

GRADUATE PROGRAM HANDBOOK

DEPARTMENT OF ANTHROPOLOGY

THE OHIO STATE UNIVERSITY

Message from the Graduate Studies Chair:

The Department of Anthropology strives to provide a graduate program of excellence in anthropology, 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. Please consult with your advisor and/or the Graduate Studies Chair as you navigate your way to your degree.

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Table of Contents

IMPORTANT INFORMATION FOR STUDENTS.....	4
1. INTRODUCTION.....	5
1.1 Graduate Studies Committee	5
2. THE MASTER'S PROGRAM.....	7
2.1 Introduction	7
2.2 Curriculum	8
2.3 Sample curriculum (each course earns 3 credit hours).....	11
2.5 Thesis defense	15
2.6 Faculty Evaluations of Master's Degree Candidates	15
Addendum for the 2020-2021 Academic Year	16
3. THE PH.D. PROGRAM.....	17
3.1 Introduction	17
3.2 Curriculum	17
3.3 Ph.D. Candidacy Examination	20
Ph.D. Candidacy Examination Committee.....	20
3.4 Ph.D. Research	23
3.5 Ph.D. Dissertation	24
3.6 Bioethics approval.....	24
3.7 The Ph.D. Dissertation and Final Oral Examination	25
3.8 Faculty Evaluations of Doctoral Students	27
Addendum for the 2020-2021 Academic Year	27
APPENDIX A: External Grant/Fellowship Submission Policy for Graduate Students	28

IMPORTANT INFORMATION FOR STUDENTS

- Students are 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).
- Students are responsible for knowing and complying with departmental and university policies and deadlines. When in doubt, consult the GSC Chair or the Graduate Program Coordinator (GPC).
- All requests and petitions to the GSC must have the graduate advisor's approval. A petition can be a letter or email to the GSC chair. It is always a good idea to CC your advisor.
- All the departmental forms can be found at the end of the handbook.
- The Anthropology Handbook is largely based on the Graduate School Handbook, with specific program details and extra requirements listed where appropriate. Please bring inconsistencies between the Anthropology Graduate Handbook and the Graduate School Handbook to the attention of the GSC Chair and the GPC.
- All the important dates for the 2021-2022 academic year can be found on the Registrar's website: <https://registrar.osu.edu/registration/index.asp> or on the Graduate School's website: <https://gradsch.osu.edu/calendar/graduation>. It is particularly important to know the deadlines when you are planning to take your candidacy exam or plan to defend your thesis or dissertation.

1. INTRODUCTION

The Graduate Program in Anthropology operates under the rules of the Graduate School as published in the [Graduate School Handbook](#), 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, and this handbook outlines the requirements and expectations of each of the programs, according to the Graduate School Handbook and specific rules and addenda decided by the Graduate Faculty from the Department, with the ultimate goal of best promoting Graduate Advising Best Practices, as detailed in the [Graduate School Handbook](#) (Appendix H), and promoting the formation of independent and highly qualified researchers in Anthropology.

The Graduate Program is represented by Graduate Studies Committee (GSC), who is responsible for administering the Program, in accordance with the policies established herein and in the [Graduate School Handbook](#).

1.1 Graduate Studies Committee

Membership. The Graduate Studies Committee consists of three members of the graduate faculty and one graduate student representative. The Graduate Program Coordinator (GPC) participates in the meetings and advises the committee but is not an official member of the committee. Faculty members are appointed by the Department Chair, typically for a period of two years. Subject to availability, the GSC normally includes members from each of the three subfields (archaeology, biological anthropology, and cultural anthropology). The Chair of the GSC is selected by the Department Chair from one of the faculty appointed to the GSC. 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). The GSC is supported by the Graduate Program Coordinator, who is responsible for the executive aspects of the program policies.

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:

- a. To act on applications for admission to Graduate Programs at the Master and the Ph.D. levels and to recommend students for university and enrichment fellowships;
- b. 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;

- c. To advise the Ph.D. committee in the preparation, administration, and evaluation of the Ph.D. Candidacy Exam;
- d. To oversee the annual graduate student evaluation process;
- e. To act on petitions for exceptions to departmental policies published herein;
- f. 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;
- g. To make recommendations to the faculty concerning changes in the Graduate Program and revise this handbook accordingly.

