Department of Anthropology, Stanford University
School of Humanities and Sciences

Table of Contents

Section One – Introduction	Page 2
Section Two - Funding and Financial Administration	Page 6
Section Three - Degree Matriculation	Page 14
Section Four – The Masters Degree Program(s)	Page 15
Section Five - Year One	Page 19
Section Six - Year Two	Page 23
Section Seven - Year Three	Page 26
Section Eight - Year Four	Page 32
Section Nine - Year Five	Page 33
Section Ten - Policy	Page 37
Section Eleven - Ethics and Professional Development	Page 41
Section Twelve - Ethics and Research	Page 43
Section Thirteen - Resources and Graduate Student Benefits	Page 45

Section One - Introduction

Purpose and Use
Welcome to the doctoral program in the Department of Anthropology at Stanford University. This handbook supplements the requirements for the degree of Doctor of Philosophy which appear in the Stanford Bulletin or The Graduate Academic Policies and Procedures Handbook (GAP). This handbook augments the Bulletin and other University publications and contains department-specific policies, procedures, and degree requirements. The department reserves the right to make changes at any time without prior notice. Further information and resources are available from the Director of Graduate Studies, student services staff, and can be found on our website.

It is the responsibility of each student to familiarize himself/herself with this information and to seek clarification as needed. Additionally, it is the student's responsibility to review the Graduate Handbook on an annual basis.

AXESS
https://axess.stanford.edu

Orientation
In the first year, the department requires that each student: take at least 3 graduate-level department courses, designated by the faculty as anthropology review (theory) courses. The department also requires an anthropology methods course by the end of the second year.

For the first year in the degree program, students must submit a plan of study, signed by their faculty advisor, prior to the autumn quarter course enrollment deadline. At this time students confirm their chosen track from Archaeology, Culture and Society, or Ecology and Environment. In the first year, students will complete a minimum of 45 units, including the department review courses, for a total minimum of three review courses by the end of summer quarter of the first year. By the end of the first week in spring quarter, first-year students should submit the Graduate Research Proposal and confirm their program advisor. In addition, first year students should satisfy the department's requirement for ethics in anthropology. The department's requirement for review of ethics in anthropology can be met in any number of ways, including attending a designated workshop, sponsored by the department for the entering first-year Ph.D. student cohort on Anthropological Research Methods.

In the second year, students will complete a minimum of 50 units, including additional review courses (three additional review courses) for a total minimum of six review courses by the end of spring quarter in the second year; as well as a methods course. By the first day of finals week in winter quarter, second year students will confirm 2 of 4 committee members for the qualifying examination for topic/area; enroll in the ANTHRO 308. Proposal Writing Seminar (Culture and Society Track, only) and produce an approved dissertation proposal (All Tracks); demonstrate reading competence in a foreign language by the end of spring quarter, and, file for University/department candidacy (minimum of 95 units) by the end of spring quarter.

These activities are planned to occupy about half the regular course work during the first two years; the rest of the program should be planned to increase the breadth of the student's anthropological and pertinent interdisciplinary knowledge and to develop expertise in an area and topic. Work in the third and subsequent years of study usually focus on grant and dissertation proposals, the Qualifying examinations, dissertation research and fieldwork, dissertation writing, and the university oral examination – a defense of the dissertation. Students are encouraged to plan a program that will enable them to COMPLETE ALL WORK FOR THE PH.D. WITHIN FIVE YEARS.

Registration and Enrollment Requirements
Full time enrollment (11-18 units) is required during all academic years. A minimum course load of 15 units, per quarter, and a total minimum of 95 units, overall, by the end of the second year is required prior to fulfillment of pre-fieldwork requirements (Ph.D. Cohort Year 3), including passing the Department Qualifying examinations and receiving approval for the dissertation proposal. Full-time status signifies both minimum enrollment in course work (11-18 units) and satisfactory completion of courses.

During the first academic year of course work, the student must do the following: complete a minimum of 10 courses and 45 units; complete a minimum of three courses or 15 units during each academic-year quarter; pass the required theory and method courses as well as the remaining graduate theory/review courses totaling, three courses in all with an overall average grade of B+, or better in each quarter; and, satisfy the Department's ethics requirement.

During the second year, the student must complete, at a satisfactory level, the remainder of the graduate level evaluation courses offered in the Department (for a total of 6 evaluation courses by the end of the second year); and, complete at least 50 units of course work, overall. Tutorials, reading courses, and directed individual study courses for projects that cannot be accomplished within a regularly scheduled course, are also available, by arrangement with individual faculty members. DURING THE FIRST TWO YEARS OF STUDY (SUMMERS EXCLUDED), STUDENTS MAY TAKE NO MORE THAN 3 SUCH COURSES FOR A TOTAL OF NO MORE THAN 15 UNITS. The GRADUATE COMMITTEE may be petitioned by making a formal email request to the GRADUATE COMMITTEE. Please copy the Program Advisor and the Student Services Officer on any such requests for an exception if your individual circumstances warrant.

Program Schedule Compliance

The schedule for the first 3 years of the program has been outlined in the following pages. STUDENTS, WHO FAIL TO MEET EITHER REGULARLY SCHEDULED OR APPROVED AND SCHEDULED EXCEPTION DEADLINES, WILL BE PLACED ON ACADEMIC PROBATION AND MAY HAVE FINANCIAL AID SUSPENDED. Serious deficiencies may result in termination from the program. Specific policies are described below. Students may petition the GRADUATE COMMITTEE for exceptions to the usual schedule when special circumstances arise. Requests for schedule exceptions should be submitted to GRADUATE COMMITTEE by email. Any request made to the GRADUATE COMMITTEE should be copied to the Program Advisor and the Student Services Officer.

The following policies have been developed to handle problems in completing scheduled requirements:
Students who fail to meet the academic year completion requirements will not be permitted to register the following autumn quarter, and students on stipends will have their stipends withheld until they have made up any deficiencies and are permitted to register. Financial aid administered by the University cannot be awarded to students who are not registered, nor can retroactive or partial quarters of financial support be disbursed.

Students who have not received candidacy by the end of their second year of enrollment will not be funded to matriculate in the following Autumn quarter of the Third year in the Ph.D. degree program.

Students who have taken but have not passed the Qualifying Examinations by the end of their third year of continuous enrollment (not counting approved leaves of absence) will only be allowed to register for subsequent quarters, and thus receive their funding, after presenting the GRADUATE COMMITTEE with a written statement, signed by all their committee members at Stanford, declaring that the student's progress in the previous quarter was satisfactory completed with a passing grade on the Third-year Qualifying Examinations.

Students who pass the Qualifying Examinations but who have not had a Dissertation Proposal approved by the end of the quarter following that in which the exams were taken, or by the end of their third year in residence, whichever comes later, will not be allowed to register for subsequent quarters (and thus will not receive their funding) until the GRADUATE COMMITTEE is notified by the Dissertation Reading Committee Advisor for the student's committee that the Dissertation Proposal has been approved.

Students past the third year of continuous enrollment whose stipends have been interrupted because of a failure to complete normal requirements or GRADUATE COMMITTEE approved exceptions will not receive their stipends retroactively.

Evaluation

Evaluation of student work is an integral part of graduate training and a continuing part of the program. Until a student passes the Qualifying Examination and the Oral Examination, the GRADUATE COMMITTEE and the Student Services Officer will review the student's record at the end of each quarter. If a student appears to be making anything other than good degree progress, the student and the Department Advisor are notified. A major review is undertaken at the end of spring quarter for each academic year when GRADUATE COMMITTEE recommendations are reviewed and acted upon by the entire faculty.

The departmental faculty has a consensus regarding the meaning of grades. In general, B- indicates "below marginal" performance at the graduate level; B indicates "marginal performance"; B+ is given for "solid, good graduate work;" and grades above B+ are for “outstanding, excellent work.” The Department recognizes that grades alone are often imperfect guidelines to performance; thus, reviews at the end of the year consider both grades and written evaluations of the student's performance in review courses and on the Graduate Research Proposal.

THE FIRST YEAR EVALUATION IS GENERALLY CONSIDERED THE MOST IMPORTANT EVALUATION, AS IT IS A STRONG INDICATOR OF A STUDENT'S FUTURE SUCCESS IN THE PROGRAM.

