

PHD GRADUATE STUDENT MANUAL

CURRENT AS OF SEPTEMBER 2016

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PHD QUICK GUIDE

1. 18 credits minimum total
2. Three years of full-time study
3. Two languages, or one language and one research tool (advanced statistics, field methods or equivalent)
4. Three Synthesizing Papers
5. Written dissertation proposal with public oral defense
6. Advancement to Ph.D. Candidacy
7. Written dissertation with public oral defense
8. Maintain good standing with 3.0 GPA or better
9. Time limit 10 years to degree

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GENERAL INFORMATION

The Ph.D. degree in anthropology is a research degree, and the department offers highly individualized training in areas in which graduate faculty specialize. The department expects applicants to the Ph.D. program to hold an M.A. or M.S. degree in anthropology (other disciplines are occasionally accepted), and to have chosen UAF because they are fully aware of the specializations offered by and the strength of the faculty. In some cases, an incoming student may be expected by his/her Advisory Committee to take specific courses to address weaknesses or to acquire further expertise in some area essential for dissertation research or career development.

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FINANCIAL ASSISTANCE

We offer roughly 10 to 15 Graduate Teaching Assistantships per year for a one-semester term on a competitive basis with students ranked by multiple variables (GPA, GRE, timely progress toward degree, previous TA performance). Teaching assistant duties vary widely and may involve assisting a faculty member in a course or lecturing in an introductory course. All TAs require 15 hours work/week. We also offer occasional research assistantships associated with faculty grants.

If you wish to be considered for funding, ALL application materials must be received by the UAF Office of Admissions (US Students or International Students) AND the internal funding application (new students or returning students) must be submitted to the Anthropology Department by January 15. These departmental deadlines are different from those listed on other UAF web sites.

Renewal is not automatic: new and continuing students must reapply EACH SEMESTER for a TAship and will be re-ranked for funding at that time. MA students are limited to two years of departmental

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funding and PhD students are limited to three years of departmental funding. Mid-year applicants will not be considered for funding but may apply by the January 15 deadline for funding for the next academic year. If you wish to be considered for funding, ALL application materials must be received by the UAF Office of Admissions (US Students or International Students) AND the internal funding application must be submitted to the Anthropology Department by January 15. For returning students, TA renewal forms must be submitted by 15 October for Spring TAs and 15 January for Fall (next academic year) TAs. These departmental deadlines are different from those listed on other UAF web sites.

Information on competitive scholarships open to all graduate students at UAF is available on the web at the Graduate School web page or through the Anthropology Department's Financial Aid links. Students are encouraged to apply for those scholarships and stipends, and should work closely with Advisory Committee members to develop proposals and applications.

All students, but especially those who are in the Ph.D. program, are encouraged to apply for funds outside UAF. Information on funding opportunities is posted on the departmental bulletin board, disseminated by e-mail, available from the UAF Proposal Office and through the department web site. Faculty will assist students in developing funding proposals. Ph.D. students are expected to apply to national funding agencies to fund their dissertation research. Obtaining such funding for the write-up phase is also encouraged.

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PHD PROGRAM DURATION, LEAVES, AND READMISSION

Official degree requirements for the Ph.D. are stipulated in the [University General Catalog](#). UAF Regulations state (see General Catalog) that all requirements for the Ph.D. degree must be completed within a ten-year time period. Ph.D. programs vary widely in length of time devoted to coursework, research and dissertation writing. However, students are generally expected to complete their degrees many years before the Graduate School's maximum time limit of 10 years. Extension and readmission are possible only under exceptional circumstances and only with the concurrence of the student's Advisory Committee and the Dean of the College of Liberal Arts. All applications for extensions or readmission must also be approved by the Dean of the Graduate School.

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GRADUATE STUDY PLAN

The Advisory Committee must meet with the student during the first year to develop a Graduate Study Plan. At this time, the committee determines if any deficiencies exist and provides direction to the student for carrying out remedial work. Later meetings are held to update the study plan. The student must file the Graduate Study Plan in the Graduate School (by the end of the first academic year) and the Department of Anthropology. Students should consult sections of the General Catalog on Graduate Advisory Committees and Graduate Study Plans for further details.

