M.A. in ANTHROPOLOGY
GRADUATE STUDENT HANDBOOK

STEPS TO A SUCCESSFUL GRADUATE EXPERIENCE

UNDERGRADUATE DEFICIENCIES

Students who have been admitted with departmental deficiencies may be required to make up undergraduate course deficiencies as prescribed by the department responsible for the graduate program.

Once in the program, students can enroll in ANTH 502: Fundamentals in Anthropology, a variable credit course. Students enroll in 1 credit hour of ANTH 502 for each undergraduate deficiency. Students sign up with the professor responsible for the undergraduate course indicated.

With the permission of the student's adviser and the head of the department, courses to meet undergraduate deficiencies may be taken under an S/U option (with S being a grade satisfactory to the professor). These courses will not affect the maximum number of S/U graduate credits permitted.

It is important that you take care of these deficiencies as soon as possible. Completing these courses will enhance your performance at the graduate level and allow you to focus on your graduate courses.

FINANCIAL ASSISTANCE

Anthropology Graduate Program Assistantships

The department has several graduate assistantships available. The deadline for submitting an application for an assistantship is February 15 for fall admission and October 15 for spring admission.

Award of an assistantship is not made until after admission to the department graduate program. The following criteria are normally used for awarding assistantships: (1) academic grade point average, (2) letters of recommendation, and (3) other evidence of professional promise. Preference is given to students who are admitted to regular, rather than provisional graduate status. Financial need is not a consideration in awarding graduate assistantships.

The Department of Anthropology has a limited number of G.A. positions (6 10 hour G.A. positions). However, faculty and the department head actively search for financial support of graduate students, either through grants, other campus programs, etc. Therefore, it is in your interest to apply for a G.A. position. These applications provide the department with the pool for which we continue to advocate and support.

Graduate Assistant Responsibilities

Full-time assistantships are 20 hours per week. Half-time assistantships are 10 hours per week. Work assignments are developed through joint consultation among the department head, faculty members, and teaching assistants. All Graduate Assistants are expected to develop a work
schedule, including regular office hours. Each Graduate Assistant should apprise the department of this schedule each semester.

Tenure of Graduate Assistants

Assistantships are normally awarded for one academic year (9 months), but in some instances the awards are on a semester by semester basis. Assistantships may be renewed for a second academic year if funding is available, but there is no guaranteed support for two years. In all cases, departmental support is limited to two academic years. Renewal of an assistantship is not automatic. Therefore, all students must submit an application to be considered for a second year award.

NONDEGREE COURSEWORK/TRANSFER CREDIT

The NMSU Graduate School catalog allows students to enroll in graduate classes under non-degree status. Under these conditions, students are allowed to take a maximum of six credits (i.e., 2 three-credit classes) non-degree status which they may then transfer into the anthropology graduate program and count toward fulfilling their course requirements. Students may take electives or required courses (such as ANTH 501) and have these courses count toward their anthropology graduate program.

The NMSU Graduate School catalog allows students enrolled in similar degree programs in accredited programs at other university to request permission to transfer graduate credits into NMSU graduate programs. In these situations, the anthropology program may allow a maximums of six credits (i.e., 2 three-unit classes) taken by students enrolled in an anthropology graduate program at an accredited university. In these cases, students may only request permission to transfer only elective credit. All required courses (i.e., the theory seminars and ANTH 505) must be taken at NMSU.

In both cases noted above, the anthropology program requires that students have earned a minimum of a B in the graduate level course for the student to apply the respective class toward his/her program.

If a student wants to take course work elsewhere after the student has begun the anthropology graduate program, the student must obtain prior approval by the graduate advisor, department head, and Dean of the Graduate School if such work is to be transferred.

“All Request for Transfer of Credit” forms are available in the Graduate School offices and on the web at: http://gradschool.nmsu.edu/.

COURSES AND PLANNING YOUR GRADUATE PROGRAM

The 33 hours of basic course work for students selecting either the thesis or nonthesis options are distributed as follows:

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Units</th>
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<tr>
<td>Any two out of the following theory seminars</td>
<td>6</td>
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<tr>
<td>ANTH 500: Seminar in Anthropological Theory</td>
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<td>ANTH 501: Concepts in Anthropology</td>
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<td>ANTH 585: Method and Theory in Archaeology</td>
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<td>ANTH 513: Biological Anthropology</td>
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<td>ANTH 505: Issues in Anthropological Practice</td>
<td>3</td>
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<tr>
<td>Cultural History of Theory</td>
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<tr>
<td>Archaeology Biological</td>
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Students take additional electives, i.e., 7 classes of which 5 must be in anthropology

Then student have two options:
1. Thesis (ANTH 599)  
   Students may obtain in-depth training in particular areas through readings, special topics, and special research courses (ANTH 596 or 598). Students are only allowed 6 credits of ANTH 596 (i.e., 2 classes) to count toward their degree program. Be careful how you use the 596 option so that you do not end up registering for hours that will not count toward your degree program.

2. Non-Thesis (internship or additional courses)  
   Students may also take up to six credit hours (i.e., 2 classes) outside the department in related fields such as history, linguistics, biology, geology, geography, and computer science. This is intended to let the student take advantage of inter-disciplinary requirements of their thesis or internship interest.

   In planning course work, students will want to consult with the graduate advisor and/or their committee advisor to strategically design their program. Students should plan to focus their graduate program, i.e., with an emphasis in biological anthropology, cultural anthropology, Mesoamerican anthropology and archaeology, Southwestern anthropology and archaeology, historical archaeology, or museum studies. Focusing the program allows the student to develop the specialized training and skill expertise that are critical to obtain employment and/or entrance into Ph.D. programs. Students should also explore other options, such as minors and certificates that will enhance their respective M.A. degree.

   Possible minors and certificates obtained by M.A. anthropology students include:
   Food Studies
   Latin American Studies
   Geographic Information Systems
   Government
   History
   Native American Studies
   US/Mexico Border Health Issues
   Women Studies

   FORMING GRADUATE ADVISORY COMMITTEE

   A new graduate student is initially assigned to a Graduate Student Advisor, who serves as a temporary advisor. As you develop your ideas, you will want to select an advisor who will work closely with you in selecting courses and developing your thesis or internship proposal. Do not wait several semesters before making this decision. Seek out the faculty member with whom you want to work and identify potential thesis topics. Find out what the faculty member’s plans are, i.e., sabbaticals, research projects, etc. Work closely with the advisor in developing your ideas for your thesis. As well, work with your advisor in selecting your elective classes; make your graduate course work look like a coherent, thematically structured program.

   Working with your advisor, you will then select other members to be on your advisory committee. Generally this committee will be composed of one other anthropology faculty member and one faculty
member from another department. You need a minimum of three members, two inside and one outside. The outside member can serve as the Graduate School representative at the time of the thesis defense.

All members of the advisory committee should be members of the Graduate Faculty. The earlier such a committee is established, the better it is for you. Your advisor serves as a thesis advisor, thus providing assistance in preparing both the thesis proposal and the final thesis.

Occasionally the advisor or members of the committee must ask for a substitute. This may occur in cases where a faculty member takes a sabbatical leave or is off campus for an extended period of time.

**ADVANCE TO CANDIDACY**

After your first 12 hours of Master’s work you need to file with the Graduate School an Application for Admission to Candidacy for Master's Degree found at:

http://prospective.nmsu.edu/graduate/forms/index.html

This form lists all the classes that you have taken and that you plan to take while at NMSU. You may wish to wait and file this at the end of your second semester or beginning of your third, i.e., when you know exactly what classes you are taking in the program. Once you submit it, it is written in stone, and the graduate advisor will need to submit a memo to the graduate school requesting changes if you decide to take other classes. There is a change form available at

http://prospective.nmsu.edu/graduate/forms/Program%20of%20Study_change%20form.pdf

Nevertheless, do not wait until the end of your program before submitting.

**THESIS/ INTERNSHIP**

There are two options:

1. Thesis. If you plan on applying for a Ph.D. program, we recommend a thesis
2. Internship. If you plan on applying for a federal job or other professional employment, then the internship may serve your future career plans.

The implication is that the internship represents a terminal M.A. program.

**THESIS PROPOSAL**

Under the thesis option, each graduate student must submit an acceptable thesis proposal to his or her graduate advisory committee. There will be an oral presentation of the proposal (technically referred to as a hearing) to the advisory committee. Any interested faculty member may attend. The development and presentation of the proposal typically takes place after completion of 18 credit hours. Although your advisor committee chair likely will offer specific instructions for preparing your proposal, the following guidelines are suggested for the student's use:

State the premise of the thesis.
1. Discuss the major hypotheses or problem domains involved in the proposed thesis.
2. State what has been done by other investigators in the field so that the committee can see how your proposed contribution relates to existing knowledge.

Indicate the types of data that will be used in the thesis and provide some indication of their availability. Some comment should be made about the relevance of the data, their completeness, and their representation.

Identify the methodology and techniques to be used in the study and their probable validity and reliability.

Provide a statement of what the thesis may be expected to contribute to knowledge.

Compile a reference bibliography.

Conclude with a tentative timetable leading to thesis completion and the oral examination.

**THESIS WRITING**

In the preparation of a thesis, students should refer to a copy of the "Guideline for Preparing a Thesis or Dissertation," which can be acquired from the Graduate School. Following this guide in writing your thesis will reduce the amount of revision that you will need to do when you submit it to the Graduate School. The Graduate School editor is a stickler for details; if you do not follow the guidelines, you will spend a lot of time making editorial revisions and formatting changes after completing your thesis.

The Graduate School will accept the format of the American Anthropological Association as the proper style for writing an anthropology thesis. The student should use this format in writing both the proposal and the thesis. The thesis editor in the Graduate School is responsible for reviewing the thesis for style and format. If the student has any questions about style, it is strongly recommended that such questions be clarified before preparing the final copy. It is recommended that the student see the thesis editor with a typed, draft copy of the thesis. The thesis editor can reject a thesis if it does not meet Graduate School standards. The choice of a thesis subject is up to the student, under the guidance of the advisor. A student may write a thesis on an applied topic or write an empirical-quantitative thesis, a theoretical thesis, a historical thesis, or a library thesis integrating the literature on a particular topic. The student is encouraged to select a thesis topic early in the program to facilitate its integration with course work.

At this time, students register for ANTH 599: Master’s Thesis. Faculty vary as to whether or not they allow their students to register for ANTH 599 hours before completing their thesis proposal. Please remember that thesis hours are intended for completing a thesis, thesis credits cost more than other 500 level courses, and once you register for ANTH 599, you must continue to register for at least 1 credit hour of 599 until you complete your thesis and graduate.

**INTERNSHIP**

The purpose of the internship is to provide anthropology graduate students with a structured experience that combines participant observation research with practical, on-the-job training within a private group or public agency. The internship is open to any area which can be structured around previous course work to help a student develop an applied perspective in the discipline. A graduate student choosing the internship option has the following obligations:

Select a faculty member to serve as an internship advisor, decide on an organization or agency, and obtain permission to participate in that organization.
Develop a detailed outline of the kinds of experiences expected to be furnished by working within the selected group or agency. This is comparable to a thesis prospectus and should include a solid review of literature relevant to the agency activity or programs.

1. Develop a time schedule of activities.
2. Take adequate notes during the internship for writing the evaluation report and passing the oral examination.
3. In the final semester, establish a graduate internship committee within the department and meet with the committee to discuss the internship experiences. An agency representative may be invited to attend any meetings; the representative should be invited to participate in the final oral examination.
4. Write the Departmental Internship Evaluation Report upon completion of the internship experiences. The style and format may follow closely that in use by the internship agency. The report should include: (a) A concise statement explaining specific activities, (b) A discussion that integrates course work and internship experiences, and (c) a precise evaluation of the strengths and weaknesses of the internship experiences, including any recommendations for the agency or department. The report may be viewed as the kind of evaluative writing that would be required if the student were a full-time employee of the agency and asked to evaluate the internship experience. Although the report is not written in the scholarly style of a thesis, it must reflect a serious academic effort grounded in a literature review and/or theoretical foundation.
5. Schedule the oral examination and distribute copies of the evaluation report to committee members.

FILING TO GRADUATE

You must file an Application for Degree form at the beginning of the semester that you plan to graduate. This form may be found at http://prospective.nmsu.edu/graduate/forms/index.html. Check the graduate school catalog for dates, and make sure that you take care of this the semester that you plan to graduate (http://gradschool.nmsu.edu/deadlines/index.htm). You should have already filed your advance to candidacy by the time that you file to graduate.

FINAL ORAL EXAMINATION

A final oral examination is required for all students receiving a Master's degree from NMSU, including those who write a thesis. The examination must be taken after the student has filed for candidacy and before the last date allowed by the graduate school. The examining committee shall consist of at least three voting members, including at least two faculty members from the Anthropology Program and an additional committee member from outside the Anthropology Program. Each Master's examination is held under the scrutiny of a graduate faculty member assigned by the Dean of the Graduate School. One purpose of this oral examination is to test the candidate's general knowledge about anthropology. For persons who have written a thesis, much of the examination will be about the research topic.

THESIS/INTERNSHIP DEFENSE

As noted above, a final oral examination is required for all students receiving a Master's degree from NMSU, including those who select the non-thesis option. The examination must be taken after the student has filed for candidacy and before the last date allowed by the graduate school. The examining committee shall consist of at least three voting members, including at least two faculty members from the Anthropology Program and an additional committee member from outside the Anthropology Program.
Each Master's examination is held under the scrutiny of a graduate faculty member assigned by the Dean of the Graduate School. One purpose of this oral examination is to test the candidate's general knowledge about anthropology. For persons who have completed an internship, much of the examination will be about that experience and its integration into the student's program of study.

Scheduling oral defense Committee for Final Examination. You must schedule your defense with the graduate school at least ten days before examination by handing in a Committee for Final Examination form found at [http://prospective.nmsu.edu/graduate/forms/ExamForm_Masters%20revised.pdf](http://prospective.nmsu.edu/graduate/forms/ExamForm_Masters%20revised.pdf) at least ten working days before the date.

**CHECK LIST FOR STUDENTS**

1. Departmental application submission with 3 letters of recommendation
2. Meet with Graduate Advising Coordinator before first registration.
3. Selection of Graduate Committee Chair, preferably by the end of the second semester
4. Formation of an Advisory Committee for thesis or internship, preferably during the second or third semester.
5. Change from provisional to regular status (if applicable) upon satisfactory completion of 8 hours of graduate work with at least a 3.0 average.
6. Submit thesis prospectus to the Advisory Committee during the second or third semester. (Option 1 students.)
7. Application for Admission to Candidacy after removal of any deficiencies, after 12 hours of course work, and prior to last registration day in last semester before graduation.
8. Informal thesis format approval from the graduate school prior to final typing of the thesis. (Option 1 students.)
9. Application for Committee for Final Examination; student initiates at least 2 weeks prior to oral exam, coordinates time and place with committee members and according to schedule announced each session by the graduate school.
10. Final draft of thesis to Advisory Committee at least one week prior to final oral exam. (Option 1 students.)
11. Submission of Departmental Internship Report at least one week prior to final oral exam. (Option 2 students.)
12. Final oral examination at least 10 days prior to commencement or according to schedule announced each session by the graduate school.
13. Make any corrections on thesis; obtain signatures on signature page of thesis according to Graduate School schedule. (Option 1 students.)
14. Deposit 3 copies of signed thesis at the library See schedule announced. (Option 1 students.)
M.A. IN ANTHROPOLOGY
PROGRAM CHECKLIST

1. Core Theory Courses (6 credits total)
   - ANTH 500: Seminar in Anthropological Theory (3)
   - ANTH 513: Biological Anthropology (3)
   - ANTH 585: Method and Theory in Archaeology (3)

2. ANTH 505: Issues in Anthropological Practice (3)

3. Elective Classes (24 credits total/8 classes; students may take 2 classes outside of anthropology)
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4. Thesis/Internship Credits (6 credits total)
   - ANTH 599: Thesis Credits (6 maximum)
   - ANTH 597: Internship (6 maximum)
   - Other: ____________________________

Total (39 Credits total)