Message from the Graduate Studies Chair:

The faculty members of the Department of Anthropology are proud of our graduate program, and we are honored to have you as our students. This handbook will help guide you through the program so we can best assist you in meeting your specific educational needs and aspirations. It will be your responsibility to refer back to this handbook, as well as the Graduate School Handbook, to ensure that you have met all of our requirements and taken advantage of all of our opportunities. Please consult with your advisor and/or the Graduate Studies Chair in order to make your navigation of the system as smooth as possible.

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IMPORTANT INFORMATION FOR STUDENTS

- Each student is responsible for obtaining, keeping, and being familiar with: (1) a copy of the version of the Department of Anthropology Graduate Program Handbook *in effect at the time of their entry into the program*, as well as (2) a copy of the *current* version of the Graduate Program Handbook (updated annually). Students will be advised by the Graduate Studies Committee (GSC) of how any changes to the program during their period of enrollment will affect their course of study. If you are not sure if a policy applies to you, please ask the GSC Chair or the Graduate Program Coordinator (GPC).

- Any inconsistencies between the Anthropology Graduate Handbook and the Graduate School Handbook should be brought to the attention of the GSC Chair or the GPC.

- Students are responsible for knowing and complying with departmental and university policies and deadlines. When in doubt, consult the GSC Chair or the GPC.

- All requests and petitions to the GSC must be in writing and must bear the graduate advisor’s signature.

- *All matters submitted to the GSC require a minimum of 7 days for a response.* The GSC normally functions only during Autumn and Spring semesters. Ordinarily, petitions, requests, or other communications will not be considered during semester breaks or during the summer session. Please plan accordingly.
## Important Dates for the 2016-2017 Academic year

**All dates are subject to change, so please contact the appropriate office to verify deadlines.**

<table>
<thead>
<tr>
<th>Autumn 2016</th>
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<tbody>
<tr>
<td>August 17</td>
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<td>August 23</td>
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<td>December 18</td>
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### Spring 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>January 7</td>
<td>Late Payment Fee Assessed $200</td>
</tr>
<tr>
<td>January 9</td>
<td>First Day of Classes</td>
</tr>
<tr>
<td>January 14</td>
<td>Last day to enroll online without Instructor Permission</td>
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<tr>
<td>January 22</td>
<td>Late Payment Fee Increased $300</td>
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<td>January 22</td>
<td>Drop for Non-Payment</td>
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<tr>
<td>January 22</td>
<td>Late Registration Fee Assessed $500</td>
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<tr>
<td>January 22</td>
<td>Late Course Add Fee $100 per course</td>
</tr>
<tr>
<td>January 27</td>
<td>Application to Graduate in current semester- Grad School</td>
</tr>
<tr>
<td>January 29</td>
<td>Re-Enrollment Fee $300</td>
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<tr>
<td>February 4</td>
<td>Last Day to Drop a Class online and without a W</td>
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<td>February 4</td>
<td>MA Thesis Draft Approval- Dept. (last day to submit form is at least 3 weeks before oral defense but no later than Feb. 4)</td>
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<tr>
<td>March 21</td>
<td>MA Thesis Research Plan Approval Form Due- Dept. (1st year MA students only)</td>
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<tr>
<td>March 25</td>
<td>Last Day to Drop a Class without Petitioning</td>
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<tr>
<td>March 25</td>
<td>Doctoral Draft Approval/Notification of Final Oral Exam- Grad School</td>
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<tr>
<td>March 28</td>
<td>Petition to take Candidacy Exam- Dept. (for AU17 exam)</td>
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<tr>
<td>April 7</td>
<td>Last day to Defend Dissertation</td>
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<tr>
<td>April 14</td>
<td>MA and Dissertation Exams must be complete and all forms submitted- Grad School</td>
</tr>
<tr>
<td>April 21</td>
<td>Approved thesis and dissertation documents submitted and accepted- Grad School</td>
</tr>
<tr>
<td>April 24</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>April 24</td>
<td>Last Day to submit Petition to Defend Dissertation- Dept. (for SU17 and AU17 defense)</td>
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<tr>
<td>May 7</td>
<td>Commencement</td>
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Highlighted dates have not been updated for Spring 2017.
I. INTRODUCTION

The Graduate Program in Anthropology operates under the rules of the Graduate School as published in the Graduate School Handbook, the Graduate School Bulletin, and other Graduate School notices or instructions. The policies and rules in this handbook govern specific aspects of the Graduate Program in Anthropology. Graduate students are responsible for compliance with the rules and policies of both the Graduate School and the Department of Anthropology.

The Department offers M.A. and Ph.D. degrees in Anthropology. The Graduate faculty and their specialties are listed in Appendix A.

II. THE GRADUATE STUDIES COMMITTEE (GSC)

A) Membership. The Graduate Studies Committee consists of three members of the graduate faculty and one graduate student representative. Faculty members are appointed by the Department Chair. Subject to availability, the GSC normally includes members from each of the three subfields (archaeology, biological anthropology and cultural anthropology). The Department Chair is an ex-officio member of the GSC. The student member is elected annually by resident graduate students through the Graduate Students of Anthropology Association (GSAA) and attends GSC meetings that concern policies and procedures of the graduate program.

B) Responsibilities. The GSC is responsible for administering the graduate program in accordance with policies established by the Graduate School and the faculty of the Department of Anthropology. The faculty specifically delegates the following duties to the GSC:

1) To act on applications for admission to Graduate Programs at the Master's and the Ph.D. levels and to recommend students for university and enrichment fellowships;
2) To ensure that progress toward the M.A. and Ph.D. degrees follow Graduate School and departmental policies and timelines and that membership on the M.A. thesis and Ph.D. dissertation committees meets Graduate School criteria;
3) To advise the Ph.D. committee in the preparation, administration, and evaluation of the Ph.D. Candidacy Exam;
4) To oversee the annual graduate student evaluation process;
5) To act on petitions for exceptions to departmental policies published herein;
6) To act on applications to the Daniel Hughes Memorial Fund and any other graduate research or travel funds (e.g., Larsen and Salt Awards, Presidential Fellowship) that are made available through departmental or university sources;

7) To make recommendations to the faculty concerning changes in the Graduate Program and revise this handbook accordingly.

C) Procedure. Decisions and recommendations of the GSC conform to Graduate School rules and departmental policies as approved by the faculty and published in this handbook or in supplementary instructions. Decisions and recommendations of the GSC are reached by majority voice vote.

D) Administration. The department provides clerical assistance to the GSC. The GSC Chair is granted a one course reduction in teaching load during each academic year of service as Chair, unless there is already a course reduction for research.
III. ADMISSION TO THE GRADUATE PROGRAM

A) Admission Criteria. An applicant must submit documentation that fulfills the following admission criteria:

1) An earned baccalaureate or professional degree from an accredited college or university by the expected date of entry;
2) Ordinarily a minimum cumulative grade point average (GPA) of 3.3 (on the scale of 4.0 used at this university) in all previous undergraduate work;
3) Ordinarily a minimum cumulative GPA of 3.5 (on the scale of 4.0 used at this university) in all previous graduate work;
4) Ordinarily Graduate Record Examination (GRE) scores of at least 310 cumulative on verbal and quantitative sections and 4 on the analytic component;
5) A major in anthropology, or,
   a) At least 25 credit hours in anthropology and closely related disciplines, or,
   b) Outstanding general academic preparation and evidence of exceptional scholarly potential;
6) For applicants from a country where the first language is not English, unless a degree was earned in an academic institution in which English is used as the instructional medium, a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) or of 80 on the Michigan Test of English Language Proficiency (MTELP) is required;

B) In addition to the criteria listed above, the academic interests and objectives of applicants, as described in a statement of purpose, will be evaluated to determine if the applicant's intended program can be undertaken in this department given the interests, specialties and work load of our faculty;

C) Requests for transfer from another Ohio State University graduate program must be accompanied by the same materials submitted by first time applicants to the OSU Graduate Admissions [see (D) below].