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STUDENT FILE

The UAF Graduate School website (<http://www.uaf.edu/gradsch/forms>) contains the forms which constitute the body of official documents for the student's file. Two copies of the student's file are maintained, one in the office of the Dean of the Graduate School and one in the Department of Anthropology office. The student is responsible for ensuring that copies of all documents are provided in order to keep the file up-to-date. The Graduate Studies Coordinator and the Chair of the Advisory Committee will assist students in this matter.

According to federal law, students have a right to see any materials maintained in their file. The file may be examined and a copy made in the department office. Nothing may be removed from the file by the student.

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ANNUAL EVALUATION

Graduate School regulations require that a student's performance be evaluated by the faculty at the end of each academic year. Such evaluations are completed by the Advisory Committee Chair in consultation with the faculty. The evaluation (Annual Report of Graduate Advisory Committee) is signed by all members of the Advisory Committee and by the student. The original is filed with the Office of the Graduate School, with a copy in the student's departmental file. The evaluation is based on the student's overall performance in coursework, research, and as a teaching or research assistant (when this consideration applies). It may read "satisfactory," "conditional," or "unsatisfactory." It is the responsibility of the chair of a student's Advisory Committee promptly to inform the student of the results of this annual evaluation.

Upon receipt of the completed evaluation form from the Advisory Committee Chair, the student must sign and return it to the department office. If a student receives a "conditional" evaluation, the Advisory Committee will specify the conditions to be met and a timeline for completion. Failure to meet the specified conditions will result in an unsatisfactory rating on the next evaluation. Two consecutive unsatisfactory reports will result in dismissal from the program.

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COMMITTEE AND COURSEWORK

MAJOR ADVISOR (COMMITTEE CHAIR). Students will be assigned an interim advisor with whom they will meet during the first semester. A permanent advisor should be chosen as soon as possible, but no later than the end of the second semester. This person will serve as the Chair of the Advisory

ADVISORY COMMITTEE. Advisory Committees set requirements and guide students through their programs of study and research. Students are responsible for arranging meetings and consultations with their Advisory Chair and other committee members, and for arranging periodic meetings of the Advisory Committee. The student should set a meeting with the committee by the end of the second semester at the *latest*. Students may wish to change their Advisory Committee Chair or a member of

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their committee during the course of their studies. To do so a student must first notify his/her Chair and then file a Graduate Advisory Committee form, showing the change with required signatures (see UAF Graduate School Forms Pamphlet).

UAF Regulations specify that an Advisory Committee for Ph.D. students is to be composed of a minimum of four members, one of whom may be from outside the department (see below). The Advisory Committee Chair must be a tenured or tenure-track member of the UAF Department of Anthropology.

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The Advisory Committee for a Ph.D. student must consist of a minimum of four faculty whose primary employment is with UAF. The Ph.D. students should carefully consult the General Catalog on regulations pertaining to the composition of their committees regarding faculty outside the department. (Note: this regulation does not preclude faculty other than those of UAF serving on a Ph.D. committee. Such members, however, serve in addition to the four members specified above.) Please note that any exceptions to the composition of the Advisory Committees as prescribed in the General Catalog must be explicitly approved by the Dean of the Graduate School. Exceptions are extremely rare and only occur on an individual basis."

PH.D. COURSE WORK REQUIREMENTS. There are no general coursework requirements for the PhD; all specific coursework requirements are set by the student's committee. The Graduate School requires a minimum of 18 graduate UAF credits and at least three full years of study, including transfer credits.