Department Standards of Progress

To pass unconditionally into the second-year of the program, the student must:

1. Pass at least 3 theory/review courses, including a track specific theory course with an average grade of B+, or better
2. Pass a track specific methods course with a grade of B+, or better; or, by the end of the second year.
3. Complete at least 45 quarter units
4. Have participated in training on ethics (department-sponsored workshop for entering first-year Ph.D. student cohort on Anthropological Research Methods)
5. Have been reviewed successfully in year-end Faculty Evaluation Meeting

To pass unconditionally into the third-year of the program, the student must:

1. Advance to Departmental Candidacy by end of Spring quarter in Year 2 (or, at the latest by end of Autumn quarter in Year 3)
2. Complete three additional theory/evaluation courses with an average grade of B+, or better
3. Recruit a total of two committee members (one Advisor for Topic, and, one Advisor for Area) for the qualifying examinations
4. Meet the Department's Field or Research Language Requirement
5. Fulfill the Teaching Assistantship/Internship requirements
6. Complete at least 50 quarter units for the academic year
7. Complete ANTHRO 308. Proposal Writing Seminar, during spring (required for CS track students, only) with an average grade of B+, or better

To pass unconditionally into the fourth-year of the program, the student must:

1. At the latest, advance to departmental candidacy in Autumn Y3, if not at end of Y2
2. Pass two Qualifying Examinations before the end summer quarter
3. Meet with the Dissertation Reading Committee and have an approved Dissertation Proposal (inclusive of prospectus) on file in the department
4. Submit a Non-Medical Human Subjects Protocol for the dissertation project
5. Complete Pre-Fieldwork Checkout and begin dissertation field research by end of summer
6. File the University Dissertation Committee Members form

Publications

Problematics
https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=node/177

Department Annual Newsletter
https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=node/177

Distributions
anthropology@stanford.edu
anth_broadcast@lists.stanford.edu
anth_deptnews@lists.stanford.edu
anth_faculty@lists.stanford.edu
anth_graduate@lists.stanford.edu
anth_staff@lists.stanford.edu
gradadmissions@stanford.edu
gso-anthro@lists.stanford.edu

Organizations

Staff
https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=view/staff

Faculty
https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=view/faculty

Mentoring
http://studentaffairs.stanford.edu/cdc/networking
http://vpge.stanford.edu/docs/HowtoLeverageYourMentoringNetworkslides_Final.pdf
http://vpge.stanford.edu/docs/AdvisingResources.pdf
http://vpge.stanford.edu/docs/HowtoLeverageYourMentoringNetworkhandout.pdf

Graduate Student Organization (GSO)
https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=view/gsoreps

Graduate Student Committees and Participation
The department's committee structure offer students the opportunity to participate in a consulting capacity. The number of student representatives varies with the size of the committee. A list of committees and committee chairs is circulated at the beginning of autumn quarter each academic year. Ph.D. students are invited to participate in faculty search committees, the graduate student organization, and the annual faculty retreat and bi-monthly faculty meetings.

Three students are designated by the Graduate Student Organization (GSO) to attend the regular departmental faculty meetings and generally represent the interests of the department's Graduate student community. Ordinarily, students in the second-year or beyond are given preference to serve on committees because they have gained some familiarity with the department and the degree program. Committee work offers an opportunity to learn about the professional subculture and inner workings of the university, and students are encouraged to take advantage of this opportunity during their graduate training. While decision-making regarding department issues remains a faculty responsibility, student input is welcome and encouraged. Students interested in serving on a committee should notify the GSO.

The GSO is open to all graduate students and is the vehicle through which students keep themselves informed of and participate in departmental policies and activities. In addition to appointing the student representatives to faculty meetings and coordinating the assignment of students to departmental committees, the GSO communicates to the department the student views on matters of general concern. All students are urged to participate as fully as possible. New graduate students can participate in the GSO's e-mail distribution list by contacting the GSO representatives.

Student office space is limited. Assignments are made by the department manager and the GSO at the beginning of each year according to the following priorities: students fulfilling the teaching assistant requirement; other assistants and affiliates; students in the first year of dissertation writing (fifth-year students). Students in the first year of the program should not expect office space.

A number of events, planned throughout the academic year, offer other opportunities for students to be involved in the life of the department and for faculty, students, and staff to meet in a less formal atmosphere. First-year students, in particular, are expected to attend the orientation for incoming graduate students held in the department at the beginning of autumn quarter. The opening reception, hosted by the department chair, is usually held in early October.

And, the periodic colloquia and seminars are usually presented in the department on Monday afternoons throughout the academic year. The colloquia provide a forum for guest speakers, from within or outside of the University, to share current thinking and new insights in Anthropology and related scholarship. The departmental colloquia and seminar series allow members of the department to develop and discuss problems and approaches in anthropology that are of mutual interest. Students are invited to participate in putting on the annual holiday party (December), and to take part in the commencement (June) ceremony and department reception immediately following the commencement ceremony.

Diversity

Anthropology privileges diversity and values the insights that people of differing backgrounds bring to the discipline. The department welcomes faculty and students of diverse race, religion, gender identity and sexual orientation, ethnicity, and nationality. The department also values and supports gay, lesbian, and bisexual students and faculty for the perspectives they bring. In addition to focus on race, religion, gender, ethnicity, and nationality as areas of study, the Department of Anthropology at Stanford affirms its commitment to recognizing and encouraging lesbian and gay studies as an integral part of Anthropology's project of examining differences in the world. For the University's statement on diversity, please go to the Diversity and Access Office http://www.stanford.edu/dept/diversityaccess/.

http://www.aaanet.org/about/Policies/Statem_Disability.cfm

Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA) & Section 503 of the Rehabilitation Act

For the University's statement, please go to the Diversity and Access Office http://www.stanford.edu/dept/diversityaccess/.

Department Mission Statement

The courses offered by the Department of Anthropology are designed to: provide undergraduates with instruction in anthropology; provide undergraduate majors in Anthropology with a program of work leading to the bachelor's degree; and prepare graduate candidates for advanced degrees in Anthropology. Anthropology is devoted to the study of human beings and human societies as they exist across time and space. It is distinct from other social sciences in that it gives central attention to the full time span of human history, and to the full range of human societies and cultures, including those located in historically marginalized parts of the world. It is therefore especially attuned to questions of social, cultural, and biological diversity, to issues of power, identity, and inequality, and to understanding the dynamic processes of social, historical, ecological, and biological change over time. Education in Anthropology provides excellent preparation for living in a multicultural and globally-interconnected world, and helps to equip students for careers in fields including law, medicine, business, public service, research, ecological sustainability, and resource management. Students may pursue degrees in Anthropology at the bachelor's, master's, and doctoral levels.

The Department of Anthropology offers a wide range of approaches to the topics and area studies within the field, including archaeology, ecology, environmental anthropology, evolution, linguistics, medical anthropology, political economy, science and technology studies, and sociocultural anthropology. Methodologies for the study of micro- and macro-social processes are taught through the use of qualitative and quantitative approaches. The department provides students with excellent training in theory and methods to enable them to pursue graduate study in any of the above mentioned subfields of Anthropology.

Graduate Learning Outcomes

The purpose of the master's program is to further develop knowledge and skills in Anthropology and to prepare students for a professional career or doctoral studies. This is achieved through completion of courses in the primary field, as well as related areas, and through experience with independent work, area specialization, and field research.

The Ph.D. is conferred upon candidates who have demonstrated substantial scholarship and the ability to conduct independent research and analysis in Anthropology. Through completion of advanced course work and rigorous skills training, the doctoral program prepares students to make original contributions to the knowledge of Anthropology and to interpret and present the results of such research.

Section Two - Funding and Financial Administration

Affiliateship
http://www.stanford.edu/dept/DoR/gfs/Sec1.html

Assistantship
http://www.stanford.edu/dept/DoR/gfs/Sec1.html

Fellowship
http://www.stanford.edu/dept/DoR/gfs/Sec2.html

Payroll
http://www.stanford.edu/dept/DoR/gfs/Sec4.html#pay
http://www.stanford.edu/group/fms/fingate/staff/payemployee/res_jobaid/payroll_schedule_deadline.html
http://www.stanford.edu/group/fms/fingate/staff/payadmin/payadmin_student.html

Loans
http://www.stanford.edu/dept/finaid/loans/

Taxation
http://www.stanford.edu/group/fms/fingate/staff/supptstudents/tax_students.html

University Bill
http://studentaffairs.stanford.edu/sfs/bill

Travel
http://www.stanford.edu/group/fms/fingate/docs/certification_student.pdf
http://www.stanford.edu/group/fms/fingate/students/when_travel/index.html

Incidental Funding
https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=system/files/DoctoralRequestIncidentalFundsCertificationAllowableExpense_1128.pdf

Research
http://dor.stanford.edu/

Fly America
http://www.stanford.edu/group/fms/fingate/staff/travel/policy_notes/fly_america_act.html

Stewardship
http://humsci.stanford.edu/giving/contacts

Federal Work Study
http://www.stanford.edu/dept/DoR/gfs/Sec4.html#fws

Emergency Grant in Aid
http://www.stanford.edu/dept/DoR/gfs/Sec4.html#aid

Department Funding Policies
For doctoral students who enter without outside extramural funding, the Department of Anthropology and the School of Humanities and Sciences endeavor to underwrite support for doctoral students in good standing for seventeen academic quarters during five years of study (three quarters per academic year and an additional two summer quarters), from autumn quarter of the student's entrance into the program through spring quarter of the fifth year. This presupposes that students, for their part, cooperate in seeking outside funding in lieu of University support and make every attempt to complete their degree program in a timely manner. If a student obtains outside support for one or more of the five years, the time covered by the OUTSIDE GRANT FUNDING CANNOT BE "BANKED" BY THE UNIVERSITY FOR FUTURE SUPPORT TO THE GRADUATE PROGRAM; it is nevertheless important to apply for outside support, and all first year students on University funding are required to do so during their first quarter in the program.