D) Admission Credentials. An applicant must submit the following credentials (see The Ohio State University Graduate School Admission Application and Instructions Form for further details). These materials must be received in the Department of Anthropology no later than December 1st. November 19th is the deadline for all application materials if the applicant wishes to be considered by the department for a university-level fellowship.
1) The completed Graduate Admissions application form;
2) An electronic copy of an official transcript from each college or university attended, listing all courses taken, grades and degrees earned, including post-secondary work completed while in high school;
3) Official reports of GRE scores (and TOEFL if required);
4) A completed departmental cover sheet that identifies the program (M.A. or Ph.D.) the applicant is applying to, their primary area of interest in anthropology, and the names of up to three faculty members the applicant hopes to work with (we strongly encourage applicants to contact individual faculty members in advance);
5) Three letters of recommendation from persons acquainted with the applicant's academic program, scholastic ability, or professional performance. These letters are extremely important, and applicants are advised to select referees who are familiar with their best work, particularly in anthropology and related disciplines;
6) A three-part statement (limited to 2 typed pages, single-spaced) that (a) clearly articulates the applicant’s areas of interest in anthropology, (b) demonstrates the applicant’s preparedness (e.g., completed coursework, field school, prior research experience) to undertake graduate work including special background or other preparation that is not evident from other credentials submitted and (c) demonstrates how the applicant’s research interests overlap with the research expertise of specific faculty members. The applicant should include the names of faculty members with whom they wish to work and make a strong case for why they want to work with these specific faculty members and therefore why The Ohio State University is an ideal setting for their continued training;
7) International applicants who are candidates for U.S. non-immigrant visas for study at this university must provide a certified statement indicating that financial resources are available to defray the cost of graduate education [forms are available at Graduate Admissions];

E) Applicants entering with an M.A. or M.S. degree are required to communicate directly with a member of the graduate faculty about the possibility of Ph.D. research.

F) Classification of Students. Students are classified as regular, special, graduate non-degree, or conditional by the GSC on the basis of the definitions in the Graduate School Handbook (Graduate School Handbook Sec II.4). The GSC acts on petitions for changes in classification. When students have fulfilled the criteria noted for conditional status, they should petition the GSC for consideration of a change to regular status. The
petition should note how the conditions were fulfilled. All students, particularly conditional students, are advised to familiarize themselves with Graduate School policies on student classification.

G) Letter of Intent. Upon receiving formal notification of acceptance to the graduate program, the student is required to inform the department as to whether or not they plan to attend. A response from the student must be received by the date specified in the acceptance letter; otherwise, a place in the incoming graduate class cannot be guaranteed.

H) Arrival. New students should arrive in Columbus at least one week before the first day of classes to plan their first semester program and become familiar with the department and the campus. Each student should let the Graduate Program Coordinator (GPC) (4034 Smith Lab) know that they have arrived in Columbus. On the day prior to commencement of classes, all new graduate students are required to attend the departmental New Student Orientation. This orientation session is held to introduce new students to the faculty, summarize the program, articulate expectations of graduate level performance, and identify resources (library, computing, employment, etc.) available on campus.

I) Faculty Advisor. All new M.A. students are assigned a faculty advisor in the student's area of academic interest before their first semester in residence. Normally these assignments are made at the time of admission. When a student changes advisors, the GSC must be informed by a memorandum signed by the student, the previous advisor, and the new advisor. Students are encouraged to change advisors when academic interests and program developments warrant such changes or when other circumstances, such as faculty availability, dictate a change. No adverse consequences result from well-considered changes of advisor. Faculty advisors guide students in academic program development. Student registration forms, all petitions, and GTA applications must be signed by the faculty advisor. Students should consult with their advisors frequently. The assignment of an advisor does not relieve a student of the responsibility for being familiar with and adhering to Graduate School and Departmental policies and rules.

J) Advancement. Advancement in the program is based on student's academic performance. Each year the faculty reviews all graduate students to assess whether or not they are meeting expectations toward their degree. Further details on these evaluations are listed under the Master's and Doctoral programs below.
IV. THE MASTER’S PROGRAM
(see also Sec. VI of the Graduate School Handbook)

A) General Information. The M.A. program provides a firm grounding in the basic problems, theories, concepts, methods, and current knowledge of the major subfields of anthropology. The purpose of this holistic approach is to broaden the student's understanding of anthropology, help the student place their specialized M.A. research in the context of anthropological problems and theories, enhance interaction with colleagues after graduation and improve future teaching opportunities. Students are expected to carefully read and fulfill requirements for credit hours, residence, and other requirements as specified in the Graduate School Handbook.

The Master’s Program in Anthropology has been designed in accordance with the following objectives:

1) Mastery of the basic anthropological theories, concepts, methods and problems, and comprehension of the current state of knowledge in the major subfields of anthropology (archaeology, biological, and cultural anthropology) that provide a holistic understanding of the human condition.

2) To master the basic skills (e.g., quantitative methods, qualitative methods, data collection, data analysis, writing and language proficiency) required to conduct anthropological research and successfully matriculate into a Ph.D. program or secure a non-academic position that requires knowledge of anthropological theory and methods such as in Cultural Resource Management (CRM), international development, or applied anthropology.

3) Professionalization in the discipline that enhances interaction with colleagues within and outside the department.

The M.A. program is designed to extend over a two year period, allowing the student sufficient time to acquire a mature understanding of the discipline and to make plans for specialized study at the Ph.D. level. All requirements for the M.A. degree must be completed by the end of the second year of study. While a student may elect to end their graduate education upon completion of the M.A. program, it is anticipated that most will apply for admission into the Ph.D. program.

B) Curriculum. For the M.A. degree a student must complete a total of 30 hours of coursework, passing each course with a B- or better. For students not receiving funding from the
university, the minimum number of hours of coursework per semester is 9. For those funded as a GRA/GTA the minimum number of hours per semester is 11. The two additional hours may be taken as independent study credits or formal classroom study. Recipients of fellowships should follow the enrollment guidelines of their specific award. Students are expected to discuss their semester schedule with their advisor prior to enrollment and should review the list of graduate courses in Appendix C. All students entering the M.A. program must complete the 8 required courses unless a case can be made for exemption [see 6) below]. Students may wish to choose substantive courses and electives that will allow them to meet requirements to teach the introductory courses typically taught by GTAs [see 5) below and the Department of Anthropology GTA Handbook for further information].

1) **Theory Core (9 hours)**. All three courses listed below are required.

- 7703      Theories in Cultural Anthropology
- 7804      Issues in Archaeological Theory
- 8892.01   Evolutionary Theory

The theory core courses are to be completed during the first year in the Master’s program. In the case of extenuating circumstances the student may petition the GSC to take the course in the second year of study. A student will be considered to have completed the core course component of the M.A. program upon receiving a final grade of B- or better in all three courses. A student who does not complete this requirement by the end of the first year of study may, at the discretion of the GSC, be permitted to retake the course(s) during the second year [see 6) below].

2) **Writing for Publication (3 hours)**. Writing for Publication (8827) is to be taken in the second year. This course will serve as a context for developing the master’s thesis.

3) **One course in research methods (3 hours)**. To meet this requirement, the student may use any course (in Anthropology or another department) for which graduate credit is earned and prepares the student to successfully complete thesis research. This requirement may be waived, on the advisor’s recommendation and subject to GSC approval, if the student’s previous preparation in research methods is deemed sufficient for successful completion of the master’s thesis [see 6) below].

4) **Substantive Courses in all three subareas (9 hours)**. Students must complete at least one course from each of the following categories:

a) **Archaeology**

- 7801      Archaeology of Hunter-Gatherer Society
- 7802      Origins of Food Production
7803    The Archaeology of Complex Societies
b) Biological
7701    Modern Human Physical Variation
7702    Hominid Paleoanthropology
c) Cultural
5600-5602   Upper division Medical Anthropology courses
5620-5626   Special Topics in Cultural Anthropology
5) Electives (minimum 6 hours). Students should take two additional graduate-level courses (6 hours) that provide them with background or skills that will enhance their master’s degree training. Electives can include those courses specifically required to prepare for teaching the introductory courses in the department (Anthropology 2200, 2201 and 2002). To teach any of the introductory courses, student must take Anthropology 7720 – Teaching in Anthropology. Other courses specific to the three introductory courses are listed below.
a) Anthropology 2000. In preparation to teach 2200, a student must complete Anthropology 7701, 7702 and 8892.01.
b) Anthropology 2201. In preparation to teach Anthropology 2201, a student must complete Anthropology 7804 and two of the following: 7801, 7802 and 7803.
c) Anthropology 2202. In preparation to teach Anthropology 2202, a student must complete Anthropology 7703.