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TOOLS AND AREA PAPERS

LANGUAGE AND/OR RESEARCH TOOL. Ph.D. students are required to demonstrate competency in two languages relevant to the student's work, or one language plus a research tool (such as statistics or field methods). Specifics are to be determined by the student in consultation with the Advisory Committee, but language proficiency should be the equivalent of two academic years of study with a grade of "B" or better. Completion of these requirements should be registered with the form "Report on Completion of Language or Research Tool Requirement"

(<http://www.uaf.edu/gradsch/students/current/forms/LangResearchTool.pdf>). Language proficiency will be determined by an examination in a form agreed to by the Advisory Committee. Normally, a Ph.D. student is expected to translate an article in the language and area of specialization appropriate to his/her field. The student may choose, however, to take the language proficiency exam of the Educational Testing Service.

AREA PAPERS. To qualify for advancement to candidacy, Ph.D. students must write three synthesizing papers (approximately 40 pages each), reviewing the state of knowledge in a specified area of anthropological research. (These are sometimes referred to as "comp papers" or "field statements"). The areas to be synthesized will be established in advance by the student's Advisory Committee, and

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students will be responsible for preparing an extensive bibliography of sources for each. The bibliography will be submitted along with each paper. After approval by the student's committee, a copy of each paper, signed by the committee chair, should be submitted to the department office for the student's file.

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PROPOSAL

Ph.D. students will present a written research proposal prior to beginning their dissertation research. The research proposal should detail the research topic, with particular attention to the theoretical framework, research methodology, relevant literature, and development of a pertinent database. The written research proposal must be approved by the Advisory Committee. Students must make a public oral presentation and defense of the research proposal. Proposal should demonstrate the following:

1. Mastery of theories and concepts in the field demonstrated in problem statement and literature review:
 - a. Are the arguments coherent and clear?
 - b. Are the objectives well defined?
 - c. Does the proposal demonstrate mature, refined critical thinking skills?
 - d. Does the literature review demonstrate an appropriate level of depth and mastery of the major theoretical concepts?
 - e. Does the author generate well-reasoned and well supported research questions or hypotheses?
2. Mastery of research methods - data collection procedures:
 - a. Is the overall research design appropriate to the proposed study?
 - b. Are the sources of primary and secondary data clearly specified?
 - c. Are the data collection procedures clearly and sufficiently explained?
 - d. Are the research methods appropriate to the research questions and/or hypotheses?
 - e. Does the author demonstrate regulatory compliance (if applicable)?
3. Mastery of research methods – data analysis procedures:
 - a. Are data analysis procedures clearly and sufficiently explained?
 - b. Are the analysis procedures appropriate to the types of data collected?
 - c. Does the analysis go beyond the obvious, acknowledging limitations and critically considering alternatives?
4. Quality of Writing:
 - a. Does the author utilize an appropriate academic writing style (i.e. a style that is formal, cohesive, and cogent, one that employs precise word choices, clear language, logical organization, and appropriate grammar/spelling)?
5. Originality and potential for contribution to the discipline of anthropology
 - a. Does the proposal demonstrate potential for discovery?
 - b. Does the proposal extend previous work on the topic or related topics?
 - c. Does the proposal demonstrate theoretical and/or applied significance?
 - d. Does the proposal demonstrate publication potential?

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PHD RESEARCH PROPOSAL TIMELINE

PROPOSAL SUBMISSION. The final proposal should be submitted to the committee for approval at least **THREE WEEKS** before the planned proposal defense.

SCHEDULING THE DEFENSE. When the Committee approves the proposal draft for defense, the student should contact the department administrative assistant to identify available time slots for the defense (preferable during the colloquium series on Fridays at 3) AND must also electronically [submit](#) the signed [proposal approval form](#) via the link on the webpage. The form will be sent to the webpage and Facebook page managers for public advertising; the form is also sent to the departmental administrative assistant who will send an email to the anthropology listserv. This process ensures all faculty and students are aware of the upcoming defense. Students must also post flyers to advertise the event (the departmental administrative assistant will provide students access to the photo copier for production of the flyers). **Students are required to advertise a minimum of 2 weeks in advance of the defense date—to ensure this rule is met, students are advised to submit the forms 3 weeks in advance. If the process is not followed, the student WILL NOT be allowed to defend and the defense will be postponed until the advertising requirement has been met.**

PROPOSAL PRESENTATIONS should be approximately one half hour in length and will conclude with the opportunity for the public to ask questions. At the end of this question/answer session, the public will be asked to leave. Departmental faculty will then have the opportunity to ask further questions. The committee then determines the pass/fail status of the defense. The Report on Examination form should be completed and the category "Other" checked, filling in "Research Proposal Defense." [Top of the Document](#)

ADVANCEMENT TO CANDIDACY

With advancement to candidacy the department certifies that the student has successfully completed the comprehensive examination (synthesizing papers), that his/her dissertation topic has been approved, that the research proposal has been successfully presented, that the language research tool requirements have been completed, that all course deficiencies have been remedied, and that all further course requirements have been spelled out (in the Graduate Study Plan). The student must have completed at least 9 UAF credits and be in good standing. The Application for Advancement to Candidacy form ([GS forms](#)) must be completed and turned in no later than the semester before a student plans to graduate. It is expected that Ph.D. students will advance to candidacy before beginning their primary dissertation research. [Top of the Document](#)

DISSERTATION AND DEFENSE

It is expected that by the end of his/her first year in the program the student will have defined a dissertation topic. The student will be guided in completion of the dissertation by his/her Advisory Committee, with primary responsibility resting with the Advisory Committee Chair. The dissertation, upon approval of the written draft by the committee, will be defended in a session open to the public. UAF Regulations pertaining to defenses are set out in the UAF General Catalog. [Top of the Document](#)

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DISSERTATION DEFENSE TIMELINE

- 1) The final dissertation draft should be submitted to the committee for approval at least **THREE WEEKS** before the planned proposal defense.
- 2) When the Committee approves the dissertation draft for defense, the student should contact the department administrative assistant to identify available time slots for the defense (preferable during the colloquium series on Fridays at 3) AND must also electronically [submit](#) the signed [defense approval form](#) via the link on the webpage. The form will be sent to the webpage and Facebook page managers for public advertising; the form is also sent to the departmental administrative assistant who will send an email to the anthropology listserv. This process ensures all faculty and students are aware of the upcoming defense. Students must also post flyers to advertise the event (the departmental administrative assistant will provide students access to the photo copier for production of the flyers). **Students are required to advertise a minimum of 2 weeks in advance of the defense date—to ensure this rule is met, students are advised to submit the forms 3 weeks in advance. If the process is not followed, the student WILL NOT be allowed to defend and the defense will be postponed until the advertising requirement has been met.**
- 3) It is the responsibility of the Ph.D. student to request that the Office of the Graduate School assign an **outside examiner** for their defense (see <http://www.uaf.edu/gradsch/forms.html> for the necessary form). The request must be made at least **two weeks** before the defense. Students must supply a copy of the dissertation to the examiner at least **one week** prior to the defense. There is an online form for [requesting the outside examiner](#).
- 4) As specified in the General Catalog, the defense will consist of a presentation by the candidate. The length of the presentation will be determined by the Advisory Committee. Following the presentation there will be a question period. Normally, the Advisory Committee Chair will conduct the defense meeting and the Chair and members of the Advisory Committee (which may be augmented by other faculty members at the discretion of the Dean of the College, Dean of the Graduate School or both) will conduct the questioning. If the Chair cannot fulfill this duty, the Dean of the College or the Dean of the Graduate School will appoint a substitute. At the conclusion of the public portion of the defense, the Chair, as a rule, will open the questioning to the public.
- 5) Afterwards, the Advisory Committee will meet in closed session to pass or fail the student on the defense. The student may be advised on revisions the committee deems necessary. The student will then submit the revised dissertation for the committee's final approval in accordance with UAF Regulations. These regulations are set out in the General Catalog, and a [Thesis Format Workbook](#) should be obtained from the Graduate School. Students must conform to thesis format requirements and to thesis submission deadlines as specified in the workbook. Students should also refer to the American Anthropological Association guidelines for formatting publications (e.g., in the journals American Anthropologist, Current Anthropology, American Journal of Physical Anthropology, American Antiquity) in order to conform to disciplinary conventions.
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PROGRESS WITH GOOD STANDING

To remain in good standing in the department, the student must maintain a 3.0 GPA or better, must meet with the interim advisor at least twice per semester until the Advisory Committee Chair is designated,

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must designate an Advisory Committee Chair no later than the end of the second semester, and must assemble a full committee and select a research topic no later than the end of the third semester. Receiving departmental funding (T.A., R.A.) is contingent upon remaining in good standing. Students who fail to remain in good standing will be placed on probation for one semester, and asked to correct the problems. Students who do not correct the problems after one semester will be dropped from the program. The Graduate School requires that students be enrolled each semester they are active in the program. If a student fails to register for a semester without a leave of absence, they will have to reapply to the Graduate School to reinstate their status.

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GENERAL POLICIES

GRIEVANCE PROCEDURES. Students may feel, as individuals or as a group, that they have a grievance against another student, a faculty member, the department, or the school. If such circumstances arise, it is suggested that the matter be openly and frankly discussed in consultations with faculty members, the Graduate Student Representative, and the Department Head. Depending on the nature of the problem, one or the other may be able to mediate the matter and resolve the grievance. If the matter is not resolved, the student has a right to bring up the matter officially in a faculty meeting, before the faculty as a whole. Students may also request a meeting with individual faculty members, or faculty members and other students. If departmental policy is implicated, the faculty as a whole may need to arrive at a decision. If a grievance is not satisfactorily resolved within the department, students are referred to the Office of the Graduate School.

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STUDENT-FACULTY INTERACTION. In our department, faculty work closely with graduate students and most faculty members maintain an "open door" policy. From time to time students request individual faculty members to write recommendations either for study elsewhere or in applying for a job, research or training grant, summer institute, language school, and so on. Normally the faculty respond promptly to such requests. However, to facilitate the process, it is desirable that students faculty members with curriculum vitae, a stamped and addressed envelope, information about the institution or job for which the recommendation is needed, and any required forms well in advance of deadlines. Faculty who provide students with recommendations would appreciate hearing the results of the student's applications. Copies of letters of recommendation are placed in the student's departmental file.

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STUDENT RESEARCH PRESENTATIONS. All students are strongly encouraged to present their research at an informal departmental venue and seek feedback prior to presenting their work at a local, national, or international conference.

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ETHICS IN RESEARCH. Students are encouraged to conduct field research. It is especially important for anthropology students to remember that research on human subjects is regulated by federal law and agency regulations, and is subject to review by the **UAF Institutional Review Board** (<http://www.uaf.edu/irb/index.html>). All proposals, including those for summer research, are

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reviewed by the faculty with this in mind. IRB Approval in all cases must be secured before research commences. This applies to even seemingly innocuous situations. A statement on the use of human subjects is required in which potential harm is discussed, as well as means to avoid or minimize any such potential harm. This statement must be signed by the proposed investigator. The student should specify the proposed methods, such as participant observation, questionnaire, interview schedules, and so forth. A consent form for study participants is also typically required. Informal consultations with the faculty on this aspect of anthropological research are encouraged. Students must adhere to professional ethics guidelines (copies of the guidelines are appended to this manual.) Students are also responsible for obtaining the appropriate permits and permissions from communities, agencies and others who may be involved in or affected by their research.

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GRADUATE STUDENT OFFICE SPACE. Office space in the department is limited, and priority is given to teaching assistants and Ph.D. students. Space will be allocated on a year-by-year basis with no automatic renewals. Students must see the department administrative assistant for a space assignment. Library carrels are also available and can be applied for at the Rasmuson Library Circulation Desk. Students who are not in residence on campus should not expect to be assigned space in the department.