Extramural Funding Proposal Requirement in the First year of the Ph.D.
All entering first-year cohort Ph.D. students are required to apply for outside funding during the first quarter of the program unless they already have extramural funding; such funding, if obtained, replaces the University funding offer. If an outside award is less than the funding the University would normally provide in a given year, the award may be supplemented to bring the student's total aid package

up to the level of the aid received by University-funded students. The student service officer is available to meet with entering doctoral students at the beginning of autumn quarter to provide information and assistance.

The department requirement is for each first-year cohort student to make one application for extramural (outside of Stanford) funding for pre-dissertation enrichment (funding duration usually is for 3 years). Extramural funding applications may include the following: U.S. Department of Education-Jacob K. Javitz Fellowship Program, NSF Graduate Research Fellowships, Paul and Daisy Soros Fellowships for New Americans, the National Security Education Program Graduate International Fellowships, and Ford Foundation. The funding application is required by the last day of the autumn quarter in the first year of the graduate Ph.D. degree program. A copy of the funding application should be provided to the student's program advisor and to the department's student services officer for the student's department file. Advanced planning is required.

In some cases, a student may not be eligible to apply for funding due to previous graduate work or citizenship status. In these circumstances, the department's requirement may be waived by petitioning the Graduate Committee.
Section Three - Financial Support

Incidental Expenses
Ph.D. Student Discretionary and Incidental Funds are provided at the Department's discretion.

Based on availability of funds, the department endeavors to reimburse legitimate expenses related to the student's degree progress including travel, related lodging expenses, meeting and registration fees, academic books, and other incidental expenses.

The stated amount allowable for reimbursement per each Ph.D. student is confirmed at the beginning of each academic year. There is no rollover of funds into the subsequent years. The total funding amount allotted per student should be processed on or by 15 June or the student will forfeit the funding for the academic year.

Reimbursement for Incidental expenses provided for **Ph.D. students in the first through fifth-year cohorts** in any academic year is dependent on the availability of departmental funds in that academic year. Requests for reimbursement for incidental expenses are evaluated and approved based on the submitted detail of expense or projected budget.

Up to $1,000.00, this amount is confirmed at the beginning of the academic year and is based on the availability of funds, per **Ph.D. student in cohort years 1 through 5** may be approved for reimbursement in the current academic year. The funds can be used for various expenses related to the student's Ph.D. program – books, software, photocopies, travel and, in certain circumstances, child care and emergency medical/dental care. The applications for the reimbursement and their respective requirements are listed below.

Requirements for eligibility include good and timely degree progress and the submission of an application for approval of incidental expenses listed below:

- Any purchase must be approved by the student's Academic Program Advisor. See the "Doctoral Request for Incidental or Discretionary Funding" form.
- Medical and Child Care emergency expenses may be considered for reimbursement only after the student has submitted an Emergency Grant- in-Aid application to the office of Financial Aid (in the Old Union Building).
- Student Computer purchases are limited to one computer purchase every three (3) years
- Book purchases are limited to no more than $500.00 in a given academic year.
- Students should present a budget for any travel related expense to be approved by the student's Academic Program Advisor.
- Travel should be related to the student's Ph.D. program in a substantive way.

The reimbursement for travel funds requests made by **Ph.D. students in the sixth-year cohort and above** (discretionary funds) in the current academic year is dependent on the availability of Departmental funds in the given academic year. The student may make a total of two travel instance requests after their 5th year (i.e. after completion of the department-supported write-up year in the Ph.D. degree program).

Requirements for eligibility include good and timely degree progress and the submission of an application for approval of discretionary expenses listed below:

- Requests for reimbursement of travel expenses are evaluated and approved based on the submitted detail of travel expense or projected budget.
- Conference/meeting participation must involve presentation/organization of paper or panel.
- Only one of two possible travel instances may be requested for reimbursement of international travel.
- Travel expenses may be reimbursed for up to $600.00 domestic travel and for up to $1,000.00 international travel, only.

Financial Aid Offer to Doctoral Students in Anthropology
The Department of Anthropology and Stanford University have a commitment to doctoral programs of excellence and offer financial aid in conjunction with graduate admissions to ensure that excellent students can participate despite the costs associated with the doctoral education. Because the University's graduate aid resources are limited, doctoral programs are allocated a quota of aid under which a

limited number of admissions offers can be made with the promise of up to five years of aid, if needed. (Students admitted with prior graduate-work may be offered financial aid over a shorter period.) Graduate programs may also admit qualified students without aid, but only if applicants can demonstrate that they have obtained or can guarantee the resources needed for at least five years of study.

The tuition portion of a fellowship or assistantship appears as a credit on the University Bill. If a student receives a fellowship stipend, the University statement lists charges (i.e. rent, student fees, Stanford health insurance) that will be deducted from the fellowship check. However, it may be possible to receive the fellowship check for the entire amount. If so, the student would be responsible to pay the other charges with personal funds. The department default for the entry of these funds to the student is for the funds to be entered for "Standard Charges" to pay outstanding charges on the student account and to "refund" the balance of the quarterly stipend directly to the student.

Fellowship stipend refund checks are paid at the beginning of each funded quarter and are mailed directly to the student's currently listed primary mailing address (AXESS) at the beginning of the quarter, or may be paid via direct deposit to the student's banking account.

Assistantship checks are paid semi-monthly through the department in which the appointment is held, usually beginning two or three weeks after the start of the quarter. Students can arrange to have their assistantship checks deposited directly into their bank accounts via direct deposit.

If an external fellowship (a non-university financial award) is paid through the University, upon receipt of funds the tuition grant is automatically applied to the tuition charges on the University statement. Students receiving a fellowship stipend will have their other University statement charges (e.g. rent, student fees, Stanford health insurance) deducted from the fellowship check.

If an outside agency is to be billed for charges, the Financial Aid Office must receive a letter from the agency which includes the following information: duration of support, address for billing, and fees for which the agency should be billed (e.g., tuition, insurance, student fees). Payment will be applied to the appropriate charges on the University statement, and the funding agency will be invoiced by the Controller's Office.

What is Offered, and to Whom

In the case of doctoral students admitted with aid who have not undertaken prior graduate study, the Department and the School of Humanities and Sciences endeavor to underwrite support for 17 academic quarters during five years of study (3 quarters per year for the first five consecutive years including at least 2 summers), as long as the student remains in good standing and makes timely progress in the program. The five academic years date from autumn quarter of the student's entrance into the program through spring quarter of the fifth year of study.

This support is intended to supplement any outside funding obtained by the student either prior to entrance into the program or during the five years of the support offer. University funding is offered (a) to students who have no outside funding, or (b) to supplement outside funding awards so that the student is supported at the same level as students on University funding. Thus, students who successfully seek outside funding release University resources to support other students.

The five academic-year support package is summarized on the chart listed below.

Five Academic-Year Support Package Doctoral Candidates in Anthropology Graduate Ph.D. Program		
Program Year	Financial Support	Details
Year One	Autumn, Winter, and Spring Quarters	• Fellowship stipend paid at start of each quarter • 11-18 units tuition credit
	Summer Quarter*	• *see Details - Summer Quarter in Year Three funding may be taken in either year one or year three.
Year Two	Two quarters	• Fellowship stipend paid at start of each quarter • 11-18 units tuition credit
	One quarter	• Teaching Assistantship paid semi-monthly on the 7th and 22nd days of the month

		• 10 units tuition credit, only
	Summer Quarter	• Pre-doctoral Research Affiliateship paid semi-monthly on the 7th and 22nd days of the month • 10 units tuition credit, only
Year Three	Autumn and Winter Quarter	• Fellowship stipend paid at start of each quarter • 11-18 units tuition credit
	Spring quarter (if all requirements for Qualifying Examinations and Dissertation Proposal completed)	• Pre-doctoral Research Affiliate paid semi-monthly on the 7th and 22nd days of the month • 10 units tuition credit, only
	Summer Quarter*	• Fellowship stipend paid at start of quarter • No tuition credit
Year Four	Autumn, Winter and Spring Quarters	• Pre-doctoral Research Affiliate paid semi-monthly on the 7th and 22nd days of the month • TGR tuition credit, only
	Summer	• No stipend • No TGR tuition credit
Year Five	Two quarters	• Pre-doctoral Research Affiliate paid semi-monthly on the 7th and 22nd days of the month • TGR tuition credit, only
	One quarter	• Teaching Assistantship paid semi-monthly on the 7th and 22nd days of the month • TGR tuition credit, only
	Summer	• No stipend • No TGR tuition credit

Teaching Affiliateships, Teaching and Research Assistantships, and Pre-doctoral Research Fellowships
Unlike fellowship stipends, which are paid in a single check at the beginning of each quarter, Teaching and Research Assistantships are paid from the University Payroll and follow the regular payroll schedule of semi-monthly checks received one week following the end of each of 2 pay periods. Academic year appointments are from September 15 - December 15 for autumn quarter; December 16 - March 15 for winter quarter; and March 16 - June 15 for spring quarter. The pay periods are the 1st-15th and 16th-the end of the month, so that six checks are received each quarter. Thus, in autumn quarter, for example, the first check arrives on the 7th of October, and the last one on the 22nd of December.