If a student is granted a waiver for a required course, the hours needed for a total of 30 may be taken as electives or as thesis credit (ANTHROP 7999, Research in Anthropology: Thesis). To enter 5193, 8193 (individual studies courses), or 7999 (Master's Thesis hours) a student must receive permission from the instructor via email, and will then obtain the course number from the GPC. Elective courses should be in the student's area of specialization and selected in consultation with the advisor. **Note: Individual study course credits cannot be used to complete the required 30 hours for the Master’s Program.**

6) Exemption from courses in M.A. curriculum. There are **no exemptions** from the three core courses or from Writing for Publication (8827). Exemption from the research methods course requirement must be recommended by the advisor and so indicated on the **Master’s Thesis Plan Approval Form** (Appendix B) and is subject to approval by GSC along with the rest of the thesis plan. Petitions for exemption from other required coursework should be submitted to GSC **during the first semester of enrollment.** In
each case in which a student requests exemption from such a course, the GSC, in consultation with other appropriate faculty, evaluates the request and informs the student officially if the exemption is approved. Exemptions are based on grades, course descriptions, course outlines, student papers, interviews, and other relevant information. Students requesting exemptions should be prepared to present the necessary documentation for evaluation and a letter of justification that has been approved by the student’s advisor.
**Sample curriculum (each course earns 3 credit hours)**

*Bolded* courses represent required theoretical cores. *Italicized* courses are the required 1 method course. The *underlined* course is required writing course. Any elective must be a 5000-level course or higher and may include courses required for teaching the introductory undergraduate classes (2200, 2201, 2202). A full list of courses can be found in Appendix C.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Archaeology Program Example</th>
<th>Biological Program Example</th>
<th>Cultural Program Example</th>
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<tbody>
<tr>
<td><strong>Autumn Semester 1st Year</strong></td>
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<tr>
<td>Theoretical Core 1</td>
<td>7804 Archaeological Theory</td>
<td>7804 Archaeological Theory</td>
<td>7804 Archaeological Theory</td>
</tr>
<tr>
<td>Theoretical Core 2</td>
<td>7703 Cultural Theory</td>
<td>7703 Cultural Theory</td>
<td>7703 Cultural Theory</td>
</tr>
<tr>
<td>Potential Graduate Elective</td>
<td>7803 Arch. of Complex Societies</td>
<td>7701 Modern Human Variation</td>
<td>5624 Anthropology of Food</td>
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<tr>
<td><strong>Spring Semester 1st Year</strong></td>
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<tr>
<td>Theoretical Core 3</td>
<td>8892.01 Evolutionary Theory</td>
<td>8892.01 Evolutionary Theory</td>
<td>8892.01 Evolutionary Theory</td>
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<tr>
<td>Methods course</td>
<td>5651 Spatial Analysis Anth.</td>
<td>5607 Human Osteology</td>
<td>5650 Res. Desn. &amp; Ethn. Meth.</td>
</tr>
<tr>
<td>Potential Graduate Elective</td>
<td>7801 Arch. of Hunters-Gatherers</td>
<td>7702 Hominin Paleoanthropology</td>
<td>5626 Economic Anthropology</td>
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<tr>
<td><strong>Autumn Semester 2nd Year</strong></td>
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<tr>
<td>Potential Graduate Elective</td>
<td>7701 Modern Human Variation</td>
<td>5600 Evolutionary Medicine</td>
<td>7701 Modern Human Variation</td>
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<tr>
<td>Potential Graduate Elective</td>
<td>7802 Origins of Food Production</td>
<td>7803 Arch. of Complex Societies</td>
<td>5601 Anthropology Sex, Drugs, HIV</td>
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<td><strong>Spring Semester 2nd Year</strong></td>
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<tr>
<td>Writing course</td>
<td>8827 Writing for Publication</td>
<td>8827 Writing for Publication</td>
<td>8827 Writing for Publication</td>
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</tbody>
</table>
C) **Master’s Committee.** The M.A. advisor, in consultation with the M.A. candidate, will form an M.A. committee appropriate for the student’s area of specialization. The committee shall consist of three graduate faculty members from the Department of Anthropology, at least two of whom are from the student's area of specialization. An additional (4th) faculty member may be added to the M.A. committee in consultation with the thesis advisor. Graduate faculty outside of the department must be approved by the GSC. The final composition of the M.A. committee is reviewed and approved by the GSC when the student submits the Master’s Thesis Research Plan [see (2) below]. The committee's responsibility is the oversight of the thesis preparation and oral examination.

D) **Master’s Thesis.**

1) **General information.** The master’s thesis is to be a research paper of publishable quality in the student’s area of specialization. Often the research will be based on original data collected by the student, but may also be based on data collected by the student’s faculty advisor, library or archival research. Whatever the source of data, the master’s thesis must be an original contribution to anthropological knowledge that demonstrates the student's ability to develop and carry out a research project. A review of literature or a synthesis of published work will not meet the requirement for a master’s thesis. A thesis that has been published or accepted for publication in a peer-reviewed journal, while the student is matriculated in the program, may, at the discretion of the committee and GSC, serve as the thesis. The master’s thesis defense must be completed no later than the Spring Semester of the second year of study.

2) **Research Permission.** If the proposed research includes working with living subjects, the student is responsible for complying with University regulations (including training and filing applications) to secure either Institutional Research Board (IRB, human subjects) or Institutional Animal Care and Use Committee (IACUC, animal subjects) approval. Copies of these guidelines are available on the web page of the OSU Office of Responsible Research Practices (ORRP). Students planning on conducting research abroad are responsible for obtaining all necessary research approvals which may include local, within country, permissions. As these approvals can take significant time, it is in the student’s best interest to seek these approvals as early as possible. All compliance must be met prior to the release of grant funds and commencement of the research.

3) **Thesis topic and Master’s Thesis Research Plan timeline.**

   **Year 1 (Autumn Semester):**
Students should begin developing a thesis topic under the direct guidance of their thesis advisor.

**Year 1 (Spring Semester):**
- Students should select a thesis committee of faculty members;
- Through discussions with their thesis advisor, the student should determine how their research methods requirement will be met; and develop their **Master's Thesis Research Plan** (MTRP) which consists of a brief description (approximately one page) of the proposed research, including a timetable for completion of data collection, data analysis, and the thesis draft. Once the advisor approves the MTRP, the student must share the plan with all committee members and schedule a mandatory thesis committee meeting to discuss the plan and obtain the signatures of all committee members on the **MTRP-Approval Form** (see Appendix B). The meeting/approval must be completed and the MTRP Approval Form submitted to the GSC by the 11th week of the spring term. A final version of the MTRP, incorporating suggestions from the faculty and approved by the student’s advisor, is then placed in the student’s file. A copy of the approved MTRP must be given to each committee member.

**Year 2 (Autumn Semester):**
- A **Petition to Defend the Master's Thesis Form** (see Appendix B) must be submitted to the GSC by the 12th week of the autumn semester in order for the student to defend the master’s thesis in the following spring semester.

**Year 2 (Spring Semester):**
- By the Friday of the 3rd week the student is required to file an **Application to Graduate Form** (Master’s or Ph.D.) (see Appendix B) with the Graduate School.
- An advisor-approved completed draft of the thesis is sent to all committee members at least three weeks prior to the student’s anticipated oral defense date.
- Upon approval of the draft by **ALL** committee members, the student may schedule their oral defense that accommodates the schedules of all committee members. It is the student’s job to solicit the help of the office staff in reserving a room for the defense (see Jean Whipple or Elizabeth Freeman). Once a room has been reserved, the student must complete the departmental **Master's Thesis Draft Approval Form**. (see Appendix B)
- For students planning to continue their graduate training and enter the Ph.D. program, a **plan for advanced research and study** must be submitted to the
Master’s Examination Committee at least one week before the M.A. oral examination. The plan includes: a brief statement (maximum of 3-pages in length), names of the Ph.D. advisor and 3 potential committee members, a dissertation topic/research area, and a schedule of courses and grades earned during the M.A. program. The statement includes a sketch of the nature of the proposed research area and topic and its relation to the student's preparation and career goals. Note that a dissertation committee must include a minimum of 3 anthropology faculty. This plan will be taken into account by the GSC in evaluating a student's petition for admission to the Ph.D. program upon successful completion of the M.A.

- The oral defense of the Master’s Thesis must be completed by the 12th week of the spring term.
- Following a successful oral defense of the Master’s Thesis, the student makes all needed revisions and prepares the thesis to meet graduate school formatting guidelines.
- The student submits the Master's Thesis to the Graduate School for approval.
- Once Graduate School approval of the thesis is obtained, the student submits the thesis to Ohio Link.
- Upon acceptance by Ohio Link, the student may submit the Thesis Approval Form (Graduate School Form) (see Appendix B). Check the Table of Important Dates at the beginning of the handbook for the Graduate School deadline.
- Each student is required to deposit a hard-bound complete copy of the approved thesis in the Department of Anthropology Thesis Collection. This copy must have a black cover with the student’s last name, shortened title if too long to fit, and year of graduation on the binding in silver.