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GRADUATE STUDENT ORGANIZATION. UAF abides by the Students' Rights Document of 1967. On a more formal level, graduate students elect a Graduate Student Representative who reports to the faculty, usually through the Department Head and/or in faculty meetings, the students' concerns, plans and interests. From time to time, a departmental student/faculty meeting may be called by the Department Head to address common concerns. The Graduate Student Representative is also responsible for calling meetings of the graduate students to organize educational or social activities. There are opportunities to invite guest speakers (periodically funded by the Graduate School) and to hold special events (such as a film screening, a holiday potluck, or a joint graduate/undergraduate social gathering). Graduate students also typically assist with the Alaska Anthropological Association Meetings, which are hosted in Fairbanks on a rotating basis.

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FORMS. There are numerous forms that students are required to submit or that need to be submitted on their behalf during the course of their studies. The most common and important forms are available on the [Graduate School web page](#). Hard copies of most forms can be obtained from the Administrative Assistant in the Anthropology Main Office.

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ADDITIONAL INFORMATION. More information about the UAF Department of Anthropology can be found online at <http://www.uaf.edu/anthro>. This website includes links to other UAF online sources, including the General Catalog, Admissions, and Financial Aid. The UAF Graduate School forms and [Thesis Format Workbook](#) can be found online at <http://www.uaf.edu/gradsch/forms.html>.

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Checklist

- Maintain good standing with 3.0 GPA or better
- Students must apply for a temporary [leave of absence](#) if not registered for classes
 - Leaves are granted for a maximum of one year
 - If a student is not registered for credits without/following leave, the Graduate School requires an [application](#) for reinstatement to graduate status
- 3 years full time study (time limit: 10 years to degree)
 - 18 credits total
- [Graduate Study Plan](#) (and [supplement](#), if needed): Completed in first semester
- Appointment of [graduate advisory committee](#): Completed in first year
- Annual report on student progress from [graduate advisory committee](#): completed each Spring
 - Failure to meet target deadlines must be explained here (e.g., postponing comps)
 - Graduate School funding eligibility is based on annual report submission
- [Language/Research tool](#): completed prior to candidacy. Choose one:
 - Two languages
 - One language and one research tool (e.g., advanced statistics, field methods)
- Area Papers: completed in year 2 or 3
- Approved Proposal: typically prepared in the spring semester of the second year
 - The recommended Research Design and Professional Development Seminar is aimed at helping students complete a proposal prior to summer data collection
- [Advancement to Candidacy](#)
 - All requirements except the dissertation defense have to be met prior to advancement
- Dissertation: progress varies among students but this typically will occur in the fifth year
 - Dissertations must be defended during the academic year (September through April).
 - Students must have [one outside examiner](#) (arranged through the Graduate School).
 - Theses must be advertised a minimum of **two weeks** prior to the defense date
 - Students must [submit](#) a signed Thesis Defense Approval [form](#)
 - Public oral defense: students bring with them to the defense the defense report form
 - Students must use the [proper format](#) (the [Graduate School](#) offers workshops on this)
 - Students must submit an electronic copy of the thesis to the department
- Graduation
 - Thesis submission deadlines are mid-November/mid-March for CLA and early December/early April for the Graduate School. If a student intends to defend and deposit during the term in which s/he wants to graduate, the timeline for the defense date will be September-late October or January-late February. These may be busy times depending on the number of students defending in a semester so plan and schedule ahead. Remember your committee must receive a draft **3 weeks** prior to the defense
 - Students must [apply for graduation](#) in the semester prior to the semester in which they would like to graduate. The application deadline is typically mid-October and mid-February so plan ahead.
 - Submit to Graduate School:
 - Thesis submittal form along with payment receipt from UAF Business Office
 - Original signature page with all signatures (no fax or photocopy)
 - Two copies of thesis (one on thesis paper)
 - Complete [exit survey](#)
 - PhD only: [survey of earned doctorates](#)
 - ProQuest pp 4-5 (page 6 if copyrighting)
 - 50-word abstract

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