Pay Dates and Pay Periods
Pay dates for Stanford employees are the 7th and the 22nd of each month, or the nearest preceding business day if the pay date falls on a weekend or holiday.

Pay dates correspond to pay periods as follows:

- Pay date on the 7th for pay period beginning the 16th and ending the last day of the month
- Pay date on the 22nd for pay period beginning the 1st and ending the 15th of the month

Most teaching and research assistantships are 50% appointments requiring 20 hours per week of work. Some students receive several assistantships which total a 50% appointment. Larger appointments or concurrent appointments totaling more than 50% during an academic quarter require prior approval from the department and/or the school dean and will subsequently reduce the amount of tuition available. The percentage of time of an appointment determines the amount of tuition provided. The maximum tuition allowance for a 50% appointment is 8-9-10 units per quarter. The tuition allowance is usable only for tuition charges for the student holding the appointment. Students, except those registered TGR, must register for full-time study, i.e., 8-9-10 units, in each quarter of their appointment. All tuition adjustments for students on assistantships must be arranged with the student's department. Registration for more than 10 units while holding a 50% appointment requires prior approval from the student's adviser and/or school dean. No tuition allowance is carried into the next fiscal year.

Prior to being appointed to any teaching assistantship, students whose native language is not English must be tested for oral English proficiency by the English for Foreign Students (EFS) staff; and, all graduate Ph.D. students, regardless of their nationality, must file the University I-9 Employment Eligibility form with the Department. International graduate students who wish to be appointed teaching assistants are screened for readiness to use English in a teaching role. To make an appointment, a student should send an electronic mail to tafowler@stanford.edu. Those who need additional English preparation are required to complete Linguistics 692. Speaking and Teaching in English, a course developed in collaboration with Stanford's Center for Teaching and Learning, or other English courses. Those students who have completed more than five years' study in the United States and/or have extensive professional experience in English may telephone the director at 5-1554 rather than sending e-mail. For more information, visit Stanford University's English for Foreign Students Testing and Enrollment webpage. Additionally, in order to provide financial support for graduate students, Stanford may offer employment as a Teaching or Research Assistant. Assistantship appointments are employment associated with the student's course of studies. If offered such an appointment, a student will be required to provide documentation of their authorization to work in the United States in order to accept the position. (This documentation is required of all individuals hired to work at Stanford regardless of citizenship.). At the student's option, one may provide these documents to the home department at the time of arrival at Stanford. The necessary documents include the INS I-9 Form (a copy is provided in the Guide for New Graduate Students). The form also explains what additional personal identification and work authorization documents will be needed in order to verify your eligibility to work.

Teaching/Research Assistants are technically employees and receive tuition credits in proportion to their percentage time of employment (up to 10 units per quarter for 50%-time work) as a salary benefit. Because an employee is working at least part-time, there is a corresponding limit on the number of enrollment units allowed, 10 units in the case of a 50%-time TA, PRA or RA'ship.

Assistantship salaries are subject to tax. The amount of tax varies according to the student's total income, dependency status, treaty status for international students, and individual circumstances.

When receiving salary from the Payroll Office, students may choose to set-up Automatic Payroll Deposit to your checking or savings account at http://fingate.stanford.edu/students/universbill/quick_steps/enroll_direct_deposit.shtml

Students may arrange for any fees or expenses to be paid from equal amounts taken over each of the 6 paychecks, to cover the expense of student housing for instance. The Automatic Payroll Deduction option is located at http://studentaffairs.stanford.edu/sfs/bill/overviews-payroll-deduction.

University Funding Terms and Restrictions

No guarantees of departmental funding beyond the fifth year can be made. Nonetheless, limited departmental funding is sometimes available in the form of teaching or research assistantships. Students should inform the SSO as far in advance as possible if they will be seeking such support.

Students cannot "bank" University funding—defer it to be received at a later date—if they receive other assistance; University funding is not offered to those who secure outside support except to bring such outside support up to the levels for Stanford graduate support. Departmental or University support cannot be postponed beyond the years specified for eligibility when the student entered the program.

The five-year "clock" on Stanford funding continues during Leaves of Absence. Thus, those who take leaves of absence may forego the funding that would have been available during that period.

Students receiving financial aid are expected to be engaged in full-time academic work. To prevent over-commitment of time and energy, students receiving full University funding may take other employment only to a maximum of eight hours per week.

Support is contingent on satisfactory and timely progress through all program requirements up to and including the Qualifying Projects, the Oral Examination, the dissertation proposal, and timely preparation for and start of field research.

Forms and Paperwork

The appointment procedure for teaching and research assistantships does not happen automatically. It is the student's responsibility to see the SSO as soon as possible to complete the required forms and paperwork:

Required of all students applying for federal loans or Work Study through Stanford:

- FAFSA: The Free Application for Federal Student Aid (FAFSA) is to be completed online with Stanford's school code 001305. (The FAFSA replaces the GAPSFAS form previously required of all students receiving loans or financial assistance. FAFSA is only required for those seeking federal support through Stanford.) A new form must be filed each academic year. (More information on graduate student financial aid)

Required for teaching and research appointments:

- I-9: Required to meet Immigration and Naturalization Service regulations regarding eligibility to be employed in the U.S. Student must present as I.D. either a valid passport (foreign students also need a current student visa); or both a driver's license or other picture ID and Social Security card (Download the I-9 form.)
- W-4: Required for federal and state taxes. (To be completed on AXESS)

Research and (pre)Dissertation Summer Funding Support

The department provides Ph.D. students with funding support for 2 summers in years 1-3 of the doctoral program. Once in the Summer quarter of the Second year, by way of a Summer Research Assistantship; and, again in the Summer quarter of the Third year (Bridge to the Field), by way of a Summer Fellowship.

Although, entering First-year cohort Ph.D. students may plan to conduct a pilot study or survey field work, as well as language and area studies, during the Summer quarter of the First year, there is no department funding support *program* available for the First-year cohort Ph.D. student. Alternately, First-year cohort Ph.D. students may opt to use the second of two Summers of pre-dissertation field research funding support (given in the third year Summer) in the Summer quarter of the first year, instead. This is not an optimal choice and is not recommended. A student might make this choice only if the student was quite sure to receive other Summer funding support, either extramurally or intramurally, in the Summer quarter of the third year. The entering First-year cohort Ph.D. student has many other resources to consider for application to fund the Summer quarter of the First year for pre-dissertation field research. These resources include the following: Programs and Centers (Archaeology, CEAS http://ceas.stanford.edu/students/fellowships.php, CLAS http://las.stanford.edu/grants-and-fellowships/for-graduate-students, SSRC http://www.ssrc.org/programs/dpdf/, Abbasi https://www.stanford.edu/dept/islamic_studies/cgi-bin/web/for-students/student-grant/grant-description/, CAS http://africanstudies.stanford.edu/content/student-fellowships-african-studies)

In addition, First-year cohort Ph.D. students may use the Graduate Program Committee Petition to request research-related funding support https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=system/files/Graduate_Petition_form_1122.pdf, as well as the Graduate Language Committee Petition to request field language-related funding support https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=system/files/Language_Petition_form.pdf. Please see the Student Service Officer for additional information.

Students are expected to devote at least two full months to the supported activity and provide an approximate 2-3 page report description of the outcome of the pre dissertation field research to the faculty advisor by the 15th of September.

To be eligible for department summer fieldwork funds, students should petition for support directly to the department on or by 15 May of Spring Quarter. Please refer to Graduate Research Program Proposal form. Students should also have applied to a minimum to two other summer pre-dissertation field research or area/language studies sources. If ineligible, students should include a statement explaining ineligibility with the Graduate Report of Degree Progress and Research Proposal https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=system/files/ResearchProposalForm.pdf.

Funding from the department for petitioned summer fieldwork or specialized study (which may include summer-intensive language study) is provided in an amount that will cover minimum travel costs to a field site up to and a modest summer living stipend. This funding may or may not include tuition and is provided in the form of a fellowship stipend at the beginning of the summer quarter.

Students are responsible for applying for visas or required permissions in a timely manner, and for devoting a full summer (ordinarily June 25 through September 15) to the supported activity. Students not devoting at least two months to the supported activity are expected to return all or a portion of received funds.

Policy on Supplemental Departmental Funding

The Department of Anthropology policy on supplemental department funding (i.e. departmental funding, in addition to the standard five-year funding offer, that may be given when an extramural or intramural funding award is given by way of a non-departmental (other) agency to a Ph.D. student for the purpose of conducting dissertation field research in the fourth year of the degree program) is detailed below in the following five scenario descriptions. Ph.D. students, normally supported by the standard departmental fourth-year funding offer, who have been awarded other extramural and/or intramural agency funding for fourth year field research covering day-to-day living expenses, will not receive standard departmental fourth-year cohort funding during a fourth-year cohort quarter (i.e. Autumn, Winter or Spring quarters) in which other agency extramural or intramural funding is received.

Scenario One

If other agency funding awarded to a student is less than the amount that would have been provided by way of the standard fourth-year cohort department funding, then the department will 'top off' the student's other agency funding award, to be given in the fourth year for field research, equivalent to the amount the student would have received if otherwise funded by way of the standard fourth-year cohort department funding. The request for 'top off' supplemental department funding (i.e. up to the equivalent of one quarter of funding during

a given academic year) must be made by the end of the Summer quarter in the third year and before departure for approved dissertation field research.

Scenario Two
If other agency funding awarded to a student is greater than the amount that would have been provided by way of the standard fourth-year cohort department funding, then the department will provide the equivalent of one quarter of funding during the student's fourth year as a dissertation researcher by way of the supplemental departmental funding. The supplemental department funding is given in recognition of the student's accomplishment in securing other agency funding. The supplemental department funds can be used to extend the dissertation research period. The request for supplemental department funds must be made by the end of student's Spring quarter in the fourth year as a field researcher.

Scenario Three
If the other agency funding awarded to a student is greater than the amount that would have been provided by way of the standard fourth-year cohort department funding, then the department will provide the equivalent of one quarter of funding during the student's sixth year as a dissertation writer by way of supplemental department funding. The supplemental department funding is given in recognition of the student's accomplishment in securing other agency funding. These funds can be used as a reserve for support during in the sixth year as a dissertation writer. The request for supplemental department funding must be made by the end of the student's Summer quarter in the fifth year as a dissertation writer.

Scenario Four
If the other agency funding awarded to a student is greater than the amount that would have been provided by way of the standard fourth-year cohort departmental funding, then the department will provide the equivalent of one quarter of funding during the student's fourth year as a dissertation researcher by way of the supplemental department funding. The supplemental department funding is given in recognition of the student's accomplishment in securing other agency funding. These funds can be used to cover otherwise unfunded travel, conference, or research expenses including, but not limited to, travel costs, translation/transcription, research assistants, archive fees, consultant/informant/co-investigator fees, equipment purchase and/or rental, supplies, permit fees, etc. The request for supplemental department funding must be made by the end of the student's Spring quarter in the fourth year as a field researcher.

Scenario Five
If the other agency funding awarded to the student is dedicated to allowable research expenses to be confirmed by the Graduate Committee based on the student's other agency funding budget and justification, the student may receive the standard fourth-year cohort department funding, in addition to the other agency funding award with no supplemental department funding given.

Supplemental department funding is typically applied for and received by Anthropology Ph.D. students conducting approved dissertation research (usually in the fourth year of the degree program) with one or more extra and/or intramural other agency funding awards for the same purpose. These funds cannot be retained beyond the sixth cohort year. Rare exceptions to the provisions listed above are allowed under unusual circumstances in which an extension of the dissertation research period is necessary for the student's academic progress. With the support of their Dissertation Reading Committee, a student may petition the Graduate Committee using the exceptional travel-related funding procedure. The petition should be accompanied by communication from the student's program advisor explaining the necessity of the exception.

Ph.D. students awarded other agency extramural or intramural funding for fourth-year cohort dissertation research by way of the department requirement for funding proposal submission in the third year of the Ph.D., should meet with the Student Service Officer in advance of departure for dissertation research, to develop a department-approved plan for the coordination of other agency extramural or intramural funding for dissertation research and for supplemental department funding.

Dissertation Research Support
Ordinary progress through the doctoral program should result in dissertation field research beginning in summer of Year 3. Funding for the fourth academic year of study is available only to students who have completed all prior program requirements and have begun their dissertation field research. Funding is provided in the form of a Predoctoral Research Fellowship.

While the Predoctoral Research Fellowship in Year 4 may be sufficient to finance some dissertation projects, most candidates require outside assistance in the form of dissertation research grants.

The actual fourth year funding situation will depend on whether the student is successful in obtaining a research grant or grants, and on the specific terms of such grants.

It is very important to begin the grant application process as early as possible. For Anthropology students in the Culture and Society track, participation in the Proposal Writing Seminar (ANTHRO 308) is required in the Spring Quarter of the second year to help formulate competitive dissertation research proposals. And, recommended for the Archaeology and Ecology and Environment tracks.

Most dissertation research grants have specific deadlines; Fulbright deadlines are in early October, Wenner-Gren and SSRC have deadlines around Nov. 1. NSF has target dates that are program specific. Students are responsible for obtaining information on and making applications to dissertation research and write-up funding sources. However, the Department makes every effort, through the SSO, to provide information, forms, and administrative assistance.

The Department's webpage is an excellent source for information on funding resources. The AAA Newsletter prints monthly a list of grant deadlines, by type of grant.

For grant applications requiring submission through the Office of Research Administration, Office of Sponsored Research (particularly NSF), the department's Research and Finance Manager is the point of contact; and, students must contact the department's Research and Finance Manager well in advance of the proposal deadline to discuss the process of proposal submission. The student is responsible for the timeliness and accuracy of the proposal and application, including any necessary revisions, and for making multiple copies.

It should also be noted that students who will be receiving part or all of the fourth year research fellowship while in the field need to make arrangements to do so prior to leaving campus.

Post-Field Assistance and Dissertation Write-Up Grants

Doctoral students typically experience the most difficulty in obtaining funding for writing the dissertation. The department administers funding for dissertation write-up in the fifth year of the Ph.D. degree program (see below). The process of applying to granting agencies for dissertation writing funding support in the sixth year or above should begin while the student is in the fifth-year. Several write-up funding grants offered each year through the office of the Dean of the School of Humanities and Sciences and other University departments require nomination by the Chair of the Department as well as recommendation by department faculty. The information usually arrives in the Department in December or January for applications for the coming year.

Students should be sure a copy of their current dissertation proposal is on file in the Student Services Office, Bldg. 50 Rm. 51G. Students should also confirm with Interfolio or another private agency that a current letter of reference file has been established in the student's name. The dissertation advisor and the SSO can provide assistance.

Department Assistance

The University and Department will provide support for dissertation write-up in the fifth year of graduate study. This support is a combination of Pre-doctoral Research Affiliateship and Teaching Assistantship salary plus TGR tuition allowance in each funded quarter. Recipients must be in residence at Stanford and must participate in the Dissertation Writers' Seminar, ANTHRO 400. and ANTHRO 802. TGR Dissertation (minimum requirement to attend four out of five class meetings each quarter). In addition, other minimal requirements include earlier timely progress through the graduate program including field research begun by or before Year four of the Ph.D. degree program.

From year six and beyond, some limited assistance from the Department may be available to students returning from the field without prospect write-up funding beyond the fifth year. Teaching affiliateships or replacement teaching positions may be available from time to time. Individual faculty members are also occasionally able to hire students out of their own research grants.

Section Three - Degree Matriculation

Degree Requirements at a Glance by Cohort year
https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=node/1111

Unit and Enrollment Requirements
Full time enrollment (11-18 units) is required during all academic years. A minimum course load of 15 units, per quarter, and a total minimum of 95 units, overall, by the end of the second year is required prior to fulfillment of pre-fieldwork requirements (Ph.D. Cohort Year 3), including passing the Department Qualifying examinations and receiving approval for the dissertation proposal. Full-time status signifies both minimum enrollment in course work (11-18 units) and satisfactory completion of courses.

During the first academic year of course work, the student must do the following: complete a minimum of 10 courses and 45 units; complete a minimum of three courses or 15 units during each academic-year quarter; pass the required theory/review courses totaling three courses in all with an overall average grade of B+, or better in each quarter; and, satisfy the Department's ethics requirement.

During the second year the student must complete, at a satisfactory level, the remainder of the graduate level evaluation courses offered in the Department (for a total of 6 review courses by the end of the second year), as well as the required method(s) courses; and, complete at least 50 units of course work, inclusive of Directed Individual Study coursework, in the second year; and 95 units or coursework, overall, by the end of the second year of the degree program.

Tutorials, reading courses, and directed individual study courses for projects that cannot be accomplished within a regularly scheduled course, are also available, by arrangement with individual faculty members. DURING THE FIRST TWO YEARS OF STUDY (SUMMERS EXCLUDED), STUDENTS MAY TAKE NO MORE THAN 3 SUCH ELECTIVE COURSES FOR A TOTAL OF NO GREATER THAN 15 UNITS.

Schedule Compliance
The schedule for the first 3 years of the program has been outlined in the following pages. STUDENTS, WHO FAIL TO MEET EITHER REGULARLY SCHEDULED OR APPROVED AND SCHEDULED EXCEPTION DEADLINES, WILL BE PLACED ON ACADEMIC PROBATION AND MAY HAVE FINANCIAL AID SUSPENDED. Serious deficiencies may result in termination from the program. Specific policies are described below. Students may petition the GRADUATE COMMITTEE for exceptions to the usual schedule when special circumstances arise. Requests for schedule exceptions should be submitted to GRADUATE COMMITTEE by email. Any request made to the GRADUATE COMMITTEE should be copied to the Program Advisor and the Student Services Officer.

The following policies have been developed to handle problems in completing scheduled requirements:
1. Students who fail to meet the academic year completion requirements will not be permitted to register the following autumn quarter, and students on stipends will have their stipends withheld until they have made up any deficiencies and are permitted to register. Financial aid administered by the University cannot be awarded to students who are not registered, nor can retroactive or partial quarters of financial support be disbursed.
2. Students who have taken but have not passed the Qualifying Examinations by the end of their third year of continuous enrollment (not counting approved leaves of absence) will only be allowed to register for subsequent quarters, and thus receive their funding, after presenting the GRADUATE COMMITTEE with a written statement, signed by all their committee members at Stanford, declaring that the student's progress in the previous quarter was satisfactory (i.e. that the student received a passing grade on the Qualifying Examinations).
3. Students who pass the Qualifying Examinations but who have not received approval for the Dissertation Proposal by the end of the quarter following that in which the exams were taken, or by the end of their third year in residence, whichever comes later, will not be allowed to register for subsequent quarters (and thus will not receive their funding) until the GRADUATE COMMITTEE is notified by the Dissertation Reading Committee Advisor for the student's committee that the Dissertation Proposal has been approved.
4. Students past the third year of continuous enrollment whose stipends have been interrupted because of a failure to complete normal requirements or GRADUATE COMMITTEE approved exceptions will not receive their stipends retroactively.

Candidacy
http://gap.stanford.edu/4-6.html

Oral Examination
http://gap.stanford.edu/4-7.html

The Dissertation
http://gap.stanford.edu/4-8.html

Section Four – The Masters Degree Program(s)

Master's Degree for Anthropology Ph.D. Candidates (the M.A. on the way to the Ph.D.)
Degree Options
Students may pursue one of three possible department tracks in the Anthropology M.A. degree program. The tracks are: Archaeology, Culture and Society, Ecology and Environment. The tracks are not declarable in Axess.

Ph.D. students who have met Departmental and University requirements for the Master's Degree (on the way to the Ph.D.), usually by the end of the first year (third quarter) study, may apply at any time to be awarded the M.A. by notifying the Department Student Services Officer, and filing the Program Proposal for Masters Degree and filing the Graduate Authorization Petition form in AXESS. The degree can be a useful indication of academic status and thus an aid in obtaining cooperation from officials and academic institutions in the country in which either pre-dissertation or dissertation fieldwork will be performed.

The basic requirements, by department track (i.e. AR, CS EE), are:

- A total of 45 units in Anthropology, at or above the 100 level, undertaken in the first or second year of graduate study; usually all or at least one of the following courses:

AR – ANTHRO 303. Introduction to Archaeological Theory
CS - ANTHRO 300. Reading Theory through Ethnography, ANTHRO 301. History of Anthropological Theory, or ANTHRO 301A. must be included in these units for the Departments' Review course requirement.
EE – ANTHRO 302. History of Anthropological Theory, Ecology and Environment (or comparable, approved 200 level course)

- In addition to the Department's requirement(s) for Review coursework, the Department requires the following Methods coursework.

AR - ANTHRO 307. Archaeological Methods and Research Design
CS - ANTHRO 306. Anthropological Research Methods or demonstration of previous primary-level methods survey coursework, or an advanced-level methods course relevant to the student's interests must be included in these units for the Department's Methods course requirement.
EE – ANTHRO 305. Research Methods in Ecological Anthropology (or comparable, approved 200 level course)

- A paper previously written for a department review course that has been substantively revised may serve as the Department M.A. Project. The

paper is formally a Departmental project and not a thesis; thus it does not have to conform to University thesis requirements, nor does it have to be
filed with University Registrar's as a thesis.

The University Registrar's Office requires two forms: Program Proposal for the Master's Degree (submitted to the Student Services Officer) and the Graduate Authorization Petition filed in AXESS. The forms can be filed by the end of spring quarter in the first year or by the end of autumn quarter in the second year, and by the completion of 45 units (inclusive of graduate credit applied from previous graduate, or undergraduate, units)

Master's Degree for Anthropology (the Co-terminal M.A.)
Degree Options
Students may pursue one of three possible department tracks in the Anthropology M.A. degree program. The tracks are: Archaeology, Culture and Society, Ecology and Environment. The tracks are not declarable in Axess.

Admission to the Coterminal Master's Degree Program
The deadline for graduate applications to the coterminal M.A. degree program in Anthropology is December 11, 2012. Stanford University Undergraduate Majors are eligible to apply for the coterminal M.A. degree program if they have a 3.5 GPA in their Department Major, a 3.0 GPA in overall course work, and have no more than one incomplete listed on the transcript at the time of application. Successful applicants to the M.A. program may enter only in the following Autumn Quarter. Coterminal M.A. degree applicants are not required to submit their Graduate Record Examination scores. Additional coterminal M.A. degree program application procedures required by the Department. Please consult the Department webpages.

For University coterminal degree program rules and University application forms, see
http://studentaffairs.stanford.edu/registrar/publications#Coterm and http://exploredegrees.stanford.edu/cotermdegrees/

The University minimum requirements for the coterminal Bachelor's/Master's program include 180 units for the Bachelor's degree plus 45 (or higher departmental requirement, as determined by each graduate department) unduplicated units for the master's degree. The requirements for the coterminal program with dual undergraduate degrees include 225 units for the two Bachelor's degrees, and 45 units for the M.A. degree. For the 45-unit University minimum for the Master's degree, all courses must be at or above the 100 level and 50 percent must be courses designated primarily for graduate students (typically at least at the 200 level). Units for a given course may not be counted to meet the requirements for more than one degree, that is, no units may be double-counted. No courses taken more than two quarters prior to admission to the coterminal master's program may be used to meet the 45-unit University minimum requirement for the M.A. degree.

Graduate enrollment at Stanford University for three consecutive quarters of full tuition for at least 45 units is required of all candidates for the coterminal M.A. degree. M.A. students in Anthropology must take a minimum of 45 units of Anthropology course work beyond the Undergraduate degree with an overall minimum grade point average of 3.0. 45 units constitute the University minimum for the M.A. degree, and courses must be at or above the 100 level.

The M.A. program usually requires more than one year of study. However, full-time students entering the program with appropriate background should complete the M.A. degree program within three consecutive calendar quarters after the student's first quarter of master's-level enrollment. The University allows no transfer units into the master's program. To provide a meaningful Master's program within one year, advance planning of course work with a faculty adviser is required. Requirements for the coterminal M.A. program must be completed within three years.

It is highly suggested by this department that a student, who accepts an offer of admission to the ANTHRO Coterminal Master's program, defers their Undergraduate B.A. conferral until the Graduate M.A degree requirements have been completed. The student can then request to graduate in both the B.A. and M.A., simultaneously.

Master's Degree for Anthropology (the Terminal M.A.)

Degree Options

Students may pursue one of three possible department tracks in the Anthropology M.A. degree program. The tracks are: Archaeology, Culture and Society, Ecology and Environment. The tracks are not declarable in Axess.

Background

The Master's program in Anthropology is designed to provide (1) advanced knowledge of the field of contemporary anthropology, and (2) training for independent postgraduate research. The program is organized to facilitate the training of students from different intellectual backgrounds. Full-time students entering the program with appropriate background should complete the M.A. degree program within three consecutive calendar quarters after the student's first quarter of master's-level enrollment. The University allows no transfer units into the master's program. To provide a meaningful master's program within one year, advance planning of course work with an adviser is required. Requirements for the terminal master's program must be completed within three years. Department and University requirements and procedures are described in detail below. While the requirements may change from time to time, such changes are not retroactive; students are bound only by the requirements in effect during their first Graduate Masters Program quarter.

The Department of Anthropology offers the terminal M.A. degree to the following:

Graduate applicants who apply from outside the University for admission to the terminal M.A. program in Anthropology; and, Stanford graduate students, taking advanced degrees in other departments or schools at Stanford, who are admitted to the terminal M.A. program in Anthropology.

Graduate applicants who apply from outside the University and whose ultimate goal is the Ph.D. degree should apply directly to the Ph.D. degree program. Applicants who are offered admission to the terminal Masters degree program may not transfer to the Ph.D. degree program; they must reapply on the same basis as other Ph.D. applicants and in competition with the Ph.D. applicants.

Graduate applicants taking an advanced degree in other departments or schools at Stanford and who apply for admission to the M.A. in Anthropology should apply via the University Registrar Office of Graduate Admission Electronic Application.

Anthropology Ph.D. students choosing to take the M.A. in Anthropology on the way to the Ph.D. are also governed by separate requirements described in the Ph.D. Degree Program.

Graduate enrollment at Stanford University for three consecutive quarters of full tuition for at least 45 units is required of all candidates for the terminal master's degree. M.A. students in Anthropology must take a minimum of 45 units of Anthropology course work beyond the undergraduate degree with an overall grade point average of 3.0 or higher. 45 units constitute the University minimum for the M.A. degree, and courses must be at or above the 100 level.

The M.A. program may require more than one year of study. However, full-time students entering the program with appropriate background should complete the M.A. degree program within three consecutive calendar quarters after the student's first quarter of master's-level enrollment. The University allows no transfer units into the master's program. To provide a meaningful master's program within one year, advance planning of course work with an adviser is required. Requirements for the terminal master's program must be completed within three years.

Degree Requirements

Requirements for the coterminal and terminal master's degree program include the following:

-A faculty adviser appointed in the Department of Anthropology.

-A program of 45 units, taken at the 100 level or higher with a minimum grade of 'B'. *Note:* At least 23 of the 45 units must be taken at the 200/300 level.

-of the 45 units, no more than 15 units may be approved from related areas of study or overseas studies.

-of the 45 units, no more than 10 units of directed reading-style course work may be counted towards the degree.

-of the 45 units, no more than 5 units may be taken for a satisfactory/no credit grade.

-A minimum grade of 'B' in an ANTHRO theory course from the chosen track.

-A minimum grade of 'B' in an ANTHRO methods course from the chosen track.

[Student's seeking to fulfill the Department's requirement for methods training may petition the graduate committee for an alternate way (i.e. other course or training) to fulfill the Department methods requirement].
-A minimum grade of 'B' in four ANTHRO review courses from the chosen track that are listed at the 200 level or higher, and taught by Anthropology faculty, and taken as a five unit course.
-A self-designed plan of study chosen from the Anthropology tracks listed below: Archaeology, Culture and Society, Ecology and Environment.
-Submission of a *graduate report of degree progress form* and a field research, laboratory research or library-based paper proposal approved by the faculty adviser by the last day of the first quarter of the Master's degree program.
-Submission of a University *master's degree program proposal form* approved by the faculty adviser by the last day of the first quarter of the Master's degree program.
-Presentation of the Master's research project at the Department's Master's (Honors) presentation event in Spring Quarter - optional.
-Submission of the Master's paper reviewed by two faculty members (advisor and reader). For the Culture and Society track, the thesis can be a field research or library-based research paper. For the Archaeology and the Ecology and Environment tracks, the thesis can also be a laboratory research paper.

Research Paper (Department Project)
A field or library research paper, read and approved by at least two Department faculty members, is required. One of the Department faculty members must be a member of the Stanford Academic Council. Master's students working on the research paper may register for up to 10 units of ANTHRO 299. MA Project, to count towards the 45 graduate units requirement. [Note: Students may not apply more than 10 units of directed study toward fulfillment of the 45 unit requirement without express approval of the Anthropology Graduate Committee. ANTHRO 299 units are counted within this limit.] The master's research project may be presented at the department's master's (honors) presentation event in Spring Quarter. For the Culture and Society track the thesis can be a field research or library research paper. For the Archaeology and the Ecology and Environment tracks, the thesis can also be a laboratory research paper. See Section III, Guidelines for the Research Paper for guidance about this requirement.

Faculty Advisor
Students cannot be admitted to the MA program without an appropriate faculty advisor. Applicants admitted to matriculate are assigned an advisor as part of the admissions process; applicants may also approach faculty members directly. In either case, the advisor makes a commitment to work with the student and to be in residence during the student's program of study, or for one year.

Other Unit Restrictions
For the program of 45 units, taken at the 100 level:
No more than 15 units may be approved from related areas of study or overseas studies.
No more than 10 units of directed reading-style course work may be counted towards the degree.
No more than 5 units may be taken for a satisfactory / no credit grade.

Graduate Research Proposal
All candidates for the MA degree must submit for their advisors' approval a written statement of the research topic to be undertaken in the MA paper by the end of the first quarter of the master's degree program.

Master’s Degree Program Proposal
By the end of the first graduate quarter, submit to the Graduate Degree Support office the Program Proposal for a Master's Degree (Appendix). This is the procedure by which the University formally admits MA students to candidacy (see below). This is a separate step from the Preliminary Program Proposal which is part of the co-terminal application. Co-terminal MA students are often granted graduate status a quarter or two retro-active to the time of acceptance into the graduate program; in that case, the Program Proposal (Appendix) should be submitted as soon as possible after admission to graduate status. The Anthropology Department requires that both the student's advisor and the Anthropology Graduate Committee approve and sign the Program Proposal.

Subsequent changes to the program may be agreed to informally by the student's advisor without any paperwork, until the last quarter of the degree program. At that time a Master's Program Revision must be filed with the department if any unit or course changes have been made, or the University will not confer the degree.

Guidelines for the Master Paper (Department Project)
To provide a meaningful learning experience within the time frame of the MA program, students are expected to work closely with their advisors in planning coursework and organizing the research paper. The paper is intended to demonstrate the student's capacity for independent research, either in the field or in a library-conducted study.

The following guidelines are provided to assist students in designing projects and completing the paper. With the exception of Section 1, the project proposal, these are suggestions, not rigid rules, and should be considered along with the student's background, needs, and project goals.

No later than the second quarter of the graduate program, define the problem to be investigated: a focus, theme, or theoretical or descriptive topic to be explored and discussed. The student must submit a written statement of the problem and a proposal for carrying out the project to the Master's paper advisor for approval. Co-terminal students must obtain approval either by the end of the second quarter of the fifth year of study, or (if completing before the end of the fifth year) by the end of the quarter preceding the quarter in which the degree will be completed. All other MA students must do so not later than the end of the second quarter of

graduate study. A specific format is not prescribed; examples of acceptable project proposals would include an outline and bibliography, or a 2-4 page narrative proposal and bibliography.

The format and length of the MA paper will depend on the project selected in consultation with your advisor. One model to consider is the model that Ph.D. candidates use for their First Year Paper. In this model, papers should be of the length and scope of articles published in a journal such as the American Ethnologist and should, like such articles, deal with a clearly delimited substantive or theoretical problem. Papers of this sort should be no more than 25 pages double-spaced text plus needed notes and bibliography.

The paper's content will vary according to the nature of the problem statement. Acceptable projects include: an ethnographic study based on original fieldwork and oriented around some particular or general theme of social organization or culture; a review of ethnographic or theoretical literature in anthropology based on library research; an experimental or social survey study based on a hypothesis and defined research variables and samples of research subjects; or papers in clinical studies, personality, ecology, language, symbolism, cognition, or other topics dealing with cultural issues in any human group or society.

A possible "Table of Contents" for the research paper would include a title, short abstract (required), introduction and/or problem statement, pointed review of the relevant literature, description of the data or material being investigated, statement of findings or study conclusion, footnotes, and bibliography.

While your advisor will be your main source of assistance with the paper, you should also feel free to seek help from the chair and other members of the MA committee; from any faculty member whose areas of interest touch on your topic; or from other students.

The paper will be read by your advisor and one other reader chosen by you in consultation with your advisor. The second reader may be from another department when that would be the most appropriate choice.

It is advisable for preliminary drafts of the paper to be discussed with both readers. The final version should be submitted to each reader at a time to be arranged with them by the student. The readers will need to have it in hand early enough in the degree quarter to permit careful reading and time for any final corrections or revisions before the grade deadline for degree recipients. When both your advisor and the second reader have approved and graded the paper at an acceptable level, usually not less than A-, they should both sign the signature page (available on the department website), which will be included in a final corrected copy of the paper to be kept on file in the department. Since the Anthropology Master's paper is a departmental project, not a University thesis, there are no formal requirements for having it bound. It is certainly in your interest, however, to mount the copy that will remain in the department in attractive and sturdy covers. MA papers should be submitted for evaluation at least three weeks before the end of classes in a given quarter, or by Wednesday of the third week in May (if submitted in Spring).

Section Five - Year One

Introduction to Graduate Studies in Anthropology
First-year Ph.D. students in the AR, CS and EE tracks are required to enroll in and attend ANTHRO 310G. Introduction to Graduate Studies in Anthropology during autumn quarter for 2 units.

Introduction to Culture and Society Studies in Anthropology
First-year Ph.D. students in the CS track are required to enroll in and attend ANTHRO 311G. Introduction to Culture and Society Studies in Anthropology during the winter and spring quarters for 2 units each quarter for a total of 4 units over the two quarters.

Review Course Requirement
During the first year of study, students must pass with a grade of B+ or better a minimum of three review courses. In the AR track one of these must be ANTHRO 303. Introduction to Archaeological Theory; in the CS track, three of these must be ANTHRO 301. History of Anthropological Theory, ANTHRO 301A. Foundations of Social Theory, and ANTHRO 300. Reading Theory through Ethnography; in the EE track one of these must be ANTHRO 302. History and Theory in Evolution and Ecology.

Review courses are graduate-level courses offered by regular faculty in the Department of Anthropology that cover theoretical and substantive issues in the discipline and that require appropriate paper writing. Specific courses offered will vary from year to year and cover major substantive and theoretical issues in anthropology. ANTHRO 308. Proposal Writing Seminar is not considered a review course; and, Methods courses are not considered department Review course. Because review courses represent the substantive and theoretical training offered in this doctoral program in Anthropology, REVIEW COURSES MAY NOT BE SUBSTITUTED. Review courses must be taken for a letter grade and for 5 units.

In some circumstances, a written faculty EVALUATION will be required for a particular student's performance in a department review course. One copy of the evaluation will be available for the student; another will be placed in the student's academic file for the degree progress evaluation made by the faculty at the end of each year; see Section II: Overview of Program, Annual Faculty Evaluations.

Methods Coursework
Doctoral students matriculating in the AR track are required to pass an ANTHRO subject code methods course in Archaeology, usually ANTHRO 307. Archaeological Methods and Research Design, with an average grade of B+, or better by the end of the second year of the Ph.D. degree program.

Doctoral students matriculating in the CS track are required to pass an ANTHRO subject code methods course in Anthropology, including ANTHRO 306. Anthropological Research Methods with an average grade of B+, or better by the end of the second year of the Ph.D. degree program.

Doctoral students matriculating in the EE track are required to pass ANTHRO subject code methods courses in Anthropology, including ANTHRO 304. Data Analysis Quantitative Research and ANTHRO 305. Research Methods in Ecological Anthropology with an average grade of B+, or better by the end of the second year of the Ph.D. degree program. At least one of the two methods courses listed above should be completed by the end of the first year of the Ph.D. degree program (EE track, only).

Extramural Funding Proposal Requirement in the First year of the Ph.D.
All entering first-year cohort Ph.D. students are required to apply for outside funding during the first quarter of the program unless they already have extramural funding; such funding, if obtained, replaces the University funding offer. If an outside award is less than the funding the University would normally provide in a given year, the award may be supplemented to bring the student's total aid package up to the level of the aid received by University-funded students. The student service officer is available to meet with entering doctoral students at the beginning of autumn quarter to provide information and assistance.

The department requirement is for each first-year cohort student to make one application for extramural (outside of Stanford) funding for pre-dissertation enrichment (funding duration usually is for 3 years). Extramural funding applications may include the following: U.S. Department of Education-Jacob K. Javitz Fellowship Program, NSF Graduate Research Fellowships, Paul and Daisy Soros Fellowships for New Americans, the National Security Education Program Graduate International Fellowships, and Ford Foundation. The funding application is required by the last day of the autumn quarter in the first year of the graduate Ph.D. degree program. A copy of the funding application should be provided to the student's program advisor and to the department's student services officer for the student's department file. Advanced planning is required.

In some cases, a student may not be eligible to apply for funding due to previous graduate work or citizenship status. In these circumstances, the department's requirement may be waived by petitioning the Graduate Committee.

Research Ethics Training
First-year Ph.D. students are required to attend a workshop for ethics prior to departure for pre-dissertation field research. Department faculty members are also available for individual consultation on ethical questions, and will discuss these issues in their classes as they may arise. Please review the information detail in the Ethics and Professional Development Section and the Ethics and Research Section of the Handbook.

Responsible Conduct of Research Compliance is required of the First-year Ph.D. Student and is satisfied by completing the appropriate CITI tutorial training on or by 15 May. Non-medical Human Subjects Research Compliance is also required of the First-year Ph.D. Student and is satisfied by completing the appropriate CITI tutorial training on or by 15 May.

Non-medical Human Subjects Protocol in the First-year of the Ph.D.

Before beginning field work on a pre-dissertation project (in the first or second year of the PhD degree program), one should consider if the project will be considered 'research' by the Institutional Review Board (IRB) or other agency. Examples of what might not be considered as research by the IRB can be found at http://rph.stanford.edu/7-3.html under 45 CFR 46 or 21 CFR 50, 56: QA/QI, Pilot projects, research practicum, Case studies (approx. 3 to 5), and Oral histories.

If there is any doubt, one should submit a 'Determination of Human Subject Research' - Application to the IRB.

If a project is considered to be 'research' by the IRB, one must identify the appropriate 'Review Type' before initiating an eProtocol application. IRB Review types are as follows:

-Expedited review
http://humansubjects.stanford.edu/research/documents/EXPEDITEDexemptcategories_pg1_GUI03004.pdf is for minimal risk* studies meeting specific criteria. Protocols are generally reviewed by one primary IRB reviewer. Protocols approved under Expedited review are subject to IRB continuing review.

- Exempt status review
http://humansubjects.stanford.edu/research/documents/expeditedEXEMPTcategories_pg2_GUI03004.pdf is for minimal risk studies meeting specific criteria. These studies are exempted from IRB continuing review - not from initial review. The IRB determines whether the claim for exemption is appropriate and whether it will be granted. Exemption from IRB continuing review continues unless the protocol is to be modified such that it no longer will meet the criteria for exemption.

- Regular review
is for protocols that involve more than minimal risk or do not meet the criteria for Exempt or Expedited. They are reviewed at a convened IRB meeting. Examples of protocols requiring initial regular review are studies using FDA investigational test articles, randomized double-blind placebo-controlled studies, Phase I, II, III and IV clinical trials, and studies using x-rays.

In the circumstance where a one's proposed field work is not considered to be research by the IRB, and the 'Determination of Human Subject Research' confirms this status and a graduate student may receive approval from their advisor and the department to depart for field work without submission of a PROTOCOL based on this determination. In this circumstance the field work may be considered 'exploratory' and/or may be defined as a 'pilot study', or other.

However, during this time a graduate student may collect a significant amount of data. In this circumstance, one may use whatever information (data) that was collected, previously during initial exploration, in the following way. At a future time, when the graduate student is able to confirm a research question and make a successful submission of an EXPEDITED REVIEW protocol, the graduate student should use EXPEDITED CATEGORY 7 for near-future data to be collected. And, in this same EXPEDITED PROTOCOL REVIEW, a graduate student may also submit a request to use the previously collected data (i.e. interviews that lead into the topic for the dissertation) using EXPEDITED CATEGORY 5 for previously collected data.

'Expedited review procedures may be used when ALL of the following criteria are true:
. The research activities present no more than minimal risk to human subjects
. Identification of the subjects and/or their responses would reasonably place them at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, insurability, reputation, or be stigmatizing, unless reasonable and appropriate protections will be implemented so that risks related to invasion of privacy and breach of confidentiality are no greater than minimal
. The research is not classified.
. The research falls into one or more of the following categories:

(5) Research involving materials (data, documents, records, or specimens) that have been collected or will be collected solely for non-research purposes (such as medical treatment or diagnosis).

(7) Research on individual or group characteristics or behavior (including, but not limited to, research on perception, cognition, motivation, identity, language, communication, cultural beliefs or practices, and social behavior) or research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies'

Consider a strategy for development of the (pre) dissertation proposal in years one, two and three of the Ph.D. degree program as well as the related Non-medical Human Subjects protocol with thorough and consistent advising from the faculty advisor (Principal Investigator).

Graduate Report of Degree Progress and the (pre) Dissertation Research Proposal
https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=system/files/ResearchProposalForm.pdf

Archaeology Track, Proposal Guidelines:

- A research proposal one to two pages in length, detailing the general direction of the planned research project in light of the first year of the Ph.D. degree program. The proposal should include two or three research questions, information describing the proposed field site(s), a statement of how this summer project will lead to a dissertation proposal, and a reference to two to three bodies of scholarly literature pertaining to the proposed research.

Culture and Society Track, Proposal Guidelines:

- A research proposal that is one to two pages in length, detailing the general direction of the planned research project in light of the first year of the Ph.D. degree program. The proposal should specify two or three research questions, briefly describe the proposed field site(s), explain how this summer project will lead to a dissertation project, and identify two to three bodies of scholarly literature pertinent to the proposed research.

Ecology and Environment Track, Proposal Guidelines:

- A research proposal that is five to ten pages in length, detailing the general direction of the planned research project in light of the first year of the Ph.D. degree program. The proposal should contain the following sections: intellectual aims, methods, preparation, schedule, and potential problems.
- The first two sections, intellectual aims and preparation, must be presented in the style of a professional review paper or grant proposal with literature citations. The proposal should include a committee of three faculty members, two of which must have appointments in the Department of Anthropology, and a 15 minute presentation to the committee on or before 15 May.

For all tracks, the proposal must receive approval, from the advisor and a second reader who is a member of the academic council as well as by the department's Graduate Committee on or by the first day of finals week in the spring quarter.

First-year Ph.D. Cohort Enrollment Requirements

During the first year in the Ph.D. graduate program, students are required to enroll in a minimum of 45 units over 3 quarters (15+ units per quarter with the exception of the summer quarter in which students should not enroll). Although 11-18 units are considered full time enrollment by the University, the department requires a minimum of 15-18 units in a given quarter.

First-year Ph.D. Cohort students must pass with a grade of 'B+' or higher, the following course work:

- Participation course(s): ANTHRO 444. Anthropology Colloquium, during autumn, winter and spring quarter. Graduate students are required to attend the departmental colloquia series each quarter. EE track graduate students may substitute one of three quarters of attendance in the department colloquia series with enrollment and attendance in ANTHRO 312G. Problems in Ecology, Environment and Evolution.
- Introductory course(s) appropriate for the chosen track: ANTHRO 310G. Introduction to Graduate Studies in Anthropology, during Autumn Quarter, for 2 units (AR, CS, EE tracks); ANTHRO 311G. Introduction to Culture and Society Studies in Anthropology—Faculty Research, during Winter and Spring quarters for 2 units (CS track, only).
- Theory course(s) appropriate for the chosen track: ANTHRO 303. Introduction to Archaeological Theory (AR track, only); ANTHRO 300. Reading Theory through Ethnography, ANTHRO 301. History of Anthropological Theory, and ANTHRO 301A. Social Foundations of Theory (CS track, only); and, ANTHRO 302. History and Theory in Evolution and Ecology, (EE track, only).
- Methods course(s) appropriate for the chosen track: by the end of the second year complete at ANTHRO 307. Archaeological Methