MASTER OF ARTS PROGRAM
IN
ANTHROPOLOGY

Graduate Student Handbook
“The Red Book”

For The Entering Class of 2014-15

Department of Anthropology
College of Arts and Sciences
Western Michigan University
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http://www.wmich.edu/anthropology/

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INTRODUCTION

The purpose of this handbook is threefold. First, it is designed to provide general information to prospective applicants to the Master of Arts Program in Anthropology which should be helpful in enabling them to make a well informed decision about this program. Second, it should provide answers to some of the common questions and concerns of students who have been admitted into the program. Third, its purpose is to familiarize students with the department and to serve as a supplement to the material provided by *The Graduate Student Calendar and Handbook* and *The Graduate College Catalog*. Note that most of this information, as well as a wealth of other relevant material, can be found at the Department of Anthropology webpage (http://www.wmich.edu/anthropology/). Any further questions should be directed to the Graduate Advisor, Department Chairperson, or any member of the faculty.

DEPARTMENT GOALS and ENVIRONMENT

The department seeks a diverse student body with reference to geography, ethnicity, area of interest, age, and so forth. We seek students who intend to earn a Ph.D. in Anthropology and teach at the college level, as well as students who plan to join the work force with a MA degree in hand. Most importantly, we are interested in recruiting students who are passionate about the study of humankind and dedicated to making a career out of this study.

We in the Anthropology Department strive to:

♦ Prepare graduate students for careers as anthropologists
♦ Facilitate opportunities for research and teaching for graduate students
♦ Provide strong mentoring relationships between faculty and students
♦ Help students meet their educational and professional goals as anthropologists

MASTER OF ARTS PROGRAM

The Master of Arts degree in Anthropology is designed to provide students with a basic understanding of the field as a whole and to encourage students to specialize in one of the three subdisciplines of anthropology which are offered at WMU: cultural anthropology, archaeology, and biological anthropology.

Our program has been very successful in preparing students for doctoral programs in anthropology and other related disciplines. It can also provide the foundation for careers in Cultural Resource Management, education, history, government, or non-profit organizations.
DEPARTMENT FACULTY AND STAFF

There are currently 10 full-time faculty members. Teaching faculty include 3 archaeologists, 5 cultural anthropologists, 1 linguistic anthropologist and 1 biological anthropologist.

Jacqueline Eng (Ph.D. University of California-Santa Barbara 2007; Associate Professor) Bioarcheology, Paleopathology, Interethnic interactions, China

Sarah Hill (Ph.D. Johns Hopkins University 2001; Associate Professor) Political economy, feminist theory, transnationalism, environmentalism; Mexico.

Jon Holtzman (PhD University of Michigan 1996, Associate Professor) Violence, international migration and refugees, food East Africa, Japan, U.S., Central Asia

Vincent Lyon-Callo (Ph.D. University of Massachusetts 1998; Professor) Political economy, post-structuralism, inequality and resistance, class, race, and ethnicity, feminist theory, social movements, labor history; North America.

Michael Nassaney (Ph.D. University of Massachusetts 1992; Professor) Political economy, archaeological theory and method, social transformations; North America.

Laura Spielvogel (Ph.D. Yale 1998; Professor) Cultural anthropology, gender, anthropology of the body, globalization and mass culture; Japan.

Bilinda Straight (Ph.D. University of Michigan 1997; Professor) Cultural anthropology, gender, religion, place, narratives; East Africa, Appalachia.

Kristina Wirtz (Ph.D University of Pennsylvania 2003; Associate Professor) Language and culture, religion, ritual discourse, semiotics, race and nation; Cuba, Caribbean.

LouAnn Wurst (Ph.D. State University of New York Binghamton 1998; Professor) North American archeology, historical archeology, marxist theory, feminist theory, critical pedagogy; North America

Allen Zagarell (Ph.D. FreieUniversität, West Berlin 1977; Professor) Old World archaeology, evolution of the state, pastoralism; proto- and prehistoric Iran and India.

DEPARTMENT FACILITIES

Facilities in the Anthropology Department for graduate student use include several computer labs, student lounge, and office space (usually reserved for TAs). Faculty research labs and study collections provide the opportunity for graduate students to work closely with faculty mentors and other students in the lab with a variety of different anthropological tools and
techniques. See individual faculty members for further information concerning lab facilities, study collections, and research opportunities.

**Student Organizations**
There is an active Anthropology Graduate Student Collective, which plans activities for its members (films, field trips, speakers, and discussions) and provides feedback to the department faculty concerning graduate student opinion on a range of curricular and programmatic issues. An elected graduate student representative attends faculty meetings as a voting member, except in matters of personnel and student issues. Graduate students also serve sometimes serve as committee members on a variety of departmental committees (e.g. curriculum committee).

**REQUIREMENTS AND DEADLINES FOR ADMISSION**

**Deadlines for Admission**
We strongly recommend that applicants ensure that their applications are complete by February 1 of each year. Although we do sometimes consider applications received later, you normally will not be considered for graduate fellowships and other departmental/university funding if that deadline is not met.

**Graduate College Admission Requirements**
General requirements for admission to The Graduate College include a bachelor's degree from an accredited institution, a grade point average (GPA) of at least 3.0 in the last two years of undergraduate work and acceptance by the academic unit offering the master's program.

**Anthropology Department Admission Requirements**
In addition to fulfilling the University requirements, prospective graduate students should also have completed a minimum of 15 semester hours of undergraduate work in anthropology, or 24 hours in anthropology and related disciplines such as geology, zoology, and the social sciences, of which at least nine hours must be in anthropology. Typically, we expect new graduate students will have taken introductory courses in cultural and biological anthropology and archaeology as undergraduates, but having an undergraduate degree in Anthropology is not a requirement for admission. Exceptions to the credit hours and GPA may be possible if these requirements have not been met at the undergraduate level. Applicants are often granted "probationary admission" into the program with the understanding that additional course work, as specified by the department at the time of admission, will be required and full admission granted only upon its satisfactory completion.

**ADMISSION PROCEDURES**
Application to the Master of Arts in Anthropology is now done entirely through the University admissions office.

In addition to materials to required by the university, the Anthropology Department also requires:
1. Three letters of recommendation. These letters are used to assess academic record and potential for success in our Master of Arts Program in Anthropology.
2. A one or two page "Statement of Purpose" outlining career goals and interests in anthropology. Be as specific about your research interests and career goals as possible. Aim to tell us why WMU’s Department of Anthropology is a good environment to pursue those goals.

Applicants may choose to submit their GRE scores if they feel it will strengthen their application, but this is not a formal requirement of the application process.

ON-LINE INFORMATION AND APPLICATION

Much important information concerning many aspects of graduate school life can be gained from Western Michigan University’s web site. The following pages have much of interest to graduate students in Anthropology, including financial aid and scholarships, on-line application, academic calendar, research funding, and program requirements.

♦ Western Michigan University http://www.wmich.edu
♦ On-Line Graduate Admission Application http://www.wmich.edu/apply/graduate/
♦ Graduate College http://www.wmich.edu/grad/
♦ College of Arts and Sciences http://www.wmich.edu/cas/
♦ WMU Libraries http://www.wmich.edu/library/
♦ Grad Student Financial Aid http://www.wmich.edu/grad/funding/
♦ Anthropology Department http://www.wmich.edu/anthropology/

PROGRAM REQUIREMENTS

Program Progression

The program is designed to be completed within two years, and students elect (under advisement) to take the thesis or non-thesis track. In order to progress through the program at a reasonable rate, it is strongly recommended that students enroll for nine credit hours each semester, although we recognize that this may be impossible for some students.

Students who fail to enroll for at least one credit hour each semester after admission until the degree is granted will be dropped from the program and must reapply for admission.

Thesis Track Progression

1. Upon admission, incoming graduate students are assigned to a faculty advisor based on the student’s interests as expressed in the Statement of Purpose. This is only a preliminary arrangement: students need to identify the faculty member best suited to serve as their thesis advisor, preferably during the first year in residence (see 5 below).
2. Graduate students should meet with the graduate advisor and/or their individual
faculty advisor to establish a program of study.

3. Students enroll in courses each semester by giving their course choices to the department secretary who will enroll them online (nine credit hours recommended each semester for full time students). It is strongly encouraged that students consult with their advisor regarding course choices prior to registration.

4. All graduate students must satisfactorily complete the three graduate seminars (ANTH 5900, 6020, 6040), an approved Research Methods class, and another 15 hours (minimum) of coursework. Along with 6 thesis hours (below) this will total 33 total credit hours.

5. Students select a thesis advisor and an additional 2 faculty members to serve on their thesis committee. One may be from another department or, with departmental permission, from another university. In consultation with the advisor, students elect to take the thesis- or non-thesis track, and notify the graduate advisor of their decision. After selecting a thesis topic, students on the thesis track write a thesis proposal. A copy of the completed and signed Thesis Proposal cover sheet should be sent to the graduate advisor. We encourage all students to present their proposal to the department in an open forum.

6. Once their thesis proposal has been approved by their committee, students file “Candidacy Application” form with the Graduate College prior to completing their final 6 required hours.

7. All students on the thesis-track must write a master’s thesis and enroll in a minimum of six thesis hours - ANTH 7000. The thesis is read by the committee chair and by the entire committee. Feedback is provided to the student and revisions are made to the thesis, until it is approved by all members of the committee.


9. Thesis approved by Graduate College.

10. Degree granted.
Internship Track Progression

1. Upon admission, incoming graduate students are assigned to a faculty advisor based on the student’s interests as expressed in the Statement of Purpose. This is only a preliminary arrangement: students need to identify the faculty member best suited to serve as their thesis advisor during the first year in residence (see 5 below).
2. Graduate students should meet with the graduate advisor and/or their individual faculty advisor to establish a program of study.
3. Students enroll in courses each semester by giving their course choices to the department secretary who will enroll them online (nine credit hours recommended each semester for full time students).
4. All graduate students must satisfactorily complete the three graduate seminars (ANTH 5900, 6020, 6040) a Research Methods course is strongly encouraged, and another 15 hours (minimum) of coursework is required (18 additional hours total).
5. Students select an advisor and an additional 2 faculty members to serve on their committee. One may be from another department or, with departmental permission, from another university. In consultation with the advisor, students elect to take the thesis- or non-thesis track, and notify the graduate advisor of their decision.
6. In consultation with the advisor and committee, an Internship or Practicum experience is selected. The student writes an “Internship/Practicum Proposal” that is approved by the advisor and committee. We would encourage all students to present their proposal to the department in an open forum.
7. Once their Internship proposal has been approved by their committee, students file “Candidacy Application” form with the Graduate College prior to completing their final 6 required hours.
8. Students on the non-thesis track must take 6 hours of internship or practicum (Anth 712: Professional Field Experience.
9. Students on the non-thesis track write a paper about their internship or practicum experience. The paper is reviewed by the advisor and committee, and eventually approved.
11. Degree granted.

Course Work

At least 33 semester hours are required of each student at the graduate level (500 or above). At least 30 hours must be in anthropology, including 6 hours of Anth 7000 or 71200. The remainder may be in related disciplines as determined by the interests of the student and with the student's advisor's approval. A maximum of 6 hours of Independent Reading (Anth 6980) or Independent Research (Anth 6990) may be included. [Up to six hours of undergraduate-level Anthropology courses (300-400 level) may be taken for graduate credit. Students will receive credit for these courses toward completion of the degree, but grades will not be computed into overall GPA. Students must submit a form requesting permission from the Anthropology Department and the Graduate College prior to enrolling the course.]
Required Seminars

Three graduate seminars are required of all anthropology graduate students, in both the thesis and non-thesis tracks. These seminars include, Anthropology 5900 (Anthropology as a Profession) Anthropology 6020 (Seminar in Anthropological Theory), and Anthropology 6040 (Integrating Anthropology). One of these courses is offered each semester, and all are offered over a two-year period. Students must take these seminars as they are offered. Otherwise they will have to wait an additional year or two to take the required seminars. Thesis track students are required to take an approved Research Methods course. Internship track students are strongly encouraged to take a research methods course as part of their program of study.

Thesis Hours

At least six hours of the thesis-track student's 36 hours must be ANTH 7000 (Master’s Thesis). Students take 7000 credits after all their other coursework requirements have been completed. Before enrolling in 7000 credits, students must have an approved thesis proposal and need to submit the form “Permission to Elect” with the graduate college. Note that once students enroll in ANTH 700, students must enroll for a minimum of one hour of ANTH 7000 every subsequent semester until graduation. Students who fail to enroll each semester may be dropped from the program and may need to reapply for admission.

Internship/Practicum Hours

At least six hours of the internship-track student's 36 hours must be ANTH 712 (Practical Field Experience). Students take 712 credits after all their other coursework requirements have been completed and have their internship proposal approved by their committee. Before enrolling in 712 credits, students need to submit the form “Permission to Elect” with the graduate college. Note that once they enroll in ANTH 712, students must enroll for a minimum of one hour of ANTH 712 every subsequent semester until graduation. Students who fail to enroll each semester may be dropped from the program and may need to reapply for admission.

Grades

According to Graduate College regulations, students must maintain a 3.0 GPA ("B" average) or better in order to receive a master's degree. No credit will be awarded for courses in which a student earns below a "C" letter grade. In the Anthropology Department, a grade of "B" is considered marginal, and any grade below a "B" is considered unsatisfactory. Students who receive grades of "B" or lower may expect notification of unsatisfactory progress or cause for concern by the graduate advisor.

Plagiarism and Academic Dishonesty

The Department of Anthropology feels strongly about the importance of intellectual honesty at all levels of scholarship. Students are encouraged to familiarize themselves with all definitions and policies concerning academic dishonesty in their field, at Western Michigan University,
and within the purview of a particular course. The Department of Anthropology has a specific policy concerning academic dishonesty, in addition to those university-wide requirements, regarding both course work and the M.A. requirements. Any student who is found “responsible” in an Academic Integrity hearing for cheating or plagiarizing in a class will receive a failing grade for that class. Any student who is found to have plagiarized on their thesis/internship requirement will be expelled from the program.

Candidacy Application

All students must file a Candidacy Application with The Graduate College before enrolling in the final six hours of their graduate program. It is each student's responsibility to notify the department secretary when he/she has completed all but the last six credits of the program. Once notified, the department secretary will process the appropriate form.

THESIS TRACK REQUIREMENTS

To graduate on the thesis track, a candidate must successfully complete an acceptable master's thesis. It is never too early to begin thinking about a thesis topic and to discuss it with faculty members. Once a thesis topic is formulated, the student should speak to a faculty member and ask him/her to serve as a thesis advisor. In turn, the student and the thesis advisor then establish a thesis committee. In most cases, STUDENTS SHOULD FORM THEIR COMMITTEE BY THE END OF THEIR FIRST YEAR. Changes can always be made at a later date if the student’s research interests change.

As early as you are ready, you must write a concise thesis proposal, to be approved by the student’s advisor and committee. Advisors and committees will vary in regard to the expectations in terms of length and detail of the proposal. However, the proposal is intended as a concise statement of your goals and plans. It should state in a concise way what you are going to do, why and how you will do it, as an aid to focusing your plans and having them approved by your committee. It should not be viewed as a massive, additional hurdle to the completion of your M.A.