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.

2. THE MASTER'S PROGRAM

(see also [Section 6](#) of the **Graduate School Handbook**)

2.1 Introduction

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 here and in the [Graduate School Handbook](#).

The Master's Program in Anthropology has been designed to allow students to develop:

- a. 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 anthropology, and cultural anthropology) that provide a holistic understanding of the human condition.
- b. Mastery of 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
- c. 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.

2.2 Curriculum

For the M.A. degree a student must complete a total of **30 credit 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 8**. For students funded as a **GRA/GTA** the **minimum number of hours per semester is 8**. 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 offered every academic year. All students entering the M.A. program must complete the **8 required courses (24 credit hours)** unless a case can be made for exemption [see 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 IV - Graduate Associates].

Theory Core (9 credit 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 details below].

Writing for Publication (3 credit 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.

One course in research methods (3 credit 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 below].

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

Archaeology

- 7801 Archaeology of Hunter-Gatherer Society
- 7802 Origins of Food Production
- 7803 The Archaeology of Complex Societies

Biological Anthropology

- 7701 Modern Human Physical Variation
- 7702 Hominid Paleoanthropology

Cultural Anthropology

- 5600-5602 Upper division Medical Anthropology courses
- 5620-5626 Special Topics in Cultural Anthropology

Electives (minimum 6 credit 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).

Teaching requirements. To teach any of the introductory courses, student must take Anthropology 7720 – Teaching in Anthropology and complete the 1-credit teaching observation, which entails participating in one or more of the three introductory courses that are offered in our department (2200, 2201, and 2200).

Waivers. 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 enroll in 7999 (Independent Study), 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.

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** 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.

2.3 Sample curriculum (each course earns 3 credit hours)

Bolded courses represent required theoretical cores. *Italicized* show suggestions for the required 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). Courses offered can vary, so check the Tentative Teaching Schedule and plan accordingly.

Courses	Archaeology Program Example	Biological Program Example	Cultural Program Example
Autumn Semester 1 st Year			
Theoretical Core 1	7804 Archaeological Theory	7804 Archaeological Theory	7804 Archaeological Theory
Theoretical Core 2	7703 Cultural Theory	7703 Cultural Theory	7703 Cultural Theory
Potential Graduate Elective	7803 Arch. of Complex Societies	7701 Modern Human Variation	5624 Anthropology of Food
Spring Semester 1 st Year			
Theoretical Core 3	8892.01 Evolutionary Theory	8892.01 Evolutionary Theory	8892.01 Evolutionary Theory
<i>Methods course</i>	<i>5651 Spatial Analysis Anth.</i>	<i>5607 Human Osteology</i>	<i>8891.05 Research Design & Ethnographic</i>
Potential Graduate Elective	7801 Arch. of Hunters- Gatherers	7702 Hominin Paleoanthropology	5626 Economic Anthropology
Autumn Semester 2 nd Year			
Potential Graduate Elective	7701 Modern Human Variation	5600 Evolutionary Medicine	7701 Modern Human Variation
Potential Graduate Elective	7802 Origins of Food Production	7803 Arch. of Complex Societies	5601 Anthropology Sex, Drugs, HIV
Spring Semester 2 nd Year			
<u>Writing course</u>	<u>8827 Writing for Publication</u>	<u>8827 Writing for Publication</u>	<u>8827 Writing for Publication</u>
Thesis Course	7999 Research in Anth: Thesis	7999 Research in Anth: Thesis	7999 Research in Anth: Thesis

2.4. 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. The committee's responsibility is the oversight of the thesis preparation and oral examination.

Master's Thesis

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.

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.

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 appendices). The meeting/approval must be completed and the MTRP Approval Form submitted to the GSC by Friday of 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 appendices) must be submitted to the GSC by Friday of 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](#) with the Graduate School. An advisor-approved completed draft of the thesis must be sent to all committee members at **least three weeks** prior to the student's anticipated oral defense date.

Thesis must meet graduate school [formatting guidelines](#)

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 responsibility to solicit the help of the office staff in reserving a room for the defense (see Jean Whipple or Elizabeth Healy). Once a room has been reserved, the student must complete the departmental **Master's Thesis Draft Approval Form** (see appendices).

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 faculty from the Department. 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 needs to present a revised version of the thesis that takes into account the suggestions from the committee. The revised version must be submitted to the Graduate School for approval before the end of the semester deadline for graduation to take place.

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)**. Check for the Graduate School deadline online.

2.5 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.

Master's thesis defense results. Following the Master's thesis defense, the Master's Thesis Committee will determine the outcome of the oral exam and of the written thesis as Satisfactory or Unsatisfactory, which will be recorded in the [GradForms](#) webpage. 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). A student who receives an Unsatisfactory evaluation by at least one committee member on either the oral or written portion of the defense will have failed their exam. At the discretion of the Master's Thesis Committee, students who received an Unsatisfactory evaluation may be permitted to submit and defend a revised thesis in the following academic semester 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.

2.6 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** to their advisor and the GPC by Friday of the **4th week** of the spring semester. This requirement applies to all students pursuing a degree in this department, regardless of whether they are currently enrolled. 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 should schedule 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.

The annual evaluation will be used by the Graduate Studies Committee to rank the students interested in being considered for a Graduate Teaching Associate position.

Addendum for the 2020-2021 Academic Year

Due to the impact of the global Covid-19 pandemic in 2020, the faculty evaluation of students will not generate a record of satisfactory/unsatisfactory progress in the program for the 2020-2021 academic year. The annual letter from their advisor will include a discussion of progress and expectations.

3. THE PH.D. PROGRAM

3.1 Introduction

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 Ph.D. program in Anthropology has been designed to allow students achieve the following goals:

- a. 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.
- b. Professionalization in the discipline that enhances interaction with colleagues within and outside the department.
- c. Preparation to secure a professional position: teach anthropology at a post-secondary institution, research institute, government or non-governmental agency, etc.

3.2 Curriculum

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:

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. The theory core courses are to be completed during the **first year** in the PhD program. In the case of extenuating circumstances the student may petition the GSC to take the course in the second year of study.
- b) Students must take at least 4 courses (minimum of 12 credit hours) 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.
- c) Students must take at least 2 courses (minimum of 6 credit hours) 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.
- d) Students must take at least 2 courses (minimum of 6 credit hours) outside the department. If the class selected is not graded (i.e., it is graded as pass/fail), the student should request authorization from the GSC before enrolling.
- e) Students must take the grant-writing course (8828), which should be completed before the end of the second year in the Ph.D. program.

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 required department classes (requirement b above).

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.

Biological Anthropology. Ph.D. students specializing in biological anthropology are required to be proficient in different areas within the subdiscipline of biological anthropology (e.g., human variation, primate behavior, skeletal biology), and are required to take Modern Human Physical Variation (7701) and Hominid Paleoanthropology (7702). Additionally, they are required to take an elective third course (5000-level or above) 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.

Cultural Anthropology. 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 (which counts as one of the methodological course requirements [requirement c above]).

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 analytical methods and statistics.** Students preparing to enter fields in which competence in specific analytic methods and/or statistical analysis is expected for successful participation must identify with the aid of their advisor and committee what courses should be taken before undertaking dissertation research.

3.3 Ph.D. Candidacy Examination

(See 7.4 in the [Graduate School Handbook](#) for further details)

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.

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 at Ohio State University; any committee members from outside of OSU must be added as a fifth member by petition to the Graduate School. The student is urged to form this committee during the first semester (and no later than the second semester) of Ph.D. study.

Scheduling of Ph.D. Candidacy Examination. Ph.D. students are normally expected to take their Candidacy Examination in the spring semester of the 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.

Once the committee is formed and well in advance of the Candidacy Examination, each student should work on 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 and 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, no later than the third semester in the program**, 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**.

Following the meeting, the committee **must sign the Petition to Take Ph.D. Candidacy Examination** (see

appendices), and a **hard copy of the signed petition and the Plan of Study must be filed with the GPC** by Friday of the **12th week** of the semester prior committee meeting scheduled before the 12th week of the semester prior to the Candidacy Examination. **Once these tasks are completed the student must then submit an [Application for Candidacy](#)** (available online on GradForms), **which specifies the dates for the written exam and the oral exam.** Students are advised to communicate with their committee about the dates for the written and oral exam prior to submitting the Application for Candidacy via GradForms. **The Application for Candidacy must be submitted and approved (by the Grad School and the GSC) at least two weeks prior to the oral exam.**

The student is responsible for working with the office staff to secure an appropriate location for the two hour oral 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 6.6 in the Graduate School Handbook).

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 must disseminate copies to the committee as digital documents. The committee must be given a minimum of **1 week** to review the written exam prior to the two hour oral exam. Note that the Graduate School requires the oral exam be scheduled within **1 month** of the completion of the written portion.

Completion of Ph.D. Candidacy Examination. Upon completion of the candidacy oral exam, the online **Candidacy Examination Report** (available [GradForms](#)) form is submitted by the student's advisor and all committee members. The committee determines whether the student's performance was satisfactory or unsatisfactory. A student who receives an unsatisfactory evaluation by at least one committee member on either the oral or written portion of the defense will have failed their exam. 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 will be 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.**

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 7.2 in the [Graduate School Handbook](#)). Thereafter, the student must petition to be reinstated to candidacy. 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 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?);
 - 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 the reinstatement petition, 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.

3.4 Ph.D. Research

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 (Appendix B in the [Graduate School Handbook](#)). All Ph.D. Dissertation Committees must be approved by the GSC, which is done when the student submits the **Dissertation Proposal Approval Form** (see appendices).

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.

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, 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(s) 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 (Appendix B in the [Graduate School Handbook](#)) 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 appendices). 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 A for more information on grant proposal submission and departmental travel policies).

3.5 Ph.D. Dissertation

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, 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.

3.6 Bioethics approval

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.

3.7 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,

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 appendices) is then submitted to the GSC.

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](#) with the Graduate School. The student is responsible for scheduling the final oral examination after the Dissertation Committee has approved the final draft of dissertation. The **Application for Candidacy on [GradForms](#)** 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 7.9 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 (Appendix B in the [Graduate School Handbook](#)). 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 Term, 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.

Ph.D. Oral Examination Results. In accordance with the [Graduate School Handbook](#) (Section 7.11), 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 will sign the online Final Oral Examination Report form available in [GradForms](#). In the case of an unsatisfactory vote, a student may revise and re-defend in accordance with Graduate School rules.

Following a successful oral defense of the Ph.D. Dissertation, the student needs to present a revised version of the dissertation that takes into account the suggestions from the committee. The revised version must be submitted to the Graduate School for approval before the end of the semester deadline for graduation to take place.

Once Graduate School approval of the dissertation is obtained, the student must submit the dissertation to Ohio Link.

Upon acceptance by Ohio Link, the student may submit the **Dissertation Approval Form (Graduate School Form)**. Check the Graduate School deadlines at <https://gradsch.osu.edu/calendar/graduation>.

3.8 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** to their advisor and the GPC by Friday of the **4th week** of the spring semester. This requirement applies to all students pursuing a degree in the 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 should schedule 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.

The annual evaluation will be used by the Graduate Studies Committee to rank the students interested in being considered for a Graduate Teaching Associate position. Ranking is determined via a scoring system that is outlined in the Graduate Teaching Associate Handbook.

Addendum for the 2020-2021 Academic Year

Due to the impact of the global Covid-19 pandemic in 2020, the faculty evaluation of students will not generate a record of satisfactory/unsatisfactory progress in the program for the 2020-2021 academic year. The annual letter from their advisor will include a discussion of progress and expectations.

APPENDIX A: 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 [Office of Sponsored Programs](#). For advice on submission of grant proposals, you have to consult with [Ms. Laurie Rosenberg](#) and your advisor. 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 ePA-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 ePA-005 form. A complete version of the proposal must be submitted to the chair when requesting for the ePA-005 signature.

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.

Once a grant has been awarded **travel and research related expenses must be pre-approved**. Contact [Wayne Miller](#) for further details.

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 [Wayne Miller](#), the department's fiscal officer.

**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.**

Name **Signature (Advisor)**

Name **Signature, MA Committee Member**

Name **Signature, MA Committee Member**

Name **Signature, MA Committee Member**

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
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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)
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Name	Signature, MA Committee Member
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Name	Signature, MA Committee Member
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Name	Signature, MA Committee Member
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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:

Name **Signature (Chair)**

Name **Signature**

Name **Signature**

Name **Signature**

Student's Signature **Date**

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**

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
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