



**Department of Anthropology**  
UNIVERSITY OF WISCONSIN-MADISON

**Graduate Program Handbook**  
**2023-2024**

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# Table of Contents

*\*The handbook table of contents is clickable and will navigate you to a specific section of the document.*

<b>Welcome .....</b>	<b>2</b>
<i>Who to Contact for Questions .....</i>	<i>3</i>
<b>Department &amp; Program Overview .....</b>	<b>5</b>
<i>Diversity, Equity, and Inclusion .....</i>	<i>6</i>
<i>How to Get Involved.....</i>	<i>8</i>
In Our Discipline.....	8
In Our Department.....	9
On Campus & In the Community .....	9
<b>Getting Started as a Graduate Student .....</b>	<b>9</b>
<i>New Graduate Student Checklist .....</i>	<i>9</i>
<i>In Our Program .....</i>	<i>10</i>
<b>Advising &amp; Mentoring.....</b>	<b>10</b>
<i>Finding &amp; Selecting an Advisor.....</i>	<i>10</i>
<i>Changing Your Advisor .....</i>	<i>11</i>
<i>Mentoring Networks.....</i>	<i>11</i>
<i>Giving &amp; Receiving Feedback .....</i>	<i>11</i>
<b>Tracking Your Own Progress .....</b>	<b>12</b>
<i>Anthropology Master’s &amp; PHD Degrees .....</i>	<i>12</i>
<b>Master’s Degree in Anthropology .....</b>	<b>12</b>
<b>PhD Degree in Anthropology .....</b>	<b>14</b>
<b>Graduate Minor .....</b>	<b>15</b>
<i>Archaeology: Master’s Degree .....</i>	<i>17</i>
<i>Biological Anthropology: Master’s Degree .....</i>	<i>19</i>
<i>Cultural Anthropology: Master’s Degree .....</i>	<i>21</i>
<i>Archaeology: PhD Degree .....</i>	<i>23</i>
<i>Biological Anthropology: PhD Degree .....</i>	<i>25</i>
<i>Cultural Anthropology: PhD Degree .....</i>	<i>27</i>

<b><i>Intersectional Degree Requirements</i></b> .....	<b>30</b>
Master’s and Doctoral Degree Checklist: Timeline & Deadlines .....	31
<b>Enrollment Requirements</b> .....	<b>32</b>
<b>Academic Exception Petitions</b> .....	<b>32</b>
<b>Satisfactory Academic Progress</b> .....	<b>34</b>
<i>Definition</i> .....	34
<b>Personal Conduct Expectations</b> .....	<b>35</b>
<i>Professional Conduct</i> .....	35
<i>Academic Misconduct</i> .....	36
<i>Non-Academic Misconduct</i> .....	36
<i>Research Misconduct</i> .....	37
<i>Hostile and Intimidating Behavior (Bullying)</i> .....	37
<i>Grievance Process</i> .....	38
<i>Process and Sanctions for Violations of Conduct Standards</i> .....	38
<b>Incident Reporting (Hate, Bias, Sexual Assault, Hazing, Students of Concern, Bullying)</b> .....	<b>39</b>
<b>Funding, Employment, and Finances</b> .....	<b>39</b>
Campus-Wide and External Sources .....	40
<b><i>Anthropology Ph.D. Program Criteria for Teaching Assistantships</i></b> .....	<b>40</b>
<i>Additional Policies &amp; Resources</i> .....	42
<b>Professional Development</b> .....	<b>42</b>
<i>On Campus</i> .....	42
<i>In Our Program/Department</i> .....	43
<b>Appendix A</b> .....	<b>44</b>
<b>Appendix B</b> .....	<b>45</b>
<b>Sample Course Schedules</b> .....	<b>48</b>

# Welcome

Dear anthropology graduate students,

On behalf of the Department of Anthropology, we hope that this handbook answers many of your questions about the path through the PhD program here at the University of Wisconsin. Your welcome and orientation to the department should have provided you with a sense of the resources available to you at the university. This handbook is intended to guide you in understanding expectations for graduate work in the Department of Anthropology specifically.

As you read through, please identify any areas that are confusing or seem incorrect. This handbook is a work in progress! We're relying on you to help us with that progress. Please pass along any suggestions you might have to Erika Petrie, the Graduate Program Manager, at [anthrograd@mailplus.wisc.edu](mailto:anthrograd@mailplus.wisc.edu) – or talk with her during her open office hours.

All of us, faculty and staff, are eager to help you succeed in this program. We wish you all the best in the days ahead and are eager to see the new discoveries you will make.

On Wisconsin!  
Claire Wendland  
Professor and Chair  
Department of Anthropology

# Who to Contact for Questions

## Department Staff Contacts

### **Erika Petrie, Graduate Program Manager**

5243 Social Science

[anthrograd@mailplus.wisc.edu](mailto:anthrograd@mailplus.wisc.edu); 608-262-2869

*Office Hours: 8:00AM – 4:30PM Mon-Fri*

Your first line for questions about the graduate program or about admissions. Manages the department's graduate program including graduate program policies and procedures from admission to graduation. Coordinates grad assistant appointments and staff benefits for TAs, PAs, SA Lecturers and readers/graders. Maintains graduate email lists and coordinates with SSCC for technical support.

### **Kyle Speth, Accountant**

5239 Social Science

[speth2@wisc.edu](mailto:speth2@wisc.edu); 608-262-2867

*Office Hours: 7:30AM – 4:00PM Mon-Fri*

Your first line for lab and room access and for payroll questions. Manages department keys and room access, administers faculty accounts, grants, and awards. Serves as WISPER contact for the department (this will be relevant to some graduate students with extramural grants). Processes and assists with payments and reimbursements for travel and supplies, manages effort certification. Coordinates student payroll, assists with department payroll, and provides travel coordination for guests.

### **Noah Ramthun, Undergraduate Coordinator**

5240 Social Science

[anthroinfo@mailplus.wisc.edu](mailto:anthroinfo@mailplus.wisc.edu); 608-890-1824

*Office Hours: 8:00AM – 4:30PM Mon-Fri*

Your first line for questions about the class timetable, for room reservations, and for AV reservations. Greets and assists department visitors. Receives, answers, and directs general phone and email contacts. Maintains department listservs. Prepares, updates, and monitors timetable and enrollment, and assists Undergraduate Advisor with undergraduate student matters. Provides room scheduling, classroom changes, AV reservations (laptops, projectors,

DVDs, etc.), webpage updates, textbook orders, instructor evaluations, event notices, photocopies, printing, scanning, mail distribution, and maintenance requests.

### **Elizabeth Leith, Curator & Campus NAGPRA Coordinator**

5407 Social Science


[ealeith@wisc.edu](mailto:ealeith@wisc.edu); 608-890-1823

Office Hours: 7:30AM – 4:00PM

Your first line for access to department collections for teaching or research. Responsible for acceptance, management, and exhibition of the department's collections and collection archives, including course-specific teaching kits and department teaching collections (located in Rooms 5470, 5310, 5128, and 5207). Primary contact for completing NAGPRA-related consultation, reporting, and repatriation, as well as for the department's federal repository agreements. Instructor for Anthro 405: "Introduction to Museum Studies in Anthropology."

### **Kris Schultz, Department Administrator**

5240C Social Science

[kristine.schultz@wisc.edu](mailto:kristine.schultz@wisc.edu); 608-262-2868;  [Chat/Call me on Teams](#)

*Office Hours: 8:00AM - 4:30PM Mon-Thur. On campus Tues.*

Serves as department liaison with campus, college, and other departments. Responsible for Department budget, foundation accounts, and approval of all department spending and expenses. Manages and approves all department payroll and personnel transactions including short-term staffing, student help, TE, grad assistant appointments, administrative staff, faculty searches, reviews, promotions, and awards. Serves as department benefit contact and coordinator. Oversees inventory control. Supervises administrative staff.

## **Faculty Contacts**

### **Your Faculty Advisor and Co-Advisor**

Your first line for questions about course choices, research plans and funding applications is your advisor. Each student is assigned a faculty advisor from the same section in which they are enrolled, as well as a co-advisor who is available to discuss your progress and provide guidance. Your faculty advisor will be a key source of guidance for your academic development. Guidelines for finding, changing, and working with your advisor and co-advisor can be found in the Advising & Mentoring section within this handbook. Further definition can be found here: [policy.wisc.edu/library/UW-1232](http://policy.wisc.edu/library/UW-1232).

The name and contact information of your faculty advisor can be found on your Student Center on MyUW ([my.wisc.edu](http://my.wisc.edu)) under “Academic Progress” and then “Advisors.”

**Amy Stambach, Professor and Director of Graduate Studies**

5321 Social Science

[amy.stambach@wisc.edu](mailto:amy.stambach@wisc.edu)

Office Hours M 1:30-3:30

Each graduate program has a Director of Graduate Studies designated to direct its educational vision and structure. If you have ideas about improvements to the graduate program, the DGS is the person with whom you can discuss them.

**Claire Wendland, Professor and Chair of Department**

5436 Social Science

[cwendland@wisc.edu](mailto:cwendland@wisc.edu)

608-262-3874

Office Hours Th 9-11 am

The department chair is responsible for coordinating department decisions and processes to best advance our research and teaching mission, for representing the department and advocating for its people to the deans, and for organizing responses to administrative mandates.

**Graduate School Contacts and Services**

For general inquiries and graduate student services from the Graduate School, see the operations and front desk contact information on this contact page: [grad.wisc.edu/contacts](http://grad.wisc.edu/contacts).

## **Department & Program Overview**

Students interested in pursuing degrees in anthropology at the University of Wisconsin-Madison will find themselves members of a vibrant intellectual community. The university is an important crossroads where a diversity of debate and intellectual exchange can be found. The department is actively involved in this diverse community and regularly invites renowned scholars from all over the world to give talks and hold seminars. When a new student is admitted to the department that student also becomes a colleague to a diverse group of scholars. The department recognizes that the methods, perspectives, and theoretical orientation originating in anthropology have now invigorated many other disciplines. This blurring of the borders between disciplines has created a rich cross- fertilization. The department encourages students to take

part in this process, by taking courses and attending talks offered by other sections within the department and by finding intellectual community, scholarly events, and coursework in other departments.

The primary focus of the Department of Anthropology is on the doctoral degree. A master's degree is awarded in the process of pursuing the Ph.D., but students are not admitted for the sole purpose of obtaining a master's degree. The Department of Anthropology offers prospective graduate students the opportunity to pursue study within one of three major subfields of contemporary anthropology: archaeology, biological anthropology, and cultural anthropology. Students may also pursue an intersectional degree in any two sections.

### **Program vision/mission statement**

Anthropology at UW-Madison is characterized by a comparative point of view, a focus on people and societies in all their variation and similarity, and an effort to reveal and understand the complex but organized diversity that has shaped the human condition, past and present, around the world. At UW-Madison, graduate students carry out original anthropological research and produce publishable work. Students will write a dissertation, have a command of one or more languages suitable to research when appropriate, and actively compete for major intra- and extramural research grants.

Faculty and students pursue research in archaeology, biological anthropology, and cultural anthropology and specialize in the anthropological study of a variety of topics, which can be located [here](#) or [here](#).

## **Diversity, Equity, and Inclusion**

### **Department of Anthropology Statement on Diversity, Equity, and Inclusion: A Living Document**

The Department of Anthropology at UW-Madison is committed to fostering a diverse, equitable and socially just community of students, faculty, staff, and alumni. We condemn all forms of prejudice and discrimination in classrooms, offices, laboratories, fieldwork sites and other settings. We recognize that we live and work in a society where racism, sexism, ableism, xenophobia, homophobia, transphobia, religious intolerance, and other forms of discrimination intersect in complex ways, privileging some and marginalizing others.

We recognize our potential impact on communities around the world, including where our field was built on a foundation of colonialism. We acknowledge the damage done by some anthropological work, especially to Black, Indigenous, and People of Color communities and our shared environments. As a department, we support work that makes positive contributions in



the communities in which we conduct research. We also recognize our obligation to review the legacies of our field and to transform our current practices, where necessary, to ensure both just relationships and sound research.

As part of our ongoing commitment to tackling inequality, our department commits to:

- Creating and maintaining inclusive and welcoming environments, whether in our classrooms, research fields, laboratories, or administrative offices.
- Actively recruiting and retaining students, scholars, faculty, and staff from under-represented communities.
- Further incorporating discussions of power inequities and privilege in our curriculum and intervening to mitigate their effects when they arise in our classrooms and other research, learning, and departmental contexts.
- Supporting efforts to ensure that our students learn from diverse intellectual traditions and voices, including the work of those who belong to historically excluded groups.
- Developing procedures for intervening in classrooms, research, and administrative contexts to address disrespectful, discriminatory, and unprofessional behavior.
- Promoting inclusivity in governance by ensuring appropriate representation of faculty, staff, and graduate students on departmental committees.
- Maintaining zero tolerance for sexual misconduct in the classroom, laboratory, field, and other work and research settings.
- Creating forums for ongoing conversations about climate issues within our department, institution, and communities.
- Providing opportunities for our community to learn about inclusivity and how to promote it.
- Supporting an active DEI committee to foster active dialogue and collaboration in support of these commitments.
- Revisiting this document annually.

We commit to working collectively and to using the tools of our discipline to address specific modes of social inequalities.

### **Department of Anthropology Land Acknowledgement**

The Department of Anthropology and the University of Wisconsin acknowledge that the University of Wisconsin-Madison occupies the ancestral lands of the Ho-Chunk, a place the Ho-Chunk nation has called Teejop since time immemorial. In an 1832 treaty, the Ho-Chunk were forced to cede this territory. Decades of ethnic cleansing followed when both the federal and state government repeatedly, but unsuccessfully, sought to forcibly remove the Ho-Chunk from Wisconsin. This history of colonization informs our shared future of collaboration and innovation.

Today, we respect the inherent sovereignty of the Ho-Chunk Nation, along with the eleven other First Nations of Wisconsin. We commemorate the resiliency of the First Nations of Wisconsin, and we are proud that First Nations colleagues, faculty, students, and research collaborators are integral to our university community—and to our department. For more information on the First Nations of Wisconsin, we encourage you to visit the following sites.

[Bad River Band of Lake Superior Chippewa](#)

[Brothertown Indian Nation](#)

[Forest County Potawatomi Community](#)

[Ho-Chunk Nation](#)

[Lac Courte Oreilles Band of Lake Superior Chippewa Indians](#)

[Lac du Flambeau Band of Lake Superior Chippewa Indians](#)

[Menominee Indian Tribe of Wisconsin](#)

[Oneida Tribe of Indians of Wisconsin](#)

[Red Cliff Band of Lake Superior Chippewa Indians](#)

[Sokaogon Chippewa Community](#)

[St. Croix Chippewa Community](#)

[Stockbridge Munsee Band of Mohican Indians](#)

## How to Get Involved

As a graduate student at UW-Madison, you have a multitude of opportunities to become involved on campus and in your academic discipline. This involvement often enhances your academic, professional, and personal growth through developing advanced leadership, communication, and collaboration skills. It also provides opportunities for professional networking.

## In Our Discipline

The Department of Anthropology is an institutional member of the [American Anthropological Association](#). Consider becoming an individual member: graduate student rates are deeply discounted, and a number of special interest groups are free. New Ph.D. graduates can get a one-year complimentary membership—the department simply has to nominate you for this benefit. Consult your advisor about other professional association memberships that may be important for you.

On campus, many of our graduate students and faculty members develop deep connections with relevant area studies programs. Consider attending the weekly seminars hosted by the

area studies program that best matches your interests. Look for the tab that lists Regional Centers here <https://iris.wisc.edu/>.

## In Our Department

Several important committees in our department have student representatives. Consider participating as a representative: it's good experience and a chance to shape the department's direction.

## On Campus & In the Community

The Wisconsin Idea is the principle that the influence of the University of Wisconsin should be felt positively, improving people's lives beyond the university classroom to every part of the state—and the world beyond. For more than 100 years, this idea has guided the university's work.

You will find a list of ways to engage in campus and local community life at:

### **The Graduate School's Current Student Page**

[grad.wisc.edu/current-students](http://grad.wisc.edu/current-students)

If you are a student actively involved in leadership and service activities, consider nominating yourself for membership in the following honor society:

### **Edward Alexander Bouchet Graduate Honor Society**

[grad.wisc.edu/diversity/bouchet](http://grad.wisc.edu/diversity/bouchet)

## Getting Started as a Graduate Student

This section guides you through important steps to take as you begin your journey as a graduate student at UW-Madison.

## New Graduate Student Checklist

Be sure to review all steps listed on this webpage for new graduate students:

### **The Graduate School's New Student Page**

[grad.wisc.edu/new-students](http://grad.wisc.edu/new-students)

In addition to a checklist for all new graduate students, this web page includes sections with additional steps to take if you are a new international student, student with a disability, student veteran, student with children, or student with funding.

## In Our Program

The department hosts a new graduate student orientation in late August each year to welcome the incoming students and orient them to important information about the university and program.

## Advising & Mentoring

Advising relationships are a central part of academia, important to both the experience and development of students and faculty members alike.

The Graduate School's definition of an advisor can be found here: [policy.wisc.edu/library/UW-1232](http://policy.wisc.edu/library/UW-1232). Your advisor has two main roles: 1) To assist you in acquiring the highest possible level of knowledge and competence in the field, and 2) to chair the committee that will determine whether you have performed at an acceptable level in each of your degree milestones (see "Degree Requirements" section below for further information on building your committee). Other roles of your advisor may include tracking your progress in completing your degree (note: this may include use of the Graduate Student Tracking System at [gsts.grad.wisc.edu](http://gsts.grad.wisc.edu)), assisting with course selection and planning your academic path, and helping you identify possible research mentors, committee members, and research opportunities.

Each student will also be assigned a co-advisor, who is available to consult with students during the course of graduate training. While advisors and co-advisor are not responsible for making sure an advisee is funded, they are available to help students pursue extramural and intramural funding opportunities.

Both the student and advisor are responsible for making expectations clear to one another. Students should consult with their advisor routinely throughout graduate studies. To facilitate planning and to ensure clear communication, students may consider creating an [Individual Development Plan](#).

## Finding & Selecting an Advisor

The Department of Anthropology reviews applicant materials during our admissions process to identify the advisor and co-advisor best suited for the applicants we recommend for admission.

Your advisor will be a faculty member in the Department of Anthropology, whose expertise and project/research interests match closely with those that you intend to acquire. To learn more about the faculty in the program, consider consulting the following sources:

- Courses and seminars you attend
- [Our department website](#)
- Faculty publications
- Students currently in a prospective advisor's group or lab

## Changing Your Advisor

As the advisor-student relationship is one of mutual agreement, it may be terminated by either party. If you decide that you would prefer working with a different advisor, discuss this with both your current and prospective advisor to seek the change.

No faculty member is obligated to accept a student's request to serve as advisor, though invitations are often accepted unless the faculty member judges that a different advisor would serve your needs better.

If you wish to change your advisor, you must notify your Graduate Program Manager and follow any related procedures. The student will request the change of advisor form from the Graduate Program Manager and work with their current and prospective advisor/co-advisor to complete the form. Once the form has been completed by all pertinent individuals, it should be returned to the Graduate Program Manager to make necessary changes within the university system.

Every graduate student must have an advisor or else they may be suspended from graduate study at UW-Madison by the Graduate School. Be sure to follow procedures to re-select a new advisor prior to finalizing the termination of your current advising relationship. You can confirm that the name of your advisor has been updated in the official record by looking in your Student Center on MyUW ([my.wisc.edu](http://my.wisc.edu)) under "Academic Progress" and then "Advisors."

## Mentoring Networks

In addition to a formal advisor, you are encouraged to develop a broad network of individuals who can provide academic and professional mentorship during and beyond your time as a graduate student.

## Giving & Receiving Feedback

Every semester, students are responsible for meeting with their faculty advisor to discuss their course schedule for the semester and progress towards degree requirements. Students are then responsible for obtaining their advisor's signature and submitting the Semester Check-In Form ([appendix A](#)) to the Anthropology Graduate Program Manager by email at: [anthrograd@mailplus.wisc.edu](mailto:anthrograd@mailplus.wisc.edu) or in room 5243 Social Science building. The form needs to be signed by both the student and the advisor.

The cultural section has additional review processes. In the fall semester, the cultural section reviews their dissertator student progress at their October meeting. Following that meeting, the section chair and Graduate Program Manager send progress letters to the section's dissertator students informing them of the results of the section review of their progress. In the spring semester, the cultural section reviews their non-dissertator student progress at their March meeting. Following that meeting, the section chair and Graduate Program Manager send progress letters to the section non-dissertator students informing them of the results of the section review of their progress. Your letter will indicate whether the section as a whole is pleased with, satisfied with, or concerned about your progress. Receipt of the letter provides a good opportunity to discuss your progress with your advisor.

## Tracking Your Own Progress

All students in the Anthropology Ph.D. Program are responsible for keeping aware of the requirements needed to complete the degree.

For all current requirements to complete your degree (e.g., credits, courses, milestones, learning outcomes/goals, etc.) see your program's page in the *Graduate Guide*. Navigate to [guide.wisc.edu/graduate](http://guide.wisc.edu/graduate), then select "Degrees/Majors," your program's name, the "Named Option" of your program (if applicable; found near the bottom of the Requirements tab), and then "Requirements" from the navigation bar on the right side. You will be taken to a subsection of your program's *Guide* page that contains all official requirements for your degree. Similarly, see "Policies" from the navigation bar of your program's page to learn about policies affecting these requirements (e.g., prior coursework, probation, credits per term allowed, time constraints, grievances and appeals, etc.). Note that when you look at the *Guide* to learn about program requirements, you will be viewing the current year's version. To find past versions of program requirements, see the [Guide Archive](#) and search for your program and the year you would like to reference.

## Anthropology Master's & PHD Degrees

### Master's Degree in Anthropology

The primary focus of the Department of Anthropology is in awarding the doctoral degree. A master's degree is awarded in the process of pursuing the Ph.D., but **students are not admitted for the sole purpose of obtaining a master's degree**. At the master's level, it is expected that candidates will begin to gain professional competence in a specialized field and will have the opportunity to explore a wide spectrum of interests within that field. Thorough undergraduate preparation is assumed. Basic training in prehistory, biological anthropology, and sociocultural anthropology, taken as an undergraduate major in anthropology, is preferred. Specific requirements vary for each section. Students are encouraged to continue reviewing this website for details on requirements for each section.

Students choose from one of four sections the department. Students in the cultural section will earn a Master of Arts. Students in the archaeology and biological sections, or those pursuing intersectional degrees, will work with their advisor and a department committee to determine if the coursework they take meets the requirements for a Master of Arts or a Master of Science.

The master's degree in the Department of Anthropology always requires:

- 30 credits of graduate coursework
- 16 credits in residence
- successful completion of the qualifying examination

Other specifics of your master's degree requirements will depend on whether you are pursuing a degree in the [archaeology section](#), the [biological anthropology section](#), the [cultural anthropology section](#), or an [intersectional degree](#).

Occasionally students will pursue a joint, double, or dual degree.

A *Joint Degree* consists of one degree with two majors. Joint Degrees are relatively rare. You must be admitted by the second major in order to complete a Joint Degree.

A *Double Degree* consists of two degrees from two separate graduate majors. Double degrees are uncommon; when they do occur, they are typically at the master's level. To receive a double degree, you must:

- 1) satisfy all requirements from both majors,
- 2) meet the Graduate School credit requirements for both majors, and
- 3) have no more than 25% overlap (that is, credits that meet requirements for both degrees).

A student pursuing a *Dual Degree* will receive two degrees: one that is granted from a graduate major and the other granted from one of the professional schools (such as the School of Medicine and Public Health, Law School, or the School of Veterinary Medicine). You must be admitted to both programs and must satisfy all requirements for each degree.

If you have any questions, contact the Graduate Program Manager at 262-2869 or the Graduate School.

## PhD Degree in Anthropology

Because the Ph.D. program is not based on completion of course work alone, the guidance of a prospective Ph.D. candidate and the development of their program beyond the point of admission is a matter for mutual arrangement between the student and the faculty of the major field in which they are specializing. Students will have completed the Graduate School Ph.D. requirements by the time they have reached the preliminary examination stage. In some cases, they may complete the preliminary examination without having completed the minor requirements, but until all requirements have been completed, they cannot be advanced to candidacy for the Ph.D. Guidance through the Ph.D. program is provided by the faculty advisor in addition to the remainder of the dissertation committee.

**In addition to the master's degree requirements**, the Ph.D. degree in the Department of Anthropology always requires:

- 21 credits of graduate coursework (for a total of 51 credits, including master's credits)
- 16 credits in residence (for a total of 32 credits, including master's credits)
- a Ph.D. minor (Ph.D. minor credits can be counted for the master's degree effective May 8, 2023, for all Anthropology graduate students)
- successful completion of the preliminary examination
- successful completion and oral defense of the dissertation

Language requirements are to be determined by the faculty advisor. This requirement should be relayed to the Graduate Program Manager at the time of preliminary exam request.

Other specifics of your Ph.D. degree requirements will depend on whether you are pursuing a degree in the [archaeology section](#), the [biological anthropology section](#), the [cultural anthropology section](#), or an [intersectional degree](#).

**Ph.D. Advisory Committee** The faculty advisor, in consultation with the student, will select two additional appropriate faculty members, both from the Anthropology department (at least one from the same section as the faculty advisor) to act as the Ph.D. Advisory Committee for the student. Additional faculty from outside the department may be added, provided department faculty approve. This Ph.D. Advisory Committee is responsible for the guidance of the student in completion of requirements in the major field, minor field, language competence, and dissertation.

**Ph.D. Final Oral Exam Committee** The Ph.D. final oral committee must consist of at least 5 members, including at least four current University of Wisconsin-Madison graduate faculty



members who are of either assistant, associate, or full professorial rank. At least one of these four committee members must be a UW-Madison graduate faculty member from outside the Department of Anthropology. A student who wishes to have a dissertation committee member from outside the University of Wisconsin-Madison should petition the section for permission; all such requests are reviewed by the departmental Executive Committee.

**Joint Major for Ph.D. Degree** At the Ph.D. level, each of the departments concerned must stipulate the required content of its portion of the doctoral program. Passing preliminary examinations in both departments is expected. The departments will place on file with the Graduate School the nature of their requirements for those involved in joint programs. The intention to pursue a joint degree should be indicated to the Graduate School no later than the beginning of the second year of graduate study.

## Graduate Minor

**Minor Requirements for the Ph.D. Degree** Ph.D. candidates in Anthropology must elect a minor subject in a single related field or in various departments selected in consultation with the candidate's advisor. A GPA of 3.0 must be maintained in the minor. All courses must be 300 level or above, taken after the bachelor's degree (or equivalent). Ordinarily, only one course (maximum 3 credits) of independent study is allowed (for instance 699, 799, 999). You may not use 990 or 890 (research and thesis) courses for your minor. The number of credits you are allowed to use from courses taken prior to admission to the Ph.D. major is decided by the minor department. Courses with grades of S (satisfactory) or CR (credit) are acceptable.

There are two options for completion of the minor. Whether the student selects Option A, or Option B, the minor is designed to represent a coherent body of work and should not simply be an after-the-fact ratification of a number of courses taken outside the major department. To ensure coherence, a minor program must be approved by the appropriate department no later than half-way through the minor course sequence and a copy of the minor agreement placed on file in the Department.

Credits earned toward a master's degree at another university may be used to satisfy some of the requirements for the minor, provided these credits are not in Anthropology.

Effective May 8, 2023, Ph.D. minor credits can be counted for the Anthropology master's degree for all UW-Madison Anthropology Ph.D. program graduate students.

*To see the specific policy requirements for the minor please visit*

*<https://grad.wisc.edu/documents/minors/> and <https://policy.wisc.edu/library/UW-1200> for details.*

## Explanation of Options

**(1) Minor Option A.** To satisfy Minor Option A, a student must complete at least nine credits from a degree program outside his/her major department. Some minor departments may require more credits. One course cross-listed with the major may be used for the minor so long as it is staffed by the minor department and is not applicable to any requirements of the major. Be sure to check with the minor department on their minor requirements.

**(2) Minor Option B.** To satisfy Minor Option B, a student must complete at least nine credits from two or more degree programs outside or from within another field in his/her major department. One course cross-listed with the major may be used for this minor so long as it is staffed by one of the outside programs and is not applicable to any requirements of the major; or nine credits of course work from one field (or area of specialization) other than the major area of study. Intersectional students must meet the minor course requirements outside the departmental sections represented on their faculty committee. The Option B distributed minor is approved by the chair of the major department.

**Ph.D. Minor for Students in Other Fields** To obtain a Minor in Anthropology, you must complete nine credits in the Department of Anthropology which provide either (a) a general coverage of the field or (b) concentration in biological anthropology, cultural anthropology, or archaeology. To ensure coherence, your minor program must be approved by your Minor Advisor in the Department of Anthropology no later than half-way through the minor course sequence.

Your Minor Advisor may be any faculty member in the Department of Anthropology who is willing to serve as your advisor. If you need assistance in choosing an appropriate Minor Advisor, you can contact the Department of Anthropology's Faculty Graduate Advisor to determine which faculty member might best fit your area of interest. You must be working with an Anthropology Minor Advisor in order to complete an Anthropology Minor.

Once a minor advisor is selected and agreed upon, you and your minor advisor will complete the Anthropology Graduate Minor Advisor form. Successful completion of the course program will satisfy the minor requirement. We encourage you to get your minor completion plan in writing to assist you in course selection and to have documentation of the agreed upon plan for your records.

You should consult with your Major Department advisor to determine your major department's requirements regarding your selected minor. Generally, the major department will provide a form to the student to present to the minor department to certify completion of the minor requirements. This form is signed by the Minor Advisor and/or the Chair of the Department of Anthropology.

# Archaeology: Master's Degree

## Requirements

The primary focus of the Department of Anthropology is in awarding the doctoral degree. A master's degree is awarded in the process of pursuing the Ph.D.

Admission to the archaeology section of in the anthropology graduate program is determined by the rules and regulations of the University, the Department, and the archaeology faculty. Prospective students must send their application to the Graduate School Admissions Office and the Department of Anthropology. See the department's [Admissions](#) tab on our website for more details regarding application and admission. The deadline to apply is December 1. Archaeology Faculty: [Bunn](#), [Clayton](#), [Kenoyer](#), [Kim](#), [Schroeder](#).

Students must complete a total of 30 credits of graduate course work, including three seminars (Anthro. 942) in archaeology. Substitutions for the required seminars in archaeology are not typically allowed. Students entering the program with an existing master's degree must take at least two seminars as a part of the Ph.D. requirements, and these classes may be taken before or after the Qualifying Examination; see below.

Note that up to six credits of foreign-language courses numbered 300 to 999 can count toward the MA. This is applied to all currently enrolled archaeology graduate students effective October 9, 2023.

### Qualifying Examination Requirement in Archaeology

All graduate students should take the qualifying examinations by the end of the second year, or fourth semester.

The examinations include a written component, given in two parts (1: World Prehistory, and 2: Method and Theory, each four hours in length on two consecutive days); a prepared bibliography; and research paper component.

The format of the written examination is as follows:

Questions are provided to students one week in advance of the examinations. In preparation for the written examination, students will draw from course work, archaeological literature, and

departmental lectures and colloquia. Students should consult their advisor and faculty members in the archaeology section for suggested readings. Incoming students should take courses in areas of weakness or lack of knowledge along with graduate seminars to improve their basic comprehension of archaeology.

Examinations are evaluated by the department's archaeology faculty in residence.

Each part of the exam is ranked as 1) fail; 2) MA pass with no retake; 3) MA pass with retake; 4) Ph.D. pass.

Part 1, World Prehistory: In addition to three sets of questions asked of all students in a given cohort, **one** question in this section will focus on a geographic region of interest selected in advance by **each** student in consultation with their advisor. This question will require that the student be familiar with past and current archaeological research and literature related to their intended doctoral dissertation research.

Part 2, Method and Theory: In addition to three sets of questions asked of all students in a given cohort, **one** question in this section will focus on a topic selected in advance by **each** student in consultation with their advisor. This question will require that the student be familiar with the theoretical concepts and methodological approaches specific to their intended doctoral dissertation research.

The master's thesis is not required. In lieu of a thesis, each student will consult with his/her advisor to develop one research paper and a separate, comprehensive bibliography as described below. The paper should result from a graduate seminar in archaeology, taken in the context of coursework in the Program, and must be revised based on feedback from the professor whose course it was written for. In addition, each student is required to submit a thorough and well-organized bibliography of literature related to their intended doctoral research. This bibliography is to include references to key literature relevant to their region(s) of specialization as well as the methodological and theoretical approaches important for their research. The paper and bibliography will be submitted **one month** prior to the qualifying exam to the Graduate Program Manager and section faculty. The paper will be read, reviewed, and approved by the Archaeology Section faculty. The paper and bibliography will be archived with the student's records. Students will be awarded the master's degree only when the paper and bibliography have been approved, the qualifying exams have been passed successfully, and all other criteria (credit requirement, degree deadlines, GPA etc.) have been met.

### **Student Responsibilities in Archaeology**

1. Attend department colloquia and weekly brown-bag lectures.
2. Maintain desk and laboratory space.

3. Know requirements for curriculum and degree from department and Graduate School.
4. Provide a minimum of two weeks' notice to faculty for requesting letters of recommendation, proposals, Preliminary Examination, etc. When requesting letters of recommendations, provide clear instructions for recommendation submission.
5. The doctoral dissertation should be delivered at least two months prior to the desired defense date.
6. Dissertators taking Thesis Credits or Reading and Research Credits will provide a written statement of progress to their advisor by the last day of classes each Fall and Spring semester.

Additional student responsibilities include: Show respect for a diversity of opinions, perspectives, and cultures; demonstrate integrity; provide accurate information in resumes/CVs; challenges one's self in academic pursuits; follow-through and pull weight in group activities; interact with peers, faculty, staff, and those encounter in their professional capacity in a manner that is respectful and considerate; attend and prepare for all scheduled meetings and classes; honor agreed upon work schedules; communicate openly and offer prompt responses to inquiries; be careful when using equipment, technology and resources; offer criticism in a constructive manner; welcome feedback; actively prepare for class; notify instructors at least one day in advance of a planned absence and take responsibility for finding out about missed materials; recognize that the pursuit of knowledge is a continuous process and seek guidance (when needed) to adapt to change.

## Biological Anthropology: Master's Degree

### Requirements

The primary focus of the Department of Anthropology is in awarding the doctoral degree. A master's degree is awarded in the process of pursuing the Ph.D.

Admission to the biological section of the anthropology graduate program is determined by the rules and regulations of the University, Department, and the biological anthropology faculty. Students are typically expected to have undergraduate training in the basic biological sciences and anthropology. Applications for admittance to the Biological Anthropology Program are evaluated by the section's faculty. Applicants must possess a B.A. or B.S. degree from an accredited institution. No restriction exists as to the undergraduate major field, although it usually will have been in one of the natural or physical sciences or in anthropology. At least three letters of recommendation are required. Biological Anthropology Faculty: [Bryer](#), [Bunn](#), [Hawks](#), [Pickering](#), [Strier](#). Requirements for the master's degree are:

1. **A minimum of 30 credits of graduate coursework** is required for the master's degree.

2. **Qualifying Exam.** Students who enter the program with a bachelor's degree will normally be required to take the Qualifying Examination after the end of the fourth full semester of graduate study. This deadline may be extended only by approval of a written petition to the section chair, but in no instance will a postponement be allowed to exceed one year.

Students who are admitted into the Biological Anthropology Program with master's degrees from other institutions may take the Qualifying Examination within the first two semesters of graduate study. Upon successful completion of this examination, the master's degree from the other institution may be accepted in lieu of additional requirements at this level and the student may proceed directly toward the doctoral prospectus and the Preliminary Examination. The Qualifying Examination is compiled by all faculty members in the Biological Anthropology Section and administered over a two-day period (up to 8 hours per day) at the beginning of each Fall semester. The examination may be written by hand or using a computer. On the first day, students are expected to provide in depth knowledge of general principles and theory in modern biological anthropology, including past and present developments in:

- Primate biology, behavior and human evolution (diverse aspects of human and non-human paleontology; bio behavioral ecology).
- Genetics and population systems (population structure of human and non-human primate species; distribution and patterning of variation; Mendelian, population and evolutionary genetics).
- Morphology, physiology and human ecology (human and non-human primate anatomy; skeletal anatomy; adaptive physiology).

This phase of the Qualifying Examination is based primarily on required and recommended course work and the Graduate Reading List and is designed to ensure that all students have a comparable and firm background in the sub-discipline. The following courses are strongly recommended in preparation for the general section of the Qualifying Examination: Evolutionary Theory, Primate Anatomy, Functional and Evolutionary Human Variation, Biology of Primates, Evolution of Human Diet, Hominid Evolution, Primate Behavioral Ecology, Hominoid Evolution, Proseminar in Biological Genetics 466, Human Skeletal Anatomy, Pro-seminar in Biological Anthropology or Equivalent Consultation with your advisor will determine whether or not Statistics should be taken in preparation for the Qualifying Examination. In the event that these courses are not taught in a particular two-year cycle, graduate students will be provided with reading lists, course syllabi, and faculty guidance in preparation for Qualifying Exams.

The second part of the Qualifying Examination is tailored toward the particular research interests of each student, who is expected to display detailed knowledge of these more restricted areas. The exams are evaluated by the departmental biological faculty in residence.

Each exam is ranked as 1) fail; 2) masters pass with no retake; 3) masters pass with retake; or 4) Ph.D. pass. **There is no master's thesis requirement.** In lieu of a thesis, two term papers from graduate seminars in biological anthropology are to be submitted at the time of the Qualifying Examination. These papers are for the approval of the biological faculty as evidence of research ability and will be archived with the student's records. The recommendation to the student will be based on past performance in (a) course work, (b) the results of the Qualifying Examination, and (c) seminar reports and independent research, and will be made no later than one month after completion of the Qualifying Examination. A report, in the form of a letter signed by the Chair of the Biological Anthropology Section, will be sent to the student with a copy to their departmental file.

## Cultural Anthropology: Master's Degree

### Requirements

The primary focus of the Department of Anthropology is in awarding the doctoral degree. A master's degree is awarded in the process of pursuing the Ph.D.

Admission to the cultural section of in the anthropology graduate program is determined by the rules and regulations of the University, Department, and the cultural anthropology faculty. Prospective students must send their application to the Graduate School Admissions Office and the Department of Anthropology. See the department's [Admissions](#) tab on our website for more details regarding application and admission. The deadline to apply is December 1. Cultural anthropology faculty: [Bowie](#), [Camal](#), [Enriquez](#), [Kusumaryati](#), [Lepowsky](#), [Ohnuki-Tierney](#), [Schulte](#), [Stambach](#), [Thao](#), [Wendland](#).

All students need to develop a command of social theory and ethnography. They must become well acquainted with the literature, concepts, problems, and issues of the discipline. To this end, we strongly urge students to take courses primarily in anthropology during their first year in the program (or longer if they enter the program without an undergraduate degree in anthropology). The Anthro 860 / Anthro 900 sequence is designed to give all first-year students a grounding in the fundamentals of the discipline. In addition, students should work closely with their advisors to construct a course of study appropriate to their particular needs and interests. The requirements for the master's degree are as follows:

1. Minimum of 30 graduate credits, of which at least 15 should be in cultural anthropology.
2. Passage of the Qualifying Examination at the Master's or Ph.D. level.
3. Anthropology 860, History of Anthropological Theory.
4. Anthropology 900, Fundamentals of Anthropological Theory.

5. At least one graduate seminar (course number 700 or above) in the cultural section of the department in addition to Anthro 860 and 900 in the Department of Anthropology. (No substitutions of 600 level courses are allowed, nor can Anthropology 909 be counted toward this requirement if continuing in Ph.D. program.)
6. Note that up to six credits of foreign-language instruction can count toward the MA.

### **Qualifying Examination**

Typically, students will take the exam after the completion of their third semester. The exam follows a portfolio model.

#### ***Cultural Anthropology Qualifying Exam:***

##### *Description*

The portfolio consists of two papers—revised from previous anthropology courses—and accompanying cover letters.

- Each paper should come from Anthro 860 or 900. Students should revise each paper to address feedback from the instructor and the advising committee, and to incorporate new materials learned since taking the course. A revised 860 paper needs to pull ideas into the present; a revised 900 paper needs to reach back historically.
- The paper should demonstrate historical and theoretical breadth.
- The papers should be between 4,000 and 5,000 words in length (about 15-20 pages), exclusive of the endnotes and bibliography. The papers should be double-spaced and written in 12-point font.
- Each paper should be accompanied by a cover letter of no more than 300 words (modeled on those accompanying article resubmissions) detailing the revisions made in response to advising committee feedback.

##### *Assessment*

Through the portfolio, students should demonstrate:

- their familiarity with key texts and debates in cultural anthropology.
- their capacity to support a persuasive and coherent essay with relevant secondary literature.



## [Rubric for Cultural Anthropology Qualls Assessment](#)

### *Process*

The cultural faculty will assign a three-person advising committee to help students with the revision process. The committee will be assigned during the fall semester of the student's second year.

- Students are expected to seek review from their fellow students during the revision process, prior to sending their papers to the faculty committee. Papers sent to the advising committee should be polished and complete.
- The revised papers are due to the faculty committee on October 15. When October 15 falls on a weekend, the papers will be due the first Monday after October 15.
- Faculty members will return comments within two weeks, and students should then revise based on faculty feedback.
- The students should turn their portfolio to the Graduate Program Manager on the last Friday of February. The portfolios will not be anonymized.

The cultural faculty will evaluate the portfolios at the first cultural section meeting in March. Any evidence of plagiarism will result in a failing grade and a referral to the Office of Student Conduct and Community Standards, in accordance with the university's core values of academic integrity.

### **Awarding of the MA Degree**

Upon receipt of at least an MA pass on the qualifying exam and the completion of a sufficient number of course credits, the student will be awarded an MA degree.

### **Student Responsibilities in Cultural Section**

1. Attend department colloquia and lectures.
2. Provide a minimum of two weeks' notice to faculty for requests of letters of recommendations (include address and stamped envelopes as appropriate).
3. Secure Institutional Review Board (IRB) approval as appropriate for research involving human subjects.

## **Archaeology: PhD Degree**

# Requirements

Admission to the Ph.D. program in Archaeology requires successful completion of the master's requirements at the Ph.D. level. Students with a master's degree from another university will be admitted to the Ph.D. program following successful completion of the Qualifying Examinations.

1. At least 21 additional graduate course credits beyond the 30 graduate credits for the master's degree, including the following:
  - At least one course (300 level or higher) in another section of the Department of Anthropology
  - Two seminars in anthropology/archaeology. These courses may be taken before or after the master's degree, but must be completed prior to taking the Ph.D. Preliminary Examination. (Note: Prior to taking the Preliminary Exam, incoming students with a B.A. degree will have taken a total of five graduate seminars, and incoming MA students will have taken at least two seminars. Anthro 942 on the topic of Research Methods in Archaeology is recommended to be taken after the Qualifying Exam.)
2. Minor Requirements: These requirements must be fulfilled before applying for the preliminary warrant that is necessary for the preliminary exam. See Ph.D. minor requirements.
3. Language Requirements: Language requirements are determined on an individual basis by the student's faculty advisor. In Archaeology, a working knowledge of the language in the geographic region of research focus will be required. The faculty advisor will designate courses, standard examinations, or other means to satisfy the language requirement.
4. Preliminary Examination: This exam is an oral defense of a written proposal for dissertation research. Successful completion of this exam is required for advancement to candidacy. For all students who enter the program with a B.A., the preliminary proposal should be defended by the end of the eighth semester. For incoming students with a master's degree, the preliminary proposal should be defended by the end of the sixth semester.
5. The proposal is to be written in the format of an NSF dissertation proposal not to exceed 20 double-spaced pages. The oral exam covers the written material itself as well as knowledge of the area, method, and topic involved in the proposal. The purpose of this examination is to evaluate the student's preparation and ability to conduct Ph.D. level research and to assist the student in designing research for the dissertation.
6. The Preliminary Examination Committee will normally consist of a minimum of four departmental archaeologists in residence and additional persons from other fields as needed or desired, with a minimum of four committee members. The written proposal should be distributed to members of the committee and the Graduate Program Manager at least two weeks prior to the examination. Dates for the examination should be

arranged through the faculty advisor and the Graduate Program Manager in consultation with other committee members.

7. Ph.D. Dissertation Defense: The dissertation defense is an oral examination covering the written thesis. The purpose of this examination is to evaluate the thesis of the dissertator to ensure that it has been completed at the Ph.D. level in a suitable and accurate manner. The dissertation defense usually requires between one and three hours and takes place before a committee of five individuals, at least three from the Department of Anthropology and one from outside the department. The affiliation of the fifth member will be determined by the student in consultation with the faculty advisor. Successful completion of this exam is required for the award of the doctorate in anthropology. Following successful defense of the dissertation, the student must satisfy the requirements of the Graduate School for [submission](#) of the dissertation. A final copy of dissertation is to be submitted to the Graduate Program Manager to be added to the Department's library of completed dissertations.
8. Up to an additional six credits of foreign-language instruction in courses numbered 300 to 999 beyond those counted toward the MA can count toward the Ph.D. Applied to all currently enrolled archaeology graduate students effective October 9, 2023.

## **Biological Anthropology: PhD Degree**

### **Requirements**

1. The preliminary exam will be taken by the end of the third semester after passing the Qualifying Exam, unless an extension is granted by the section faculty.
2. Minor Requirements. These requirements must be fulfilled before applying for the preliminary warrant.
3. Course Requirements. A minimum of 51 graduate credits is required for the Ph.D. (This includes the 30 credits for the master's degree). At least one course (300 level or higher) must be taken in another section of the Department of Anthropology.
4. Language Requirements. There is no formal foreign language requirement, but a working knowledge of a foreign language may be necessary for some students. In such cases, the faculty advisor will determine the required level of competency.
5. Preliminary Examination. The Preliminary Examination is an oral examination of approximately two hours duration during which the student is expected to defend a previously submitted proposal for the doctoral dissertation. The primary purpose of the examination is to determine:
  - (1) how well the student has considered the research protocol,
  - (2) whether the student has acquired the knowledge and methodological expertise to carry out the research, and
  - (3) if the students' expectations for successful completion of the project are realistic.

**The Preliminary Examination Committee** will normally consist of at least two (2) departmental faculty in residence and additional persons from other fields as needed or desired, a minimum of three. The written proposal should be distributed to the members of the committee and the Graduate Program Manager at least two weeks prior to the examination. Dates for the examination should be arranged through the faculty advisor and the Graduate Program Manager in consultation with other committee members. After successful completion of the Preliminary Examination, the minor requirements and the graduate school requirements, the student is advanced to candidacy for the Ph.D. degree. In order to complete the doctoral requirements, each student is required to complete the doctoral dissertation and defend it in an oral examination before the committee within five years after passing the Preliminary Examination.

**Dissertation Defense Committee** The finished dissertation, or an advanced draft, will be defended orally before the Dissertation Defense Committee comprised of a minimum of five members. The Biological Anthropology Section follows the [Graduate School's policy](#) defining committee membership with the following Biological Anthropology Section specific requirements. Of the five members, at least two members will be from the UW-Madison current Biological Anthropology faculty; at least three committee members will be from current Department of Anthropology faculty. The fourth member of the committee must be current faculty from another UW-Madison graduate program. The fifth committee member could be from any of the previously mentioned categories. If any committee member is not current UW-Madison graduate faculty or is from outside of the University, they must be pre-approved by the Anthropology executive committee.\* The advanced draft or finished dissertation should be distributed to committee members at least one month prior to the date of the defense. The dissertation examination itself is closed. At the mutual agreement of the student and advisor, a half-hour public presentation of the dissertation research may be scheduled prior to the examination.

<b>Defense Committee Members</b>
Chair of Committee- current UW Biological Anthropology faculty
2 <sup>nd</sup> Member- current UW Biological Anthropology faculty
3 <sup>rd</sup> Member- current UW Anthropology faculty
4 <sup>th</sup> Member- Other current UW Graduate Program faculty
5 <sup>th</sup> and any additional members- from the above categories or external member pre-approved by Anthropology Executive Committee *

\*The fifth member and any additional members may be from any of the following categories, as approved by the Department of Anthropology Executive Committee: graduate faculty, faculty from a department without a graduate program, academic staff (including emeritus faculty), visiting faculty, faculty from other institutions, scientists, research associates, and other individuals deemed qualified by the Department of Anthropology Executive Committee.

# Cultural Anthropology: PhD Degree

## Requirements

1. The Ph.D. requires a minimum of 51 total graduate credits. 30 credits—at least 15 should be in cultural anthropology—are required for a master's degree, with an additional 21 graduate credits taken after the Master's degree.
2. Passage of the Qualifying Examination at the Ph.D. level.
3. Satisfaction of all master's requirements (Master's degree granted).
4. Demonstration of competence in speaking and reading at least one non-English language appropriate to the candidate's area of research.
5. Anthropology 909, Research Methods and Research Design in Cultural Anthropology. Anthropology 909 may be taken as a directed study when it is not offered as a course by the department, and it affects a student's progress.
6. Completion of one additional 900 level graduate seminar in cultural anthropology in addition to 909 and those required for the master's degree. Substitutions for 900 level courses can only be made by petition to the Cultural Section.
7. Completion of at least one course (300 level or higher) in another section of the Department of Anthropology.
8. Approval of field statements and dissertation research proposal by the Preliminary Examination Committee.
9. Up to an additional six credits of foreign-language instruction beyond those counted toward the MA can count toward the Ph.D.
10. Dissertation defense successfully conducted within 5 years following passage of the Preliminary Examination.
11. Exceptions to any of these requirements requires the approval of the Cultural Section Faculty.

**Examinations and Core Curriculum** All students need to develop a command of social theory and ethnography. They must become well acquainted with the literature, concepts, problems, and issues of the discipline. To this end, we strongly urge students to take courses primarily in anthropology during their first year in the program (or longer if they enter the program without an anthropology major). The Anthro 860, Anthro 900 sequence is designed to give all first-year students a grounding in the fundamentals of the discipline. In addition, students should work closely with their advisors to construct a course of study appropriate to their particular needs and interests. The examination structure has been designed to ensure that students' progress satisfactorily through the program. The master's qualifying exam tests whether students in the program have attained a solid grounding in the theories and methods of the discipline. The field

statements are designed to ensure that students master the literature appropriate to their chosen research, and the preliminary exam ensures that they can design and carry out a viable research project.

## **Field Statements and Preliminary Examination for the Ph.D.**

**The Preliminary Exam Committee:** At the end of their second year, students will put together a Preliminary Exam Committee. The committee consists minimally of three persons: the student's advisor; one additional member of the cultural section; and a third member who, at the student's discretion and in consultation with their advisor, can be chosen from the cultural section, another section of the Department of Anthropology, or from another department of the university. The job of the preliminary exam committee will be to advise on and approve the students' field statements and bibliographies, to work with the student on the preparation of his or her research proposal, and to administer the preliminary exam.

**The Field Statements:** In consultation with the members of his or her exam committee, each student will prepare three field statements. Typically, one field statement will focus on the student's region(s) of geographical specialization; the other two statements will cover theoretical or topical fields of the student's own construction in collaboration with a faculty member. Each of the student's prelim committee members will be responsible for working with the student on one of the field statements. The field statements will be 15-20 page essays that define and justify the fields chosen and review the literature appropriate to the field. The student's exam committee must approve the field statements and accompanying bibliographies.

**The Research Proposal:** Students must also prepare a research proposal of approximately 20 pages, laying out their plans for dissertation fieldwork. Students are expected to work closely with their faculty advisors and committee members in preparing the proposal.

**The Preliminary Exam:** The preliminary examination is the gateway to candidacy for the Ph.D. Students must submit copies of their research proposals and field statements to committee members and the Graduate Program Manager at least 14 days before the exam. The preliminary exam consists of an oral defense of the research proposal and field statements. The exam evaluates whether the candidate has sufficient breadth and depth of preparation, evaluates the overall merit, methodology, and feasibility of the proposed dissertation project, and offers an occasion for feedback between the candidate and the committee. The committee will grade the preliminary examination on a Pass/Fail basis. A pass contingent on specified revisions in the proposal and/or one or more field statements is common. At the examiners' discretion and recommendation, a failing student may be reexamined on the whole exam or on one or more specific sections.

**Timing:** It is anticipated that students will begin preparing their field statements near the end of their second year of graduate studies (though they should begin framing the fields and compiling references in consultation with their advisors from the time they enter the program). The bulk of the work preparing the field statements and bibliographies will be undertaken during the third year. The preliminary examination is normally taken by the end of the sixth semester. The date of the examination will be arranged at the mutual convenience of the student and the committee, with appropriate advance notice. We do not recommend summer examinations: students intending to schedule the examination during the summer should ensure the availability of all committee members.

**Course Credit for Field Statement and Exam Preparation** While preparing their field statements, students may enroll in Anthropology 999, Independent Reading and Research, for a total of 6 credits (typically 3 credits each semester of the third year). Enrolling in Anthropology 999 can count as credit toward degree, for up to 6 credits. Exams should be held at the end of the third year or as soon as the committee deems appropriate.

### **Student Responsibilities in Cultural Section**

1. Attend department colloquia and lectures.
2. Provide a minimum of two weeks' notice to faculty for requests of letters of recommendations (include address and stamped envelopes as appropriate).
3. Secure Institutional Review Board (IRB) approval as appropriate for research involving human subjects.
4. Submit advanced draft or finished dissertation to committee members at least one month prior to the date of the defense.

**Human Subjects Protocol** All research conducted by graduate students – including preliminary research carried out in preparation for Preliminary examinations – requires human subjects review by the UW Institutional Review Board. Research done abroad or at other institutions commonly requires review and approval from additional IRBs or Research Ethics Committees. *It is absolutely essential that students obtain all necessary IRB clearances prior to undertaking any research.* Students should work closely with their advisors to ensure that their research undergoes proper review.

**Dissertation Defense Committee** The finished dissertation, or an advanced draft, will be defended orally before the Dissertation Defense Committee comprised of a minimum of five members. The Cultural Section follows the [Graduate School's policy](#) defining committee membership with the following Cultural Section specific requirements. Of the five members, at least two members will be from the UW-Madison current Cultural Anthropology faculty; at least three committee members will be from current Department of Anthropology faculty. The fourth member of the committee must be current faculty from another UW-Madison graduate program.

The fifth committee member could be from any of the previously mentioned categories. If any committee member is not current UW-Madison graduate faculty or is from outside of the University, they must be pre-approved by the Anthropology executive committee\*. The advanced draft or finished dissertation should be distributed to committee members at least one month prior to the date of the defense. The dissertation examination itself is closed. At the mutual agreement of the student and advisor, a half-hour public presentation of the dissertation research may be scheduled prior to the examination.

<b>Defense Committee Members</b>
Chair of Committee- current UW Cultural Anthropology faculty
2 <sup>nd</sup> Member- current UW Cultural Anthropology faculty
3 <sup>rd</sup> Member- current UW Anthropology faculty
4 <sup>th</sup> Member- Other current UW Graduate Program faculty
5 <sup>th</sup> and any additional members- from the above categories or external member pre-approved by Anthropology Executive Committee *

\*The fifth member and any additional members may be from any of the following categories, as approved by the Department of Anthropology Executive Committee: graduate faculty, faculty from a department without a graduate program, academic staff (including emeritus faculty), visiting faculty, faculty from other institutions, scientists, research associates, and other individuals deemed qualified by the Department of Anthropology Executive Committee.

The dissertation defense must take place within five years after passing the preliminary examination.

The committee will grade the dissertation defense on a Pass/Fail basis. A pass contingent on specified revisions in the dissertation has historically been the most common outcome.

## **Intersectional Degree Requirements**

Occasionally students have special interests that can be pursued only through a combined program involving two or more of the sub-disciplines within the department. Examples might include paleoanthropology, ethnoarchaeology, or biocultural anthropology. The department thus offers an intersectional degree track as an option for these special cases. Admission to the Intersectional program requires prior approval by faculty in each section and students should contact appropriate faculty prior to writing their statement. The Director of Graduate Study and the faculty advisor will convene a committee of three additional faculty members to direct the students Intersectional program. The committee and the student are responsible for progress and evaluation up to the awarding of the degree. The Qualifying Examination, Preliminary Examination, and seminar requirements will reflect the sections represented on the student's



committee. Student should schedule a meeting each semester with their committee to discuss their progress. The committee will prepare and evaluate the Qualifying Examination, conduct the Preliminary Examination, and at least three members will serve on the Ph.D. committee. Membership in the committee may be changed by consensus of the major advisor and other committee members. Basic requirements for this degree program are described below.

**Qualifying Examination:** Students are required to take a Qualifying Examination. The faculty committee will determine date of the Qualifying Examination and the topics covered, as appropriate for the student's course of study. This is a set of two written examinations, intended to evaluate both general anthropological knowledge and the specifics of the student's interests. The exam is written and evaluated by the faculty committee. There are three grades: Ph.D. pass, which permits advancement toward the doctorate; Master's pass, which counts toward master's requirements only; and Fail. Option to retake will be determined by the committee. The committee may require a paper or thesis as evidence of research and writing skills.

**Preliminary Examination:** The intersectional committee will conduct an oral Preliminary Examination of the thesis proposal, normally by the end of the sixth semester. The Preliminary Examination is intended to evaluate the feasibility of the dissertation proposal and to allow the committee to make recommendations regarding the direction and conduct of the research. This proposal should follow the format for a Dissertation Research Proposal to the National Science Foundation. Performance will be rated as: (1) pass with distinction; (2) pass; (3) rewrite; or (4) fail.

**Human Subjects Protocol:** Many students begin preliminary research in preparation for their Preliminary examination and it is important that they obtain the required clearances of waivers prior to undertaking any form of research.

**Dissertation Defense:** Oral defense of the dissertation: dissertation defense must take place within five years after passing the preliminary examination.

## Master's and Doctoral Degree Checklist: Timeline & Deadlines

The Graduate School maintains a list of steps to complete toward a master's degree, including deadlines and important things to know as one progresses toward graduation: [grad.wisc.edu/current-students/doctoral-guide](http://grad.wisc.edu/current-students/doctoral-guide). In addition to what is posted on this webpage from the Graduate School, students must meet all required steps of the program outlined in this handbook.

Checklists and sample 4+ year plans for Archaeology, Biological Anthropology, and Cultural Anthropology Sections can be found in [Appendix B](#) and [Sample Course Schedules](#) sections of this document.

# Enrollment Requirements

Students are responsible for following Graduate School policies related to course enrollment requirements and limitations:

## **Adding / Dropping Courses**

[grad.wisc.edu/documents/add-drop](http://grad.wisc.edu/documents/add-drop)

## **Auditing Courses**

[policy.wisc.edu/library/UW-1224](http://policy.wisc.edu/library/UW-1224)

## **Canceling Enrollment**

[grad.wisc.edu/documents/canceling-enrollment](http://grad.wisc.edu/documents/canceling-enrollment)

## **Continuous Enrollment Requirement for Dissertators**

[policy.wisc.edu/library/UW-1204](http://policy.wisc.edu/library/UW-1204)

## **Enrollment Accountability**

[grad.wisc.edu/documents/enrollment-accountability](http://grad.wisc.edu/documents/enrollment-accountability)

## **Minimum Enrollment Requirements**

[policy.wisc.edu/library/UW-1208](http://policy.wisc.edu/library/UW-1208)

# Academic Exception Petitions

Petitions for exceptions generally go through a student's advisor, a section chair, and the department (in that order). Keep in mind that some academic exceptions may need to be approved by the Graduate School. For further information about this, contact the Director of Academic Services and see the following webpage: [grad.wisc.edu/documents/exceptions](http://grad.wisc.edu/documents/exceptions)

## **Course Exception Request Process**

Academic exceptions are considered on an individual case-by-case basis and should not be considered a precedent. Deviations from normal progress are highly discouraged, but the program recognizes that there are in some cases extenuating academic and personal circumstances. Petitions for course exceptions/substitutions shall be directed to the student's faculty advisor, the section chair of the field of study the course content covers, and the Graduate Program Manager. The following procedures apply to all petitions:

1. The specific requirement pertinent to the petition must be identified.

2. The student must submit with the petition the original syllabus of the course for which they are requesting credit or that they are proposing as a substitution.
3. The student's academic advisor must provide written support for the petition.
4. All coursework substitutions and equivalents will be decided by appropriate section faculty.

The section chair of the field of study the course content covers will bring the petition to the next section meeting for review. The section chair will bring the decision to the next department meeting for program approval. Results of the department meeting will be provided to the Graduate Program Manager and advisor to ensure results are relayed to the student and exceptions entered in university systems as necessary.

### **Prior Coursework/Transfer Credit Request**

The student may petition for prior coursework to be reviewed for satisfying minimum program requirements. The basis for meeting program requirements shall be evidence of previous work of the same level and content to be determined by the committee in consultation with the faculty member currently responsible for the course concerned.

The student should direct their prior coursework request petition to their advisor, the section chair of the field of study the course content covers, and Graduate Program Manager. The following procedures apply to all petitions:

1. The student must submit with the petition the original syllabus of the course for which they are requesting credit. For courses taught in a language other than English, the student should provide an English translation.
2. Student's transcript indicating grade and number of credits received for the prior coursework must be provided with the petition.
3. The student's academic advisor must provide written support for the petition.

The student's faculty advisor will work with the section chair of the field of study the course content covers to bring the petition to the section meeting for review. The section may ask the advisor for further information beyond that written on the petition. The section chair will bring the decision to the next department meeting for program approval. Results of the department meeting will be provided to the Graduate Program Manager and advisor to ensure results are relayed to the student and exceptions entered in university systems as necessary.

### **Degree Extension Requests**

Students who have not completed the degree on schedule may request extensions. Requests for a one-semester/year extension can be made to their advisor, section chair, and Graduate Program Manager for them to bring to the Graduate Studies Committee. The student must describe the reasons for the request and provide a proposed timeline for completing all program requirements. The faculty advisor must sign the request form and write comments endorsing the request. The request should be made as soon as the need for an extension becomes apparent. The Graduate Studies Committee may request additional documentation as needed. Appeals or requests for any additional extensions must be approved by the full program faculty.

## Satisfactory Academic Progress

A student's continuation as a graduate student at UW-Madison is at the discretion the student's Department, the Graduate School, and faculty advisor. Any student may be placed on probation or dismissed from the Graduate School for not maintaining satisfactory academic progress, and this can impact student academic standing (detailed below), financial aid (see this policy page: [policy.wisc.edu/library/UW-1040](http://policy.wisc.edu/library/UW-1040)), or funding (consult sources of funding, as applicable). Our program has its own definition of satisfactory academic progress and related procedures that supplement Graduate School policy, as described in this section.

### Definition

Information about how the Graduate School determines satisfactory academic progress can be found at this policy page: [policy.wisc.edu/library/UW-1218](http://policy.wisc.edu/library/UW-1218). In addition to the Graduate School's monitoring of satisfactory academic progress, this program regularly reviews the satisfactory academic progress of its students, defined as the following:

#### Anthropology Ph.D. Program Criteria for Student Progress

- **Cumulative Grade Point Average.** A GPA of 3.5. No less than 3.0 during the 1st year; must have a 3.5 thereafter.
- **Course Load.** [Full-time enrollment for graduate students](#) without a graduate assistantship is 8-15 graded credits taken at 300 level or above, excluding pass/fail and audit, during the fall and spring semesters, and 4-12 credits during the summer term. Full-time enrollment for non-dissertator PAs and TAs who hold an appointment of at least 33.33% must be enrolled for 6 credits, or those who hold an appointment of at least 50% must be enrolled for 4 credits. Full-time enrollment for dissertators is 3 credits.

#### Incompletes

- Students are not permitted to carry more than 3 incomplete credits at any one time.
- Incompletes in excess of 3 credits are counted as "F" for purposes of GPA until removed.

- Incompletes must be made up by the end of the following semester during which the student is registered. Incompletes not cleared by that time become “unsatisfactory grades.”

### **Examination Schedule** (Please see sectional requirements for further details.)

1. Graduate students are encouraged to take the qualifying examinations no later than the fourth (4th) semester in residence.
  2. They must pass the qualifying examinations no later than the sixth (6th) semester in residence.
  3. They will normally take the preliminary examinations no later than the third (3rd) semester in residence after passage of qualifying examinations.
  4. They must pass the preliminary examinations no later than the fifth (5th) semester following passage of the qualifying examinations.
- **Dissertation Topic Approval** Graduate students must have an approved Ph.D. dissertation proposal.
  - **Dissertation Completion** Students must complete and defend the doctoral dissertation within five years after passage of the preliminary examination.
  - **Progress Criteria** for students may be waived in special circumstances, such as illness late in the semester. A waiver must be requested in writing, approved by the student’s advisor and the section chair, and communicated to the Graduate Program Manager.
  - **Leaves of Absence** Per department policy, pre-dissertator students may request a leave of absence for up to one academic year. The written leave of absence guarantees reentry to the program if the student applies to the graduate school for readmission within the specified time period. Students are not guaranteed readmission into the program if requested after the specified time period but within the 5-year time frame offered by the Graduate School. Students will be considered with the new admission pool of students. Students should petition their section for leave approval by sending an email to the section chair and their advisor. Check with the Graduate Program Manager with any questions about this process. [Dissertators must be registered](#) for exactly three graduate-level credits (990) every fall and spring even while doing field work [or face significant penalties from the Graduate School](#).

Students are also responsible for meeting all Graduate School requirements. The Department will notify students of relevant progress criteria at appropriate times during graduate study ([see feedback section above](#)). If a student does not meet appropriate progress criteria, the student will be dropped from the graduate program.

## **Personal Conduct Expectations**

### **Professional Conduct**

Graduate students in Anthropology are expected to show respect for a diversity of opinions, perspectives, and cultures; demonstrate integrity; provide accurate information in resumes/CVs; challenges themselves in academic pursuits; follow-through and pull their weight in group activities; interact with peers, faculty, staff, and those they encounter in their professional

capacity in a manner that is respectful and considerate; attend and prepare for all scheduled meetings and classes; honor agreed upon work schedules; communicate openly and offer prompt responses to inquiries; be careful when using department equipment, technology and resources; offer criticism in a constructive manner; welcome feedback; actively prepare for class; notify instructors at least one day in advance of a planned absence and take responsibility for finding out about missed materials; recognize that the pursuit of knowledge is a continuous process and seek guidance (when needed) to adapt to change.

The Office of Student Conduct and Community Standards maintains detailed guidance on student rights and responsibilities related to learning in a community that is safe and fosters integrity and accountability. Students are responsible for keeping aware of their policies and procedures, found at the following page: [conduct.students.wisc.edu](http://conduct.students.wisc.edu).

## Academic Misconduct

Academic misconduct is governed by state law, UW System Administration Code Chapter 14. For further information on this law, what constitutes academic misconduct, and procedures related to academic misconduct, see:

### The Graduate School

**Academic Policies & Procedures: Misconduct, Academic**  
[grad.wisc.edu/documents/misconduct-academic](http://grad.wisc.edu/documents/misconduct-academic)

### Office of Student Conduct and Community Standards

**Academic Misconduct Website**  
[conduct.students.wisc.edu/academic-misconduct](http://conduct.students.wisc.edu/academic-misconduct)

**Academic Misconduct Flowchart**  
[conduct.students.wisc.edu/documents/academic-misconduct-flow-chart](http://conduct.students.wisc.edu/documents/academic-misconduct-flow-chart)

## Non-Academic Misconduct

Non-academic misconduct is governed by state law, UW System Administration Code Chapters 17 and 18. For further information on these laws, what constitutes non-academic misconduct, and procedures related to non-academic misconduct, see:

### The Graduate School

**Academic Policies & Procedures: Misconduct, Non-Academic**  
[grad.wisc.edu/documents/misconduct-nonacademic](http://grad.wisc.edu/documents/misconduct-nonacademic)

**Office for Student Conduct and Community Standards**

**Non-Academic Misconduct Website**  
[conduct.students.wisc.edu/nonacademic-misconduct](http://conduct.students.wisc.edu/nonacademic-misconduct)

**University of Wisconsin System (UWS)**

**Chapter 17: Student Non-Academic Disciplinary Procedures**  
[docs.legis.wisconsin.gov/code/admin\\_code/uws/17](http://docs.legis.wisconsin.gov/code/admin_code/uws/17)

**Chapter 18: Conduct on University Lands**  
[docs.legis.wisconsin.gov/code/admin\\_code/uws/18](http://docs.legis.wisconsin.gov/code/admin_code/uws/18)

## Research Misconduct

Graduate students are held to the same standards of responsible conduct of research as faculty and staff. Further information about these standards and related policies and procedures can be found at:

**The Graduate School**

**Academic Policies & Procedures: Responsible Conduct of Research**  
[grad.wisc.edu/documents/responsible-conduct-of-research](http://grad.wisc.edu/documents/responsible-conduct-of-research)

**Office of the Vice Chancellor for Research and Graduate Education**

**Research Policies**  
[research.wisc.edu/compliance-policy](http://research.wisc.edu/compliance-policy)

## Hostile and Intimidating Behavior (Bullying)

Hostile and intimidating behavior (HIB), sometimes referred to as “bullying,” is prohibited by university policy applicable to students, faculty, academic staff, and university staff. For further definition, policy, and procedures related to HIB see: [hr.wisc.edu/hib](http://hr.wisc.edu/hib). Students who feel they have been subject to HIB are encouraged to review the informal and formal options on the “Addressing HIB” tab of this website.

## Grievance Process

The Department of Anthropology had developed a grievance procedure through which you may register comments or complaints about a course, an instructor, or a teaching assistant. The Department continues to provide a course evaluation each semester in every class. If you wish to make anonymous complaints to an instructor or teaching assistant, the appropriate vehicle is the course evaluation. If you have a disagreement with an instructor or teaching assistant, we strongly encourage you to try to resolve the dispute with them directly. The grievance procedure is designed for situations where neither of these channels is appropriate.

If you wish to file a grievance, use this [Course Comment Sheet](#) and then submit the completed form to the Department Chair or Department Administrator. When completing the comment sheet, you will need to provide a detailed statement that describes what aspects of the course you find unsatisfactory. You will need to sign the sheet and provide your student identification number, your address, and a phone number where you can be reached. The department will investigate comments fully and will respond in writing to complaints.

Your name, address, phone number, and student ID number will not be revealed to the instructor or teaching assistant involved and will be treated as confidential. The Department needs this information because it may become necessary for a commenting student to have a meeting with the department chair or a nominee to gather additional information. Name and addresses are also necessary for providing a written response.

In addition to the Department of Anthropology's procedure, the following UW-Madison Offices and Centers have procedures and resources available for addressing various concerns:

[McBurney Disability Resource Center](#)

[University Health Services](#)

[Graduate School Grievances and Appeals Process](#)

[Dean of Students Office](#)

[Bias or Hate Reporting](#)

## Process and Sanctions for Violations of Conduct Standards

Possible disciplinary actions, including from the Dean of Students Office, are:

- Reprimand
- Probation
- Suspension
- Expulsion
- Restitution
- A zero or failing grade on an assignment/exam



- A lower grade or failure in the course
- Removal from course
- Enrollment restrictions in a course/program
- Conditions/terms of continuing as a student

## **Incident Reporting (Hate, Bias, Sexual Assault, Hazing, Students of Concern, Bullying)**

The Dean of Students Office maintains a portal to report incidents of hate, bias, sexual assault, hazing, dating/domestic violence, stalking, missing students, and students displaying other concerning behaviors at UW-Madison:

### **Dean of Students Incident Reporting**

[dosu.students.wisc.edu/report-an-issue](https://dosu.students.wisc.edu/report-an-issue)

As noted above in “Personal Conduct Expectations,” students who feel they have been subject to hostile and/or intimidating behavior (i.e., bullying) are encouraged to review the informal and formal options for addressing this behavior (including filing complaints when desired) at:

### **Human Resources Hostile and Intimidating Behavior Website**

[hr.wisc.edu/hib](https://hr.wisc.edu/hib)

## **Funding, Employment, and Finances**

“Funding” is a term used to describe university employment or support to cover some or all of your costs of graduate education. It varies in kind, amount, and level of guarantee.

Most funding in the Department of Anthropology is through teaching assistantships. Other common sources of funding include extramural grants, Foreign Language and Area Studies (FLAS) fellowships, project assistantships, Graduate School fellowships offered to exceptional incoming students, and research/teaching assistantships in other departments. Funding for field research comes from competitive extramural grants: it is never too early to start preparing to write these grants, and students should be in close contact with their advisors to identify opportunities.

The Graduate School maintains policies related to graduate student funding/employment:

### **Maximum Levels of Appointments**

[grad.wisc.edu/documents/maximum-levels-of-appointments](https://grad.wisc.edu/documents/maximum-levels-of-appointments)

### **Concurrent Appointments for Fellows/Trainees**

[grad.wisc.edu/documents/concurrent-appointments](http://grad.wisc.edu/documents/concurrent-appointments)

Although the Graduate School allows concurrent appointments (see [here](#) and [here](#)), such as a fellowship and a TA-ship, only in very rare circumstances does the Department of Anthropology allow a concurrent benefits eligible appointment if the student has accepted another. On the rare occasion that we make an exception, it typically involves curricular needs within the department. Our program has limited funding for our graduate students. We expect our graduate students to choose one of the benefits eligible offers, so we ask you to choose which funding is most appropriate for you at this stage of your graduate career.

### **Enrollment Requirements for Graduate Assistants**

[policy.wisc.edu/library/UW-1208](http://policy.wisc.edu/library/UW-1208)

### **Eligibility for Summer RA, TA, PA, and LSA Appointments**

[policy.wisc.edu/library/UW-5089](http://policy.wisc.edu/library/UW-5089)

## **Campus-Wide and External Sources**

To help you find resources to pay for costs related to graduate education, the Graduate School provides a comprehensive overview of the funding process on campus as well as descriptions of the types of funding available, sources of funding, minimum stipend rates and benefits, and links to applicable human resources policies (e.g. [GAPP](#)) at:

### **Graduate School: Funding and Financial Aid**

[grad.wisc.edu/funding](http://grad.wisc.edu/funding)

### **External Fellowship Database**

[grad.wisc.edu/funding/external-fellowship-database](http://grad.wisc.edu/funding/external-fellowship-database)

### **UW-Madison Libraries Grants Information Collection**

[library.wisc.edu/memorial/collections/grants-information-collection](http://library.wisc.edu/memorial/collections/grants-information-collection)

## **Anthropology Ph.D. Program Criteria for Teaching Assistantships**

The department has had as many as twenty TA positions each semester. There is usually 1 position in the Fall semester in Anthropology 100 (General Anthropology); 2 positions in Anthropology 102 (Archaeology and the Prehistoric World); 1 position in Anthropology 212 (Principles of Archaeology); 8-10 positions in Anthropology 104 (Cultural Anthropology and

Human Diversity); and 4-6 positions in Anthropology 105 (Principles of Biological Anthropology). Anthropology 104 also uses a head TA.

Each semester (fall and spring), all students in each section (archaeology, biological, and cultural) are considered for a Teaching Assistantship unless they choose to opt out. Students will receive an email from the Graduate Program Manager (in September for the following spring semester and in March for the following fall semester) asking if they wish to be considered for an assistantship. Students are asked to respond within one week, and if interested, return the completed Prospective Teaching Assistant Information. Failure to complete and return the form by the given deadline will be considered an “opt out.” *Students who know they will be in the field or away from email during this period should confirm their interest and fill out all relevant forms with the Graduate Program Manager in advance.* Students who respond late will be considered for assistantships only if there are any additional positions after all on-time responders have received offers.

Each section of the department ranks its applicants using a predetermined combination of factors, which may include graduate GPA, past performance as a teaching assistant (if any), previous academic and professional experience, and current CV. Intersectional applicants are ranked with other applicants using the same criteria by the sections involved. Students with departmental support guarantees are ranked first. For the Anthropology 104 head TA, the cultural section faculty, in close consultation with the Anthropology 104 instructor for that semester, selects a head TA from among the list of those eligible for and interested in TAships. For this position, criteria to be considered include: prior experience with Anthropology 104; a strong record of instructional effectiveness established by student and faculty teaching evaluations; demonstrable professionalism and interpersonal communication skills; and a record of reliability, responsibility, organization, and responsiveness.

The department policy is to offer TA positions on a semester basis; we prioritize Anthropology students who have taught for fewer than three semesters to provide teaching experience to more of our students. The appointments are not necessarily awarded for consecutive semesters. Occasionally, appointments are available for non-Anthropology graduate students. Students outside the department are welcome to apply to these positions each semester should they become available. To apply, please submit a letter of interest and your CV to the Anthropology Graduate Program Manager at [anthrograd@mailplus.wisc.edu](mailto:anthrograd@mailplus.wisc.edu).

*Once offers are made, students must accept or decline within one week. Failure to respond will indicate that the student is declining the offer.*

## **MINIMUM REQUIREMENTS FOR TEACHING ASSISTANTSHIPS**

Students must be making satisfactory progress in the graduate program (as determined by annual review within their section) to be eligible for TA positions.

TAs who are not native speakers of English are required to demonstrate language proficiency. A SPEAK test is used to evaluate the spoken English of international TAs. International students who wish to pursue a Teaching Assistantship should take the test as early as possible in their graduate careers, in order not to miss a TA opportunity; they will need to demonstrate passing results before a TA position can be offered.

The Graduate School's Academic Policies and Procedures Enrollment Requirements web page <https://grad.wisc.edu/documents/enrollment-requirements/> spells out enrollment requirements for students who are offered TA positions; please consult that website for details.

## Additional Policies & Resources

### **Graduate School Policy: Residence for Tuition Purposes**

[grad.wisc.edu/documents/residence-for-tuition-purposes](https://grad.wisc.edu/documents/residence-for-tuition-purposes)

### **Employee Disability Resources**

[employeedisabilities.wisc.edu](https://employeedisabilities.wisc.edu)

### **Graduate Assistantship Policies and Procedures (GAPP)**

[hr.wisc.edu/policies/gapp](https://hr.wisc.edu/policies/gapp)

## Professional Development

When you participate in professional development, you build skills needed to succeed academically and thrive in your career. The following are professional development activities that we recommend for your consideration. Required professional development will be detailed in "Degree Requirements" above.

### On Campus

The Graduate School develops and curates a wide variety of resources for professional development, including a tool to assess your skills, set goals, and create a plan with recommended activities on campus (e.g., the popular "Individual Development Plan" or IDP) as well as programming to help you explore careers, prepare for a job search, build your network, and learn from alumni, manage projects, communicate about your research, and much more.

DiscoverPD helps master's and doctoral students at UW-Madison advance their academic and professional goals with customized recommendations based on a skills self-assessment. The 400+ professional development recommendations available in the DiscoverPD database are available in a range of formats to best meet your diverse needs, including in-person, virtual, asynchronous, and synchronous opportunities. All of this can be found at:

### **Professional Development from the Graduate School**

[grad.wisc.edu/professional-development](http://grad.wisc.edu/professional-development)

The Graduate School communicates professional development opportunities through an e-newsletter, *GradConnections*, that all graduate students receive at their wisc.edu email. Graduate students in traditional graduate degree programs receive the newsletter weekly during the academic year and every other week in the summer. Graduate students in online degree programs receive the newsletter every other week during the academic year and monthly during the summer.

## **In Our Program/Department**

There are a number of opportunities for professional development in the Department of Anthropology. These include, but are not limited to:

- TA mentoring and training
- Research-related training (e.g., responsible conduct of research, conflict of interest, data management, mentor/trainee relationships, publication practices, peer review, collaborative science issues, human subjects, research involving animals, etc.)
- Student awards for teaching or research
- Related interdisciplinary research centers
- Workshops, including a regular writing group and section-specific brown-bags, reading groups and other opportunities
- Our anthropology liaison librarian can help you learn about key research tools
- Departmental governance leadership opportunities (cross-reference with "[How to Get Involved](#)" section above)
- Field course

# Appendix A



## Semester Check-In Form

**Every semester**, the student is responsible for submitting this form to the Graduate Program Manager, in the Department of Anthropology, after it is signed by the student and by the advisor.

Student ID \_\_\_\_\_

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

Fall Semester year \_\_\_\_

Advisor \_\_\_\_\_

Spring Semester year \_\_\_\_

Co-Advisor \_\_\_\_\_

*This certifies that the student and the faculty advisor signing below have discussed the course schedule for the following semester and progress toward degree requirements.*

\_\_\_\_\_  
Student Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date (MM/DD/YY)

\_\_\_\_\_  
Advisor Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date (MM/DD/YY)

.....  
(Regarding progress, check one and elaborate below if "concerned")  Satisfied  Concerned

Comments from ADVISOR or SECTION (circle one):

\_\_\_\_\_

Check this box if this **dissertator** student has permission to enroll in 990 for this semester

# Appendix B

## Archaeology Section Degree Requirements—Quick Reference Fall 2014 and Later

### Master's Requirements

- 30 credits of graduate course work
  - Three graduate seminars in Archaeology  
Seminar #1: \_\_\_\_\_  
Seminar #2: \_\_\_\_\_  
Seminar #3: \_\_\_\_\_
- Passage of the Qualifying Exam by end of fourth semester
  - If entered program w/master's may take the exam within the first two semesters
  - Submit the Petition to Graduate master's Candidate form at least four weeks before the exam
  - Student requests a copy of the form from the Graduate Program Manager
- One paper will be submitted one month prior to the qualifying exam and will be read, reviewed, and approved by the Archaeology Section faculty. The paper will be archived with the student's records. Consult with your advisor about which paper to submit.
  - Paper
- A bibliography will be submitted one month prior to the qualifying exam and will be read, reviewed, and approved by the Archaeology Section faculty. The bibliography will be archived with the student's records. This bibliography is to include references to key literature relevant to their region(s) of specialization as well as the methodological and theoretical approaches important for their research.
  - Bibliography

### Prelim Requirements

- Complete Minor Requirements
  - Student requests a copy of the form from the Graduate Program Manager
- One level 300 course or higher must be taken in another section of the Dept. of Anthropology
- Two seminars in Anthropology/Archaeology (Anthro 942 Research Methods in Archaeology is recommended to be taken after the Quals)  
Seminar #4: \_\_\_\_\_  
Seminar #5: \_\_\_\_\_
- Language requirement as determined by the major professor  Yes  No
- Passage of the Preliminary Examination by the end of the sixth semester
  - Submit Request for a Preliminary Exam
  - Students requests a copy of the form from the Graduate Program Manager

### Ph.D. Requirements

- A minimum of 51 graduate credits are required for the Ph.D. (includes the 30 credits for the master's degree and 990 credits)
- Successful Ph.D. Dissertation Defense within 5 years of passing the Preliminary Exam
- Submit Defense Scheduling form no later than six weeks prior to exam date
- Student requests a copy of the form from the Graduate Program Manager

**IMPORTANT:** This is a basic list of requirements intended for use as a quick reference. You absolutely must review the Anthropology website for additional necessary information on requirements, committees, student responsibilities, etc.: <https://www.anthropology.wisc.edu/>. The minimum requirements for both the Graduate School and the Department of Anthropology must be met. If you have questions, consult the Anthropology Graduate Program Manager.

**Biological Section**  
**Degree Requirements—Quick Reference**  
**Fall 2014 and Later**

**Master's Requirements**

- 30 credits of graduate course work
- Passage of the Qualifying Exam by end of fourth semester
  - If entered program w/master's may take the exam within the first two semesters
  - Submit the Petition to Graduate master's Candidate form at least four weeks before the exam
  - Student requests a copy of the form from the Graduate Program Manager
- Two term papers from graduate seminars in biological Anthro are to be submitted at the time of the Qualifying Exam for the approval of the biological faculty (to be archived in the student's record)
  - Paper 1
  - Paper 2

**Prelim Requirements**

- Complete Minor Requirements
  - Student requests a copy of the form from the Graduate Program Manager
- One level 300 course or higher must be taken in another section of the Dept. of Anthropology
- Language requirement as determined by the major professor  Yes  No
- Passage of the Preliminary Examination by the end of the sixth semester
  - Submit Request for a Preliminary Exam
    - Students requests a copy of the form from the Graduate Program Manager

**Ph.D. Requirements**

- A minimum of 51 graduate credits are required for the Ph.D. (includes the 30 credits for the master's degree and 990 credits)
- Successful Ph.D. Dissertation Defense within 5 years of passing the Preliminary Exam
- Submit Defense Scheduling form no later than six weeks prior to exam date
- Student requests a copy of the form from the Graduate Program Manager



**IMPORTANT:** This is a basic list of requirements intended for use as a quick reference. You absolutely must review the Anthropology website for additional necessary information on requirements, committees, student responsibilities, etc.: <https://www.anthropology.wisc.edu/>. The minimum requirements for both the Graduate School and the Department of Anthropology must be met. If you have questions, consult the Anthropology Graduate Program Manager.

**Cultural Section**  
**Degree Requirements—Quick Reference**  
**Fall 2014 and Later**

**Master's Requirements**

- 30 credits of graduate course work, of which at least 15 should be in cultural anthropology, and which must include the following:
    - Anthropology 860, History of Anthropological Theory
    - Anthropology 900, Fundamentals of Anthropological Theory
    - At least one graduate seminar (course number 700 or above) in the cultural section of the Dept. of Anthropology in addition to 860 and 900 (Anthropology 909 cannot be counted toward the master's if the student is continuing in the Ph.D. program)
- \*\*Note that up to six credits of foreign-language instruction can count toward the MA.
- 
- 

- Passage of the Qualifying Exam (typically taken after completion of the third semester)
  - If entered program w/master's may take the exam within the first two semesters
  - Submit the Petition to Graduate master's Candidate form at least four weeks before the exam
  - Student requests a copy of the form from the Graduate Program Manager

**Prelim Requirements**

- Complete Minor Requirements
    - Student requests a copy of the form from the Graduate Program Manager
  - Anthropology 909, Research Methods and Research Design in Cultural Anthropology
    - One additional 900 level graduate seminar in cultural anthropology in addition to 909 and those required for the master's degree
    - One course at the 300 level or higher in another section of the anthropology department
    - Approval of field statements and dissertation research proposal by the Preliminary Exam Committee
- \*\*Up to an additional six credits of foreign-language instruction beyond those counted toward the MA can count toward the Ph.D.
- Competence in at least one non-English language appropriate to area of research, as determined by major professor
    - Yes
    - No
  - Passage of the Preliminary Examination by the end of the sixth semester
    - All Ph.D. requirements except the dissertation must be met before preliminary examination is taken
    - Submit Request for a Preliminary Exam
      - Students requests a copy of the form from the Graduate Program Manager

**Ph.D. Requirements**

- A minimum of 51 graduate credits are required for the Ph.D. (includes the 30 credits for the master's degree)
- Successful Ph.D. Dissertation Defense within 5 years of passing the Preliminary Exam
  - Submit Defense Scheduling form no later than six weeks prior to exam date
  - Student requests a copy of the form from the Graduate Program Manager

**IMPORTANT:** This is a basic list of requirements intended for use as a quick reference. You absolutely must review the Anthropology website for additional necessary information on requirements, committees, student responsibilities, etc.: <https://www.anthropology.wisc.edu/>. The minimum requirements for both the Graduate

School and the Department of Anthropology must be met. If you have questions, consult the Anthropology Graduate Program Manager.

## Sample Course Schedules

### Sample Archaeology Section 4+ Year Plan

\*Keep in mind, you should speak with your advisor regarding language requirements, if any.

<u>Year 1</u>	Fall	Spring
Fall- 9 credits.	Arch Seminar (942)- 3 credits	Arch Seminar (942)- 3 credits
Spring- 9 credits	3 credit grad level course	3 credit grad level course
= 18 credits (15 for Master's; 3 for Prelim)	3 credit grad level course	Other section 300+level course- 3 credits

\*Taking the other section 300+ level course in your first year allows for breadth within the department early. This will complete one of your Prelim requirements. This will not be counted towards the master's requirements. (i.e., 15 credits from this year will count towards your Master's, and 3 towards your Prelim).

<u>Year 2</u>	Fall	Spring
Fall- 9 credits	Arch Seminar (942)- 3 credits	3 credit grad level course
Spring- 9 credits	3 credit grad level course	3 credit grad level course
= 18 Total credits= 36 (30 for Master's; 6 for Prelim)	3 credit grad level course	3 credit grad level course

It is possible to take a 3 credit course in your minor at this time. Some also chose to take another Anthro 942 seminar, but keep in mind the credits for a 4<sup>th</sup> 942 will go towards your prelim/PhD credits.

\*Master's requirements will be complete after your second year Spring semester. You will likely take your qualifying exam this year.

### POST MA/MS

<u>Year 3</u>	Fall	Spring
Fall- 9 credits	Arch Seminar (942)- 3 credits	Minor course- 3 credits
Spring- 9 credits	Minor course- 3 credits	Arch Seminar (942)- 3 credits (or 3 credit grad level course if taken previous semester/year)
= 18 Total= 54 (Includes minimum of 9 credits towards minor)	Minor course- 3 credits	3 credit grad level course

Your 4<sup>th</sup> and 5<sup>th</sup> Anthro 942 graduate seminar could also be taken in Fall, and a Minor course swapped into the Spring, or vice versa.

\*Prelim requirements will be complete after the Spring semester. You could prelim in the Spring of this year.

**POST**                      ↓                      **PRELIM**

<b>Year 4+</b>	<b>Research and Defense</b>
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**Sample Biological Anthro Section 4+ Year Plan**

\*Keep in mind, you should speak with your advisor regarding language requirements, if any.

<b>Year 1</b>	Fall	Spring
Fall- 9 credits	3 credit grad level course	3 credit grad level course
Spring- 9 credits	3 credit grad level course	3 credit grad level course
= 18 credits (15 for Master's; 3 for Prelim)	3 credit grad level course	Other section 300+level course- 3 credits

\*Taking the other section 300+ level course in your first year allows for breadth within the department early. This will complete one of your Prelim requirements. This will not be counted towards the Master's requirements. (i.e. 15 credits from this year will count towards your Master's, and 3 towards your Prelim).

<b>Year 2</b>	Fall	Spring
Fall- 9 credits	3 credit grad level course	3 credit grad level course
Spring- 9 credits	3 credit grad level course	3 credit grad level course
= 18 Total credits= 36 (30 for Master's; 6 for Prelim)	3 credit grad level course	3 credit grad level course

It is possible to take your minor coursework at this time, also.

\*Master's requirements will be complete after your second year Spring semester. You will likely take your qualifying exam this year.

**POST MA/MS** ↓

<b>Year 3</b>	Fall	Spring
Fall- 9 credits	3 credit grad level course	Minor course- 3 credits
Spring- 9 credits	Minor course- 3 credits	3 credit grad level course
= 18 Total= 54 (Includes minimum of 9 credits towards minor)	Minor course- 3 credits	3 credit grad level course

\*Prelim requirements will be complete after the Spring semester. You could prelim in the Spring of this year.

**POST**                      ↓                      **PRELIM**

<b>Year 4+</b>	<b>Research and Defense</b>
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### Sample Cultural Section 4+ Year Plan

\*Keep in mind, you should speak with your advisor regarding language requirements, if any.

<b>Year 1</b>	Fall	Spring
Fall- 9 credits	Anthro 860- 3 credits	Anthro 900- 3 credits
Spring- 9 credits = 18 credits	Cultural Graduate Seminar (700+ level course)- 3 credits	Cultural Anthro course- 3 credits
(15 credits of cultural Anthro courses complete) (15 for Master's; 3 for Prelim)	Cultural Anthro Course- 3 credits	Other section 300+level course- 3 credits

\*Taking the other section 300+ level course in your first year allows for breadth within the department early. This will complete one of your Prelim requirements. This will not be counted towards the Master's requirements. (i.e. 15 credits from this year will count towards your Master's, and 3 towards your Prelim).

<b>Year 2</b>	Fall	Spring
Fall- 9 credits	3 credit grad level course	3 credit grad level course
Spring- 9 credits = 18	3 credit grad level course	3 credit grad level course
Total credits= 36 (30 for Master's; 6 for Prelim)	3 credit grad level course	3 credit grad level course

It is possible to take your minor courses at this time. It may be useful to take Anthro 909 at this point in your graduate career as well, swap a 3 credit for 909 or a minor course.

\*Master's requirements will be complete after your second year Spring semester. You will likely take your qualifying exam this year.

#### **POST MA/MS**

<b>Year 3</b>	Fall	Spring
Fall- 9 credits	Anthro 909 (if not taken already)- 3 credits	Minor course- 3 credits
Spring- 9 credits = 18	Minor course- 3 credits	900+level cultural graduate seminar- 3 credits
Total= 54 (Includes minimum of 9 credits towards minor)	Minor course- 3 credits	3 credit grad level course

Your 900+ level cultural graduate seminar for your prelim/PhD could also be taken in Fall, and a Minor course swapped into the Spring.

\*Prelim requirements will be complete after the Spring semester. You could prelim in the Spring of this year.

**POST**                      ↓                      **PRELIM**

**Year 4+**

**Research and Defense**