If thesis research involves "human subjects," the student must satisfy the University guidelines for the protection of human subjects. This involves obtaining approval from the Human Subjects Institutional Review Board (HSIRB). Your advisor will give you guidance on this process. The research must be approved before it begins. With this in mind, students should allow sufficient time for submission and possible revisions of the form. Information and forms regarding research requirements are available on the website of the Office of the Vice President for Research http://www.wmich.edu/research/compliance/hsirb/wmu-compliance.html and you may call for further information (387-8293). For additional information concerning research at WMU, and specifically concerning HSIRB, see the graduate College website at http://www.wmich.edu/research/.

While there are specific University requirements for MA thesis format and style, there are no required page lengths or limits. The Department requires that the thesis be a document of professional quality, corrected and revised in consultation with the thesis chair and committee. Anthropology students are encouraged to follow the writing style and format specified by the
American Anthropological Association in the *American Anthropologist*. There are additional specific rules required by The Graduate College. These rules are available in the handbook, "Special Procedures for M.A. Theses," published by The Graduate College. This can be downloaded from [http://www.wmich.edu/grad/guidelines/2013_guidelines.pdf](http://www.wmich.edu/grad/guidelines/2013_guidelines.pdf). The Graduate College offers workshops every semester to teach students how to interpret the University and Graduate College guidelines. These workshops also provide helpful information on paperwork requirements, formatting, fees, microfilming, and copyrighting. In addition, graduate students should consider submitting their MA thesis electronically. For more information on this option, check the Graduate College webpage ([http://www.wmich.edu/grad/](http://www.wmich.edu/grad/)) for information on the ETD Project (Electronic Theses and Dissertations). Completed theses must be accompanied by a signed “Master’s Thesis Approval Form.”

Finally, an oral defense of the thesis must be done in the Anthropology Department.

**INTERNSHIP OR PRACTICUM TRACK REQUIREMENTS**

To graduate on the Non-thesis track, a candidate must successfully complete an acceptable Internship or Practicum and write a paper describing/analyzing the experience. The student should speak to a faculty member and ask him/her to serve as advisor. In turn, the student and the advisor then establish a committee. In most cases, **STUDENTS SHOULD FORM THEIR COMMITTEE BY THE END OF THEIR FIRST YEAR.** Changes can always be made at a later date if your interests change. In consultation with the advisor and committee, the student selects an Internship or Practicum.

The Internship/Practicum Proposal is a document which explains how the particular Internship or Practicum experience will play a role in the student’s education. It must be approved by the student’s advisor and committee. Advisors and committees will vary in regard to the expectations in terms of length and detail of the proposal. However, the proposal is intended as a concise statement of your goals and plans. It should state in a concise way what you are going to do, why, and how you will do it, as an aid to focusing your plans and having them approved by your committee. It should not be viewed as a massive, additional hurdle to the completion of your M.A.

After successful completion of the Internship or Practicum, the student must write a paper about the experience. While there are no required page lengths or limits for this paper, it should be an analytical or reflexive document of professional quality. More detailed information about the requirements of this paper is to be determined in consultation with the advisor and committee.

Finally, an oral defense of this paper must be done in the Anthropology Department.
FUNDING YOUR STUDIES

For a complete and up to date listing of all available financial aid resources for graduate students, please check the Financial Aid section of the Graduate College website http://www.wmich.edu/grad/funding/index.html

Department Graduate Assistantships

Teaching Assistantships ranging between approximately $12,500 and $18,000 per year are available on a competitive basis to graduate students in Anthropology. Although students with Graduate Assistantships are required to pay partial tuition, out-of-state students are granted a waiver of out-of-state tuition. We currently support 13 graduate students as teaching assistants, typically for a period of two years. All entering students are automatically considered for teaching assistantships as part of the admissions process, with the stipulation that completed graduate applications must be received by the department by February 1. Returning students must submit the Graduate Student Annual Self-Reflection form and a C.V. to the Department Office by February 15th in order to be considered for a T.A.

Graduate Assistants are represented by the Teaching Assistants Union (TAU). Your departmental TAU representative can help offer guidance regarding your rights as an employee. A representative of TAU typically meets with all new graduate assistants to keep you well-informed about your union and conditions of employment. For more information you may also visit their website http://www.tauaft.org

Thurgood Marshall Fellowship
This is a very competitive award offered through the Graduate College. Applicants must exemplify the values and accomplishments of Thurgood Marsall. Recipients of the fellowship receive a salary and stipend for one academic year with the possibility of renewal for an additional year. In addition, six credit hours of their tuition in fall and spring semesters, and up to three credit hours in each of two summer sessions are paid by the fellowship. The assistantship requires ten hours of service per week from the student in the department.

Federal, State, and Institutional Financial Aid Programs Based on Need
For information on various state, federal and other financial aid and work study programs contact the WMU Office of Student Financial Aid, 387-6000, 3306 Faunce Student Services Building. http://www.wmich.edu/finaid/

American Association of University Women
Project RENEW Grants are offered to resume interrupted academic work or to update course work toward employment goals. Applicants must have completed their most recent degree at least five years before tenure of award. Preference is given to applicants in non-traditional field goals. Grants range from $500 to $5,000. Deadline February 1. AAUW Educational Foundation, 2401 Virginia Ave, NW, Washington, DC, 20037.

Clairol Loving Care Scholarships
Scholarships up to $1,000 are available for full or part-time study in graduate work at the master's level. Women must be 30 or older who are continuing post-secondary education.

**Kukin Scholarships**
The Kukin scholarships are for individuals who show promise of becoming leading scholars at major universities. To pursue an academic career involving both a social science discipline and a particular area of the world. Award is for two years with a third possible. Awards range from $20,000 to $25,000. Deadline October 15. Kukin Scholars Program, Harvard University, Center for International Affairs, 416B Coolidge Hall, 1737 Cambridge Street, Cambridge, MA 02138.

**The Margaret McNamara Memorial Fund**
The fund invites applications for grants to be made in the spring of each year to women from developing countries that are studying in the United States and have demonstrated interest in the problems and needs of women and/or children in their countries. Must be permanent residents. Award of $6,000 is non-renewable. Deadline is January 15. Margaret McNamara Fund, 1818 H Street NW, Room G-1000, Washington, DC 20433.

**MENSA**
Mensa offers numerous scholarships at the regional and national level. Applicants must be enrolled the year following the award in a degree program in an accredited American institution of post-secondary education. It is not necessary to be a member of MENSA. Send self-addressed stamped envelope for information. Deadline February 1. MENSA Southeast Michigan, 28505 Evergreen, Southfield, MI 48076-5431.

FUNDING YOUR RESEARCH

For a complete and up to date listing of all available research funding resources for graduate students, please check the Financial Aid section of the Graduate College website http://www.wmich.edu/grad/funding/index.html

**Graduate Student Research Fund and Research Travel Fund**
The Graduate Student Research Fund of The Graduate College provides grants of up to $600 for currently enrolled graduate students to offset unusual costs incurred in research projects or to offset travel costs of presenting research findings at professional meetings. Students must be enrolled at the time the research or travel takes place. Student must be the sole or principle investigator of the paper or poster presented. Students may be awarded each of these grants one time. Application deadlines are September 15, November 15, and March 15.

**Maher Conference Travel Grants** are available through the Robert F. Maher Fund to support undergraduate and graduate anthropology students traveling to conferences to present professional papers or posters. Students may apply for a grant once a year and can apply each academic year they present at a conference. All eligible student presenters who submit complete applications by the appropriate deadline will receive some amount of funding. Information and application
Alan H. Jacobs Memorial Award, made in the memory of Dr. Alan Jacobs. Dr. Jacobs was a faculty member in the department for 22 years, serving as chair from 1974-1978. Building upon Dr. Jacobs’ commitment to students and international experiences, this award recognizes students who pursue innovative international experiences to enhance their anthropological understandings. Both undergraduate and graduate students are eligible to apply for the award. The competition is limited to anthropology majors and minors. Information and Application