4) Content of the thesis defense. The Master’s thesis defense consists of an oral defense of the thesis and an examination of thesis content and related topics by the student’s M.A. committee and advisor. Questions of a more general nature may be included at the discretion of the advisor. The duration of the thesis defense is approximately two hours.

5) Master's thesis defense results. Following the Master's thesis defense, the Master’s Thesis Committee will determine the outcome of the exam as one of the following:
   - Pass with distinction;
   - Pass;
   - Fail.
E) **Master's Examination Report.** A blank version of this form is given to the student prior to their Master's thesis defense by the GPC. A sample form can be found in Appendix B. Based upon results of the defense, the Master's Thesis Committee will inform the student as to whether or not they are recommended for the Ph.D. Program at OSU (this recommendation is advisory to the GSC). This outcome is recorded on the Master's Examination Report. Students are responsible for filing a copy of the Master's Examination Report with the GPC before delivering a copy to the Graduate School. A student who receives a grade of “Fail” on the Master’s examination may, at the discretion of the Master’s Thesis Committee, be permitted to submit and defend a revised thesis in the following academic year and may also be required to take additional coursework. If a student fails the master’s thesis defense a second time and/or does not complete other requirements defined by the Master’s Thesis Committee they will be dismissed from the program.

F) **Faculty Evaluations of Master's Degree Candidates.** The faculty meets annually (between the 11th and 13th week of the Spring Semester) to evaluate all active graduate students. In preparation for this meeting each student is required to submit a Graduate Student Record Form (see Appendix B) to their advisor and the GPC by the 8th week of the Spring semester. This requirement applies to all students pursuing a degree in this department, regardless of whether they are currently enrolled. As a courtesy, the GPC will send reminders via email; however, students are responsible for making sure that this document is submitted annually by the deadline. Discussion amongst the full faculty at this meeting will provide the advisor with important feedback on student progress (coursework, research activities, teaching, etc.). In the course of this discussion, it should become apparent whether the student has the intellectual tools and motivation to complete their course of study. The advisor prepares a letter outlining the student’s progress over the past year and notes whether or not the student is meeting academic expectations (satisfactory / unsatisfactory). Students making unsatisfactory progress enter a probationary period in the upcoming academic year. If the student receives a second unsatisfactory rating in the following year they will be dismissed from the program. Upon receiving a copy of the letter, the student schedules a meeting with their advisor to discuss their individual progress and prospects for further study. A copy of the letter is placed in the student’s file.
V. THE PH.D. PROGRAM

A) General Information. The Ph.D. program aims to produce independent researchers who will become leaders in the discipline of anthropology. Therefore, it is expected that students completing the Ph.D. program will have produced a new and significant contribution to the field and are able to place their work within the broader discipline. Students are expected to carefully read and fulfill requirements for credit hours, residence, and other requirements as specified in the Graduate School Handbook.

The program was designed with the following goals in mind:
1) Acquisition of knowledge and skills to design and conduct original research in anthropology. This includes: expertise in at least one theoretical area that informs the doctoral research, a high degree of competency in at least one method used in doctoral work, professional writing skills, analytical skills, language skills as needed, a solid understanding of the ethical issues involved in the student’s work, and the ability to place one’s research within anthropology.
2) Professionalization in the discipline that enhances interaction with colleagues within and outside the department.
3) Preparation to secure a professional position: teach anthropology at a post-secondary institution, research institute, government or non-governmental agency etc.

B) Course of Study. To be considered for admission to the Ph.D. program, students are expected to have, at minimum, a general background in anthropology and the equivalent of the Master’s degree program offered by this department. Students admitted to the Ph.D. program with a master’s level degree (M.A., M.P.H. etc.) from another institution should submit a Transfer of Graduate Credit Form to the Graduate School to transfer credit hours (maximum of 30). Students are expected to carefully read and fulfill requirements for credit hours, residence, and other requirements for the Ph.D. as specified in the Graduate School Handbook. In the Department of Anthropology, the course of study for a Ph.D. student is developed by the student and their advisor to fulfill the following minimal requirements, and the student should review the list of department graduate courses (Appendix C):
1) For all students. Students are required to complete 80 graduate credit hours (30 from the M.A.). All courses must be passed with a B- or better. The only exception to this rule is the Anatomy course taken in the College of Medicine (6900 - Human Anatomy for
Graduate Students) which has a passing grade of 70%. Students at the Ph.D. level will satisfy the following minimal requirements:

a) Students admitted to the Ph.D. program with a graduate degree (M.A., M.P.H., etc.) from another institution must take the theoretical core courses (7703, 7804, 8892.01) in addition to the course requirements below. [See section IV, B, 1].

b) At least 4 courses in anthropology carrying graduate credit. For those with an M.A. from The Ohio State University Anthropology program, these courses are in addition to those taken to fulfill the requirements for the M.A. degree; and

c) At least 2 additional courses in methodology/data analysis (i.e., quantitative / qualitative methods, GIS, etc.) as determined by the student and their advisor. For methodological coursework outside the department, the student should consult with their advisor and the GSC chair; and

d) Credit for 2 courses (minimum of 6 credit hours) outside the department. These must be graduate-level courses, approved by the student’s dissertation advisor, and taken for a grade (i.e., not pass/fail); and

e) The final required course is the grant writing course (8828) which should be completed before the end of the second year in the Ph.D. program.

2) Subdiscipline requirements. Each subarea within the department has identified specific expectations of all students pursuing doctoral degrees in that area. All specific requirements must be completed before the candidacy exam. Specific subdiscipline courses listed below count towards requirement b) above.

a) Archaeology. All students pursuing a doctoral degree with an emphasis on archaeology must take Anthropology 5620 and complete the three courses that make up the 7801-7803 series. Additionally, each student must demonstrate competence in archaeological field research (including both survey and excavation) through participation in a field school or an equivalent project. Demonstration of competence in an analytical skill (e.g., paleoethnobotany, microwear analysis, remote sensing, or geographic information systems analysis) related to the dissertation project is also required.

b) Biological. Ph.D. students specializing in biological anthropology are required to be proficient in three areas within the subdiscipline of biological anthropology (e.g., human variation, primate behavior, skeletal biology). All of these courses must be taken at the 5000-level or above in each area. Two of these courses must include Modern Human Physical Variation (7701) and Hominid Paleoanthropology (7702).
The third course, an elective, should be selected from one of the other areas of specialization within biological anthropology. Finally, students are required to master methodological skills needed for their area of specialization which can be demonstrated through formal coursework (e.g., isotopic analysis, bone histology, DNA analysis) within or outside the department or through independent study or field training.

c) Cultural. All students pursuing a doctoral degree with an emphasis on cultural anthropology must complete the following course work: Seminars in Cultural Anthropology; Ethnographic Field Experience (8891.07); and an 8000-level Methodology course (completed as part of 1c above). In addition, students will specialize in three areas on which they will be tested during the Candidacy Exam. Areas of specialization are chosen in consultation with the Candidacy Examination Committee assembled by the student and their advisor [see (B) below].

3) Student-specific requirements. Some requirements are dependent upon the specific nature of a doctoral level research and dissertation program and are determined in consultation with the Ph.D. advisor and committee. Some examples are listed below.

a) Language. Students whose dissertation study requires knowledge of a language other than the student's native language must determine the level of proficiency required and the means of acquiring this level in consultation with the advisor and committee.

b) Advanced Statistics. Students preparing to enter fields in which competence in statistics is expected for successful participation must identify with the aid of their advisor and committee what courses should be taken before undertaking dissertation research.

c) Computer Proficiency. Some students may require proficiency in computer use and programming as part of the design and execution of their proposed dissertation research. The level and means of instruction are to be decided upon with the aid of the advisor and committee.

C) Ph.D. Candidacy Examination. (See VII.4 in the Graduate School Handbook) After admission to the Ph.D. program, each student begins preparation for the Candidacy Examination, which is administered once the specific course requirements are completed.

1) Ph.D. Candidacy Examination Committee. The exam is administered by an advisory committee of four authorized graduate faculty members, including the student's advisor.
Only one member of the Candidacy Examination Committee can be from another department. The student is urged to form this committee during the first semester (and no later than the second semester) of Ph.D. study. Once the committee is formed and well in advance of the Candidacy Examination, each student should work up a “Plan of Study” with their full committee. The “Plan of Study” serves as the first draft of the Dissertation Research Proposal and must include: research questions/hypotheses, the primary theoretical framework guiding the proposed work, planned methodological approach and details on the study population (in the case of primate research this would include the species and location). Upon approval of the finalized “Plan of Study” by the research advisor, the student shares the plan with all committee members and schedules a full committee meeting to determine the topic of the dissertation and the scope of the Candidacy Exam. The Candidacy Exam is written to test the student’s knowledge of the theoretical and methodological literature relevant to their proposed “Plan of Study”. A hard copy of the “Plan of Study” must be filed with the GPC. The student must submit the Petition to Take Ph.D. Candidacy Examination (see Appendix B) to the GSC for approval by the 12th week of the semester prior to the scheduled exam. Therefore, the “Plan of Study” should be approved and committee meeting scheduled before the 12th week of the semester prior to the Candidacy Examination.

2) Scheduling of Ph.D. Candidacy Examination. Ph.D. students are normally expected to take their Candidacy Examination in the spring semester of second year of doctoral study following enrollment in the Ph.D. Program. Failure to complete the Candidacy Examination within this period may adversely impact GTA rankings (see Handbook for Graduate Teaching Associates). The absolute latest date for taking the candidacy exam is one semester before the semester of graduation.

3) Expectations for Ph.D. Candidacy Examination. The written portion of the examination covers theoretical, methodological, topical, and substantive material relevant to the student's specialization as outlined in the student’s approved “Plan of Study”. It is based upon a bibliography, prepared by the student in consultation with the Candidacy Examination Committee. The format of the exam is decided by the Candidacy Examination Committee. Acceptable formats include: 2-day (4 hours per day), in house, closed book exam; or a take-home, open book exam lasting between 5 and 7 days.

   Upon completion of the written exam the student prepares hard copies for all committee members to review. The committee should be given a minimum of 1 week to
review the written exam before the two hour oral exam is scheduled. Note that the
Graduate School requires the oral exam be scheduled within 1 month of the completion
of the written portion.

It is the student’s responsibility to consult with all committee members in order to
schedule the time of the oral exam. The student is also responsible for working with the
office staff to secure an appropriate location for the exam. The oral exam will be based
upon the written exam submitted by the candidate. The oral exam is administered in
conformity with Graduate School rules (See VII.6 in the Graduate School Handbook).

4) Completion of Ph.D. Candidacy Examination. Upon completion of the candidacy oral
exam, a Candidacy Examination Report form (see appendix B) is signed by the student’s
advisor and all committee members. The committee determines whether the student’s
performance was satisfactory or unsatisfactory. In the case that the student receives an
unsatisfactory grade, the committee may recommend that the student be allowed to
retake the exam in the following academic year. The committee also may require the
student to complete additional coursework in preparation for the exam. If the student
fails to pass the exam a second time and/or fails to complete any additionally assigned
coursework, they are dismissed from the department. Upon satisfactory completion of
the oral examination and all other Graduate School and Departmental requirements, the
student will be admitted to candidacy for the Ph.D. degree. The date of admission will
be recorded by the GPC.

5) Expiration of Candidacy. In accordance with Graduate School rules, if all requirements
for the Ph.D. have not been completed within five years of the candidacy exam, the
student’s candidacy will be deactivated (see VII.2 in the Graduate School Handbook).
Thereafter, the student must petition for re-admission to candidacy (reinstatement).
Petitions for reinstatement will be considered only once per year, coinciding with the
normal departmental deadline for applications to the graduate program. The process for
applying for reinstatement is as follows:

a) The student must write a letter, hard copy, to the GSC that includes the following
information: i) explanation for the lack of progress on the dissertation; ii)
justification for returning to formal studies (what is different about the student’s
situation now that makes successful completion of the degree likely?); and iii) a
current list of faculty members who have agreed to serve on the Candidacy
Examination Committee and the final Ph.D. Dissertation Committee.
b) If GSC agrees to consider reinstatement, the student must submit a research plan that includes a timetable for completing the dissertation and final oral examination. Upon GSC approval of this plan, the student will be readmitted into the Ph.D. program. In accordance with Graduate School rules, all requirements for the degree must be completed within two years of reinstatement.

c) The student must successfully pass a supplemental candidacy examination during the first semester of re-admission. It is the responsibility of the student's advisor and committee to ensure that the supplemental examination provides an adequate test of the student's current knowledge in the areas identified in the bibliography, which should be updated according to the committee's recommendations. The supplementary candidacy exam must be taken at least one semester prior to the dissertation defense.

D) Ph.D. Research.

1) Ph.D. Dissertation Committee. A Ph.D. Dissertation Committee shall consist of at least three Graduate faculty. A student may include more than three Graduate faculty but, at least three must be full-time faculty of the Department of Anthropology. If the student requires an external, off-campus committee member, they should be aware of the Graduate School rules regarding the inclusion of off-campus members in the dissertation oral defense and make all required technological arrangements that allow the off-campus member to fully participate in the exam. All Ph.D. Dissertation Committees must be approved by the GSC which is done when the student submits the Dissertation Proposal Approval Form (see 2) below and appendix B).

2) Ph.D. Research Proposal. The proposal must be defended as a Proposal Defense separate from the Candidacy Examination. Typically, the Research Proposal is based on the “Plan of Study” prepared by the student in advance of the Candidacy Exam. If the student’s research plans have changed substantially from what was presented in the “Plan of Study” a full committee meeting should be called to discuss the new proposed research.

The expectation of the Research Proposal is that it follows the guidelines and format of the Doctoral Dissertation Research Improvement Grant (DDRIG) of the National Science Foundation (NSF) and is of sufficient rigor to be competitive for funding from NSF. Students should visit the NSF website to review the requirements for a complete application. It is the responsibility of the advisor, members of the
dissertation committee (who are selected by the student in consultation with the faculty advisor), and the student to assure that dissertation proposals are thoughtfully conceived, carefully designed, and address significant issues of anthropological interest. Considering these high standards, the student should work with their full committee in the preparation of the Research Proposal and schedule a full committee meeting to discuss an advanced draft of the Research Proposal before scheduling the Research Proposal oral defense.

Once the student and their primary advisor are satisfied with the Research Proposal, the student should prepare copies of the proposal for all committee members and schedule a time for the oral defense. The student is also responsible for working with office staff to schedule a room for the defense. If the student requires an external, off-campus committee member, they should be aware of the Graduate School rules regarding the inclusion of off-campus members and make all required technological arrangements that allow the off-campus member to fully participate in the oral defense. The oral defense typically lasts two hours.

At the end of the oral defense the committee determines whether the student successfully presented a research project competitive for funding. If the student is successful, all members of the committee sign the Dissertation Proposal Approval Form (see Appendix B). The student is responsible for making copies of the form for each of the individual committee members and delivering the original form to the GPC. The student should aim to orally defend the Research Proposal as soon after the successful defense of the Candidacy Exam as possible, and, no later than the 6th semester (spring of 3rd year) of study. The urgency of the timing of the Research Proposal defense cannot be overemphasized in view of the lead time (six to twelve months) necessary to obtain research funding. Under exceptional conditions and with approval of the full Ph.D. dissertation committee, a student may defend the Research Proposal immediately following the Candidacy Exam.

Grant proposals for Ph.D. dissertation research may be submitted prior to the Candidacy Examination and Research Proposal defense at the discretion of the student's advisor and the departmental chair, who must approve all proposals for submission. All students are encouraged to seek sources of outside funding (see Appendix D for more information on grant proposal submission procedures and Appendix E for departmental travel policies).
In keeping with the history and character of the discipline of anthropology, the
dissertation is based on original data collected by the student in the field or in the
laboratory. Museum collections and archives are also potential sources of data. In
any case, the dissertation must make an original contribution to anthropological
knowledge.

It is the responsibility of the advisor, members of the dissertation committee (who are
selected by the student in consultation with the faculty advisor), and the student to
assure that dissertation work adheres as much as possible to the successfully
defended Research Proposal. Therefore, the student is expected to maintain contact
and work with all members of their committee in the implementation of the research,
as well as during the writing of the dissertation.

3) If the proposed research includes working with living subjects, the student is
responsible for complying with University regulations (including training and filing
applications) to secure either Institutional Research Board (IRB, human subjects)
or Institutional Animal Care and Use Committee (IACUC, animal subjects)
approval. Copies of these guidelines are available on the web page of the OSU
Office of Responsible Research Practices (ORRP). Students planning on conducting
research abroad are responsible for obtaining all necessary research approvals
which may include local, within country, permissions. As these approvals can take
significant time, it is in the student’s best interest to seek these approvals as early as
possible. All compliance must be met prior to the release of grant funds and
commencement of the research.

4) The Ph.D. Dissertation and Final Oral Examination. A dissertation that includes
original data and is a definite contribution to anthropological knowledge and of
importance sufficient to warrant its publication shall be completed by the Ph.D.
candidate. The Graduate School furnishes each candidate with a manual containing
detailed information concerning the form of the dissertation and the mechanics of
preparing the final draft and abstract. During the write-up of the dissertation the
student should work closely with their advisor and continue to draw on the expertise
of their other committee members. During this process the student, advisor and
committee members should work together to determine an appropriate timeline and
anticipated date for the oral defense,

a) Pre-Defense Meeting. In the semester prior to the anticipated oral
examination date, the student is required to hold a joint meeting of their
dissertation committee where they present a detailed outline of the dissertation. The outline should include all proposed chapters and be sufficiently thorough to convey to the committee the student’s command of the theoretical framework being used to ground the research, the methods being employed to analyze the data and the contribution of the work to the larger literature on the topic. With approval from the dissertation committee, a signed copy of the Petition to Defend the Doctoral Dissertation (see Appendix B) is then submitted to the GSC.

b) Final Oral Examination. By the Friday of the 3rd week of the semester of desired graduation, the student is required to file an Application to Graduate Form (Ph.D.) (see Appendix B) with the Graduate School. The student is responsible for scheduling the final oral examination after the Dissertation Committee has approved a complete printed draft of the dissertation. The Doctoral Draft Approval/Notification of Final Oral Examination Form must be submitted to the Graduate School no later than two weeks prior to the proposed date. The composition of the Dissertation Committee present during the final oral examination is as stated in section VII.10 of the Graduate School Handbook, but other faculty will be admitted as non-participating observers by invitation of the student under examination and with the approval of the dissertation committee and the GSC. If the committee includes a non-local member, the student should be aware of Graduate School rules regarding off-campus committee members and is responsible for arranging for all required technological arrangements that allow the off-campus member to fully participate in the exam. The duration of the oral examination is 2 hours.

The final oral examination may be scheduled in any semester but students should make every reasonable effort to avoid scheduling the oral exam in the Summer Session, as faculty members may not be available. On the same day as the oral exam, the student is required to give a 1-hour public lecture. The student should work with the GPC to schedule a room and advertise the lecture both within and outside the department several weeks in advance of the oral examination date.

c) Ph.D. Oral Examination Results. In accordance with the Graduate School Handbook (section VII.11), the student is considered to have successfully completed the Final Oral Examination when there is an unanimous vote of
satisfactory by the Final Oral Examination Committee members who sign the Final Oral Examination Report form (see Appendix B). In the case of an unsatisfactory vote, a student may revise and re-defend in accordance with Graduate School rules. In either case, the student is responsible for bringing the signed form to the GPC to make copies and then delivering the original form to the Graduate School immediately after the oral defense.

d) Each student is required to deposit a hard-bound complete copy of the approved dissertation in the Department of Anthropology Dissertation Collection. This copy must have a black cover with the student’s last name, title (shortened if required), and year of graduation on the binding in silver.

E) Faculty Evaluations of Doctoral Students. The faculty meets annually (between the 11th and 13th week of the Spring Semester) to evaluate all active graduate students. In preparation for this meeting each student is required to submit a Graduate Student Record Form (Appendix B) to their advisor and the GPC by the 8th week of the Spring semester. This requirement applies to all students pursuing a degree in this department, regardless of whether they are currently enrolled. As a courtesy, the GPC will send reminders via email; however, students are responsible for making sure that this document is submitted annually by the deadline. Discussion amongst the full faculty at this meeting will provide the advisor with important feedback on student progress (coursework, research activities, teaching, etc.). In the course of this discussion, it should become apparent whether the student has the intellectual tools and motivation to complete their course of study. The advisor prepares a letter outlining the student’s progress over the past year and notes whether or not the student is meeting academic expectations (satisfactory / unsatisfactory). Upon receiving a copy of the letter, the student schedules a meeting with their advisor to discuss their individual progress and prospects for further study. Students making unsatisfactory progress enter a probationary period in the upcoming academic year. If the student receives a second unsatisfactory rating in the following year they will be dismissed from the program. A copy of the letter is placed in the student’s file. Upon receiving a copy of the letter, the student schedules a meeting with their advisor to discuss their individual progress and prospects for further study.
VI. CURRICULUM VITAE FOR DOCTORAL CANDIDATES

The Department of Anthropology will assist its doctoral candidates with their job seeking efforts by providing them with a stipulated number of copies of their curriculum vitae free of charge. The following stipulations must be met:

1. Either follow the attached outline (Appendix F) as a model in preparing your curriculum vitae, or use a faculty member's curriculum vitae as a model. Faculty vitae are available from the Chairperson's Administrative Assistant and on the departmental web site;
2. The doctoral candidate should type a draft and distribute it to two or more faculty members for review;
3. The doctoral candidate must type a final letter-perfect copy of the curriculum vitae to be placed on file in the main department office.
APPENDIX A: Department of Anthropology Faculty

See the Department of Anthropology website for details on faculty research and teaching activities.

ARCHAEOLOGY

COOK, Robert (Ph.D., Michigan State University, 2004), Associate Professor. Main Campus 4034 Smith Lab, 740-366-3321 or 614-297-8634. Newark Campus. cook.426@osu.edu.
FIELD, Julie (Ph.D., University of Hawaii, Manoa, 2003), Associate Professor. 4056 Smith Lab, 614-292-6233, field.59@osu.edu.
GREMILLION, Kristen (Ph.D., University of North Carolina, 1989), Professor. 4078 Smith Lab, 614-292-9769, gremillion.1@osu.edu.
GRIMSTEAD, Deanna (Ph.D., University of Arizona, 2011), Assistant Professor. 4050 Smith Lab, 614-292-9771, grimstead.1@osu.edu.
MCCORRISON, Joy (Ph.D., Yale University, 1992), Professor. 4006 Smith Lab, 614-292-9768, mccorrison.1@osu.edu.
YERKES, Richard W. (Ph.D., University of Wisconsin, 1984), Professor. 4008 Smith Lab, 614-292-1328, yerkes.1@osu.edu.

BIOLOGICAL ANTHROPOLOGY

CREWS, Douglas (Ph.D., Pennsylvania State University, 1985), Professor. 4004 Smith Lab, 614-292-1329, crews.8@osu.edu.
GUATELLI-STEINBERG, Debra (Ph.D., University of Oregon, 1998), Professor. 4006 Smith Lab, 614-292-9768, guatelli-steinberg.1@osu.edu.
HUBBE, Mark (Ph.D., Universidade de São Paulo, 2006), Assistant Professor. 4048 Smith Lab, 614-292-9770, hubbe.1@osu.edu.
KITCHEN, Dawn (Ph.D., University of Minnesota, 1999), Associate Professor. Main Campus 4034 Smith Lab, 614-297-8634 or 419-755-4027, Mansfield Campus. kitchen.79@osu.edu.
LARSEN, Clark Spencer (Ph.D., University of Michigan, 1980), Distinguished Professor of Social and Behavioral Sciences and Chair. 4034 Smith Lab, 614-292-4117, larsen.53@osu.edu.
MCGRAW, W. Scott (Ph.D., Stony Brook University, 1996), Professor. 4064 Smith Lab, 614-688-3794, mcgraw.43@osu.edu.
MCKEE, Jeffrey (Ph.D., Washington University, 1985), Professor. 4068 Smith Lab, 614-292-2745, mckee.95@osu.edu.
PIPERATA, Barbara (Ph.D., University of Colorado, Boulder, 2005), Associate Professor. 4054 Smith Lab, 614-292-2766, piperata.1@osu.edu

STOUT, Samuel D. (Ph.D., Washington University, 1976), Professor. 4052 Smith Lab, 614-247-7466, stout.126@osu.edu

CULTURAL ANTHROPOLOGY

COHEN, Jeffrey (Ph.D., Indiana University, 1994), Professor. 4022 Smith Lab, 614-247-7872, cohen.319@osu.edu

KAWA, Nicholas (Ph.D., University of Florida, 2011), Assistant Professor. 4030 Smith Lab, 614-247-2391, kawa.5@osu.edu

MORITZ, Mark (Ph.D., University of California, Los Angeles, 2003), Associate Professor. 4058 Smith Lab, 614-247-7426, moritz.42@osu.edu

SYVERTSEN, Jennifer (Ph.D., University of South Florida, 2012), Assistant Professor. 4046 Smith Lab, 614-247-6815, syvertsen.1@osu.edu

WILLOW, Anna (Ph.D., University of Wisconsin, Madison, 2008), Assistant Professor. 740-725-6259. Marion Campus. Willow.1@osu.edu
APPENDIX B: Graduate School & Departmental Forms

GRADUATE SCHOOL FORMS are available online and in Room 247, University Hall. Departmental forms are included in this handbook.

The GPC must receive a copy of all completed Graduate School Forms not submitted through gradforms.osu.edu.

Master's Degree:

- **Master’s Thesis Research Plan Approval Form (Departmental Form)**
  Submit this form to the GSC by the 11th week of the Spring semester of the student’s first year of study.

- **Petition to Defend Master’s Thesis (Departmental Form)**
  This form must be filed with the GSC by the 12th week of the Autumn semester in the student’s second year of study.

- **Application to Graduate (Master's Degree) (gradforms.osu.edu)**
  Submit to Graduate School no later than the third Friday of the semester in which graduation is expected.

- **Master’s Thesis Draft Approval Form (Departmental Form)**
  Submit to GSC no later than end of 4th week of Spring Semester, second year of study, and 3 weeks prior to Master’s Examination

- **Master's Examination Report (Graduate School Form)**
  Graduate School generates this form at the time of the oral exam and sends a link to all committee members. After the oral exam, committee members indicate their approval electronically by the published deadline for the semester of graduation.

- **Thesis Approval (Graduate School Form)**
  Submission of the Thesis Approval form to the Graduate School via GRADFORMS and electronic submission of the approved thesis to OhioLink by the published deadline for the semester of graduation.

Doctoral Degree:

- **Petition to take Ph.D. Candidacy Examination (Departmental Form)**
  Submit to the GSC for approval by the 12th week of the semester prior to the scheduled examination.

- **Application for Candidacy Exam (gradforms.osu.edu)**
Submit to the Graduate School no later than 2 weeks before the oral portion of your candidacy exam.

- **Candidacy Examination Report (Graduate School Form)**
  Graduate School generates this form at the time of the oral exam and sends a link to all committee members. After the oral exam, committee members indicate their approval electronically by the published deadline for the semester of graduation.

- **Dissertation Proposal Approval Form (Departmental Form)**
  Submit to GSC along with copy of proposal upon completing defense.

- **Petition to Defend the Doctoral Dissertation (Departmental Form)**
  In the semester prior to the anticipated oral examination date, the student is required to hold a joint meeting of their dissertation committee where they present a detailed outline of the dissertation. A signed copy of the Petition to Defend the Doctoral Dissertation is then submitted to the GSC.

- **Application to Graduate (Doctoral Degree) (gradforms.osu.edu)**
  Submit to Graduate School no later than the third Friday of the semester in which graduation is expected.

- **Draft Approval/Notification of Final Oral Examination (gradforms.osu.edu)**
  Submit to the Graduate School no later than two weeks before the date of the Final Oral Examination.

- **Final Oral Examination Report (Graduate School Form)**
  Graduate School generates this form at the time of the oral exam and sends a link to all committee members. After the oral exam, committee members indicate their approval electronically by the published deadline for the semester of graduation.

- **Final Approval (Ph.D. Dissertation) (Graduate School Form)**
  Graduate School generates this form at the time of the oral exam and sends a link to all committee members. After the oral exam, committee members indicate their approval electronically by the published deadline for the semester of graduation.

**Other:**

- **Graduate Student Record Form (Departmental Form)**
  Submit to Graduate Studies Committee with application for Graduate Associateship. Updated each semester, this form contains a student's record of course grades and degrees awarded. A copy of this form must accompany all GTA applications and is available in the Student center on the Buckeye Link website.
• **Request for Transfer of Graduate Credit** *(Graduate School Form)*
  During the first semester of enrollment students can request transfer of graduate credit earned at another University. Graduate Studies Committee Chair must submit request to Graduate School.

• **Request for Transfer of Graduate Program** *(Graduate School Form)*
  Available at Graduate School, to request transfer from one graduate program to another.
Master’s Thesis Research Plan Approval Form
Department Of Anthropology

Date of Meeting: _______________

Name: __________________________________________________________________________________

Anticipated Graduation Date: __________________________________________________________________

Thesis Topic: ______________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Attach a brief (no more than one page) description of the plan for thesis research, including a timetable.

Names and signatures of Master’s Thesis Committee members:

________________________________________________________________________________________
Name                  Signature (Advisor)

________________________________________________________________________________________
Name                  Signature

________________________________________________________________________________________
Name                  Signature

________________________________________________________________________________________
Name                  Signature

Research Methods Requirement (Select one):

☐ To be met by coursework (give number and name of course):
__________________________________________________________

☐ Waiver Recommended by Advisor

________________________________________________________________________________________
Graduate Studies Committee Chair                  Date
Petition to Defend Master’s Thesis
Department Of Anthropology

Date: _______________
Name: _________________________________________________________________

Thesis Title:    ___________________________________________________________
___________________________________________________________
___________________________________________________________

Time of Examination:  ____________________________________________________
Approximate Date of Defense

PETITION TO DEFEND THE THESIS
By signing below, these faculty members agree to serve on the Master’s Thesis Committee of the above student.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature (Advisor)</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Signature, MA Committee Member</th>
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<table>
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<table>
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<tr>
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<th>Signature, MA Committee Member</th>
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</table>

Graduate Studies Committee Chair       Date
Master’s Thesis Draft Approval Form
Department Of Anthropology

Date: _______________

Name: _________________________________________________________________

Thesis Title:    ___________________________________________________________

Place of Examination: ___________________________________________________________________

Month    Date    Year    Time    Building    Room

DRAFT APPROVAL
By signing below, the members of Thesis Committee judge that the Thesis draft of the above student is of sufficient merit to warrant holding the Oral Exam.

Name                           Signature (Advisor)

Name       Signature, MA Committee Member

Name       Signature, MA Committee Member

Name       Signature, MA Committee Member

Name       Signature, MA Committee Member

Graduate Studies Committee Chair       Date
Petition To Take Ph.D. Candidacy Examination  
Department Of Anthropology

Date: ______________

Name: _________________________________________________________________

Proposed Exam Semester:_________________________________________________

The Topic of my Dissertation Research is:____________________________________

________________________________________________________________________

My Examination Topics Are:
1. ______________________________________________________________________
2. ______________________________________________________________________
3. ______________________________________________________________________

Members of Examination Committee:

<table>
<thead>
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<th>Name</th>
<th>Signature (Chair)</th>
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Student’s Signature         Date

Graduate Studies Committee Action: □ Approved □ Not Approved

Graduate Studies Committee Chair                  Date
Dissertation Proposal Approval Form
Department Of Anthropology

Date: _______________

Name: _________________________________________________________________

Proposed Dissertation Title: _______________________________________________
________________________________________________________________________

Date of Proposal Defense: _________________________________________________

Estimated Period of Dissertation Fieldwork: _________________________________

DISSERTATION PROPOSAL APPROVAL
By signing below, the members of the Dissertation Committee judge that the proposal for the dissertation research of the above student is of sufficient merit to pursue for the doctoral dissertation.

________________________________________________________________________
Name                                                Signature (Chair)
_____________________________________________________________________
Name                                                        Signature
_____________________________________________________________________
Name                                                        Signature
_____________________________________________________________________
Name                                                        Signature

Graduate Studies Committee Action:  □ Approved  □ Not Approved

______________________________________________________________
Graduate Studies Committee Chair                  Date
Petition to Defend the Doctoral Dissertation
Department Of Anthropology

Date: _______________

Name: _________________________________________________________________

Dissertation Title:    ______________________________________________________

___________________________________________________________

___________________________________________________________

Time of Examination:  ____________________________________________________

Approximate Date of Defense

PETITION TO DEFEND THE THESIS

By signing below, these faculty members approve the outline of the dissertation and agree that the student is on track to defend the dissertation in the following semester.

_____________________________________________________________________
Name                         Signature (Advisor)

_____________________________________________________________________
Name       Signature, Committee Member

_____________________________________________________________________
Name       Signature, Committee Member

_____________________________________________________________________
Name       Signature, Committee Member

_____________________________________________________________________
Name       Signature, Committee Member

_____________________________________________________________________
Name

Graduate Studies Committee Chair       Date
Graduate Student Record Form
(To accompany application for Graduate Associate position)

Name: ________________________________ Date: ________________________________

Academic Advisor: ______________________

Term entered program: _______________________________

I. Academics

GPA (Overall): __________________

GPA (Anthropology): ________________

Credit Hours Completed (as of Spring Semester): __________________

List of all courses completed (as of Spring Semester) and grade:

<table>
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<th>Course #</th>
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<th>Grade</th>
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</tbody>
</table>
I wish to apply for GA funding (circle one):  Y    N

Date of M.A. Defense taken/scheduled (MM/YYYY): ________________________

Date Ph.D. Candidacy Exam taken/scheduled (MM/YYYY): ________________________

Date of Dissertation Proposal Defense completed/scheduled (MM/YYYY): _________________

Date Dissertation Fieldwork started (MM/YYYY): _____________________ (completed?  Y    N)

Grants (Indicate term submitted (ex: Spring (MM/YYYY) and status of funding (funded, pending, not funded)):

Fellowships (Indicate term submitted (ex: Spring (MM/YYYY) and status of funding (received, not received)):

Research Awards (include date received MM/YYYY and name of organization):

Peer reviewed publications (Indicate status – under review, in revision, in press, published)
[List in the following order: articles, book chapters, abstracts]:

Non Peer reviewed publications (indicate status- under review, in revision, in press, published)
[List in the following order: articles, book chapters, abstracts]:

Paper/Poster presentations at professional meetings:
I. Teaching

I wish to be considered for the GTF position: _____

**Total number** of semesters of support in the *Anthropology Dept*: ______________________

(Below breakdown the total by timing and category)

<table>
<thead>
<tr>
<th>Type</th>
<th>Term</th>
<th>Course/Assignment</th>
<th>Supervisor</th>
<th>Overall SEI</th>
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<td>GTA</td>
<td>AU12</td>
<td>2202</td>
<td>Dr. Moritz</td>
<td>4.3</td>
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</table>

**Total number** of semesters of support in other departments: ______________________

(Below breakdown the total by timing and category)

<table>
<thead>
<tr>
<th>Type</th>
<th>Department</th>
<th>Term</th>
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**Average**:
Additional materials to be attached:

- Student advising report
- Cover letter of progress
- SEI cumulative report
APPENDIX C: List of Graduate Courses Offered by the Department of Anthropology

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Requirement Course Meets</th>
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<tbody>
<tr>
<td>5193.01</td>
<td>Individual Studies: Theory</td>
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<tr>
<td>5193.02</td>
<td>Individual Studies: History</td>
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</tr>
<tr>
<td>5193.03</td>
<td>Individual Studies: Anthropological Linguistics</td>
<td></td>
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<tr>
<td>5193.04</td>
<td>Individual Studies: Research Methodology</td>
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</tr>
<tr>
<td>5193.05</td>
<td>Individual Studies: Prehistory</td>
<td></td>
</tr>
<tr>
<td>5193.06</td>
<td>Individual Studies: Ethnography</td>
<td></td>
</tr>
<tr>
<td>5193.07</td>
<td>Individual Studies: Physical Anthropology</td>
<td></td>
</tr>
<tr>
<td>5193.08</td>
<td>Individual Studies: Unclassified</td>
<td></td>
</tr>
<tr>
<td>5194</td>
<td>Group Studies</td>
<td></td>
</tr>
<tr>
<td>5600</td>
<td>Advanced Medical Anthropology: Evolutionary Medicine</td>
<td>MA Substantive/PhD Bio</td>
</tr>
<tr>
<td>5601</td>
<td>The Anthropology of Sex, Drugs, and HIV</td>
<td>MA Substantive/PhD Cul</td>
</tr>
<tr>
<td>5602</td>
<td>Advanced Medical Anthropology: Women's Health in Global Perspective</td>
<td>MA Substantive/PhD Cul</td>
</tr>
<tr>
<td>5603</td>
<td>Strategy of Archaeological Field Research</td>
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<tr>
<td>5604</td>
<td>Archaeological Laboratory Methods</td>
<td>MA Research Methods</td>
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<tr>
<td>5605</td>
<td>Environmental Archaeology</td>
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<td>5606</td>
<td>Who Owns the Past?</td>
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<td>5607</td>
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<td>5608</td>
<td>Skeletal Biology</td>
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<td>5609</td>
<td>Dental Anthropology</td>
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<td>Comparative Morphology of Mammals</td>
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<td>Evolutionary Perspectives on Human Behavior</td>
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<td>5620</td>
<td>Hunters and Gatherers</td>
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<td>5621</td>
<td>The Anthropology of Women</td>
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<tr>
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<td>Peasant Society and Culture</td>
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<td>The Anthropology of Food: Culture, Society and Eating</td>
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<td>More: Culture and Economic Life</td>
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<td>Growth and Development</td>
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<td>Forensic Anthropology</td>
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<td>Biology of Senescence</td>
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<td>Research Design and Ethnographic Methods</td>
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<td>Spatial Analysis for Anthropologists</td>
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<td>5684</td>
<td>Summer Field School in Archaeology- Fee</td>
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<tr>
<td>5686</td>
<td>Forensic Science, Forensic Anthropology and Forensic Archaeology Summer Field School</td>
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<td>We are what we eat: Applications of biogeochemistry</td>
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<td>Seminars in Prehistory: Archeology of High Civilizations</td>
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<td>Seminars in Prehistory: Old World History</td>
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<td>Seminars in Prehistory: Seminar in the Archaeology of the Ancient Near East</td>
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<td>Seminars in Prehistory: Landscape in Anthropology</td>
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<td>Seminars in Prehistory: Paleodiet</td>
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<tr>
<td>8899</td>
<td>Research in Anthropology: Dissertation</td>
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</tbody>
</table>

Shaded courses are those regularly taught in the department
APPENDIX D: External Grant/Fellowship Submission Policy for Graduate Students

The following steps and procedures must be followed prior to formal submission of an externally funded research proposal:

Your research proposal must be submitted through the Ohio State University Research Foundation (OSURF). For advice on submission of grant proposals, you are encouraged to consult with Ms. Laurie Rosenberg in the College of Social and Behavioral Sciences and your advisor. Ms. Rosenberg is helpful with the mechanics of the submission process. Your advisor will provide important insight into the quality of your proposal narrative. If applying for an external fellowship, you are required to contact Wayne Miller at least four weeks before the submission deadline.

Each research proposal must have all of the accompanying forms completed and signed by the appropriate individuals. An important form to keep in mind is the PA-005, the “Authorization to Seek Off-Campus Funding.” Ms. Rosenberg can upload proposals on NSF Fastlane if you are applying for NSF funding. She will also help you to confirm that your application for this specific proposal (and other major proposals, such as from the National Institutes of Health) are complete.

At least three working days before the proposal is formally submitted, the department chair must sign the PA-005 form.

At the time that the department chair signs the PA-005 form, he will need to see the entire proposal, including the budget and the narrative.

If the department has agreed to provide support (e.g., equipment), it is highly advisable that you provide on a separate sheet of paper the details.

A full and complete final copy of the proposal must be filed with the department (please see the Fiscal Officer) at the time the proposal is submitted.

Once a grant has been awarded the student must follow the procedures bellow to receive funds:

- Travel and research related expenses must be pre-approved:
  - Travel Request Form submitted to the department fiscal officer
APPENDIX E: OSU University Travel Policy

Prior to departure, pre-approval and a travel order number must be obtained for any funded university travel. If you do not follow these procedures, travel expenses will not be reimbursed. If you have questions regarding OSU travel policy and obtaining the required travel forms; please see the department's fiscal officer.

Lab supplies, etc.

- Request for Funds Form submitted to the department fiscal officer
APPENDIX F: Model Curriculum Vitae for Doctoral Candidates

Name DATE
Curriculum Vitae

Vital Information
Address: (include telephone number)

Educational Background
Name of University, degree granted and date, field of degree
(provide this information for B.A., M.A., and Ph.D.)

Present Position
Job title, name of institution, location, dates of employment.
Brief description of duties.

Former Positions
Provide same information as for Present Position, above.

Awards and Honors
Fellowships, grants, scholarships, teaching and research awards.

Professional Associations
List professional organizations of which you are a member.

Research Experience
Location, length of time, brief description of work.

Area Interests
Field in anthropology.
Geographical locations in which you are interested.
Theoretical interests.

Publications
Include papers given at national conferences, symposia, etc.

References
Provide names and addresses of 3 or 4 professionals to whom a prospective employer
may write for a reference. Be sure you have advised these individuals that you are
using their name as a reference.