intention to take the language exam to the Director of Graduate Studies. The date for notification is October 1st for an exam to be taken in fall, and March 1st for an exam to be taken in spring.
- D. Each semester one or more members of the faculty will be appointed by the Graduate Committee to serve as Language Examiner(s). Language Examiners will select the appropriate texts for translation and grade the exams or arrange to have them graded by a member of the faculty who has facility in the language of examination. Students who fail the examination may register and retake the examination the following semester.

7. QUALIFYING EXAMINATION

After successfully completing the Presentation and Paper (ANTH 640) students will form a preliminary dissertation committee in consultation with their advisor. The student will present a draft proposal for dissertation research at a meeting with the committee to plan the content of the Qualifying Examination. This examination will explore key theoretical concerns and methodological issues related to the dissertation as well as ethnographic, historical, and archaeological data that form a background to their research. Preparation will incorporate a thorough review of the relevant literature and preparation of an extensive bibliography of works to be read. No later than March of their third year of study all students must take this qualifying exam which will have an oral and a written component, and will be conducted by the student's dissertation committee. A student who fails the qualifying examination may take it again in the following semester. However, a second failure of the exam constitutes grounds for dismissal from the PhD program.

8. DISSERTATION PROPOSAL

- A. By the end of the eighth semester of graduate study each student, in cooperation with their advisor and committee, will write and present a dissertation proposal suitable for submission to a funding agency.
- B. Students will schedule their proposal defense in consultation with their dissertation committees and the DGS for a weekday when the College is in session (i.e. prior to the last day of classes). The deadline for scheduling a proposal defense date during the fall semester is October 1st. The deadline for scheduling a proposal defense date during the spring semester is March 1st.
- C. Dissertation proposals should be written according to the guidelines of one of the principal granting agencies in anthropology (e.g., Wenner-Gren or National Science Foundation). Students will consult with their advisor to determine the target granting agency and thus the style that the proposal will take. Approximately 15 to 20 double-spaced pages in length, dissertation proposals should engage with a research question of broad anthropological significance in a particular setting and demonstrate fluency in the related literature.
- D. Once the dissertation advisor and the committee determine that the draft dissertation proposal is ready to defend, a hard copy of the draft proposal must be submitted to the DGS 14 days prior to the defense. The

draft proposal will be available in the department office for faculty members and graduate students to review.

- E. The **proposal will be defended** at a meeting open to all faculty members and students in the Anthropology department and any guests they might invite. The advisor will introduce the student and moderate the question and answer session with audience members. The student's 15 to 20 minute public presentation should articulate the scope, content, and significance of the planned research succinctly and convincingly, bearing in mind that audience members have read the dissertation proposal in advance. **The presentation will in no case extend beyond 20 minutes to allow time for questions and discussion.**
- F. During the question and answer portion of the public defense questions may be posed by Anthropology faculty, committee members, graduate students, or other members of the audience.
- G. During a meeting following the defense, the dissertation committee will discuss with the student the dissertation proposal and the results of the public presentation. The committee will determine with a majority vote whether the dissertation proposal is final or ultimately passable with revisions.

9. DISSERTATION

- A. A dissertation committee selected in consultation with the dissertation advisor, consisting of at least four members, shall be named by the Dean of Graduate Studies and Research upon the recommendation of the Department. The committee must include at least two full-time faculty members in the Department of Anthropology; at least one member must be from outside the department of Anthropology and may be a qualified person from outside the College. At least two anthropological sub-disciplines must be represented on the dissertation committee. Persons who hold a Research Professorship or Adjunct status within the Anthropology department do not qualify as external members. Research professors, including assistant and associate professors, may serve as Chair of the Dissertation Committee. All committee members must hold a Ph.D. degree.
- B. Each candidate for the PhD must submit an acceptable dissertation based on original research that makes a significant contribution to scholarly knowledge. The dissertation chair, in consultation with committee members and the student, will determine an appropriate review process and schedule. Students should remember that dissertations take time to read and evaluate. In most cases, students should submit a complete preliminary draft of their dissertation to their dissertation advisor by the end of semester preceding their intended defense.
- C. Before graduation, each doctoral student must have registered for at least six (6) credits of Anthropology 800 (Dissertation). Faculty members will not be available for supervision of dissertations during the summer months, except by prior arrangement.
- D. Each candidate must successfully defend his or her dissertation before it can be accepted by the College (see "Dissertation Defense" below). Students must maintain a Continuous Enrollment Status during the semester of the defense.
- E. All students must adhere to the Physical Standards for Theses and Dissertations as required by the College's Office of Graduate Studies and Research. These standards are listed on the Office of Graduate Studies and Research web page. Draft copies of dissertations are due in the Office of Graduate Studies and Research six weeks prior to the end of the semester. Final copies are due in the Office of Graduate Studies

and Research three weeks prior to the end of the semester. Prior to graduation, all doctoral students must complete the College of Arts and Science's Institutional Compliance Committee form.

10. DISSERTATION DEFENSE

- A. Students will schedule their dissertation defense in consultation with their dissertation committees and the DGS for a weekday when the College is in session (i.e. prior to the last day of classes). The deadline for scheduling a dissertation defense date during the fall semester is October 1st. The deadline for scheduling a dissertation defense date during the spring semester is March 1st. Students should bear in mind the graduation deadlines set by the Office of Graduate Studies and Research when scheduling a dissertation defense.
- B. Once the dissertation advisor and the committee determine that the draft dissertation is ready to defend, a hard copy of the draft and a digital copy of a 10 page précis of the dissertation (or the introduction to the dissertation, as determined by the dissertation committee) must be submitted to the DGS 14 days prior to the defense. The précis and the draft dissertation will be available in the department office for faculty members and graduate students to review.
- C. The advisor will introduce the student and moderate the question and answer session with audience members. The student's 20 to 30 minute public presentation should articulate the scope, content, and significance of the research succinctly and convincingly, bearing in mind that audience members have read the dissertation or the précis in advance. **The presentation will in no case extend beyond 30 minutes to allow time for questions and discussion.**
- D. During the question and answer portion of the public defense questions may be posed by Anthropology faculty, committee members, graduate students, or other members of the audience.
- E. During a meeting following the defense, the dissertation committee will discuss with the student the dissertation draft and the results of the public presentation. The committee will determine with a majority vote whether the dissertation draft is final or ultimately passable with revisions.

11. EVALUATIONS

- A. Students will be awarded letter grades for all class performance. Each student will be evaluated at the end of every academic year in a meeting open to all teaching faculty based on these grades and on their successful completion of program requirements. In preparation for this evaluation, each student should submit an annual report that includes a list of activities carried out during the year to the DGS by **April 15th**.
- B. Only students whose performance is deemed satisfactory will be permitted to continue in the program. Continuing student's GPA must remain above 3.00 and the continuing student cannot have more than one grade of C in any one semester. Grades below B signal inadequate performance in a class.
- C. All students will be formally notified of their status and performance each year by the DGS following a faculty-wide spring annual review. Students who have met program requirements and who are making adequate progress will be designated "in good standing." Students who have missed a program deadline during the previous academic year will be placed "on probation" following the annual review. The DGS

will provide instructions to students on probation detailing how to return to good standing prior to the next annual review. Any student who has not fulfilled these requirements after a year on probation will be designated “not in good standing.” Students who are “not in good standing” do not receive funding from the department, and there is no guarantee that their funding will be restored. Remaining “not in good standing” for two consecutive years constitutes grounds for dismissal from the program.

12. TEACHING

- A. There is no teaching requirement for PhD students. However, for students pursuing a career in the academy, the opportunity to be “instructor of record” for an undergraduate course offers considerable advantages.
- B. PhD students interested in teaching a course at William and Mary will inform the DGS at the start of the semester prior to the one in which the course is to be scheduled. The Department Chair, in consultation with the DGS, will determine whether a student may teach a class in the department. Students teaching in the department will choose a faculty mentor who has experience with the topic. During the preceding semester, the student will work with this mentor on the preparation of the syllabus, selection of reading materials, and the study of teaching methods appropriate for the course selected. During the semester in which the course is taught, the faculty mentor will continue to work with the student on pedagogical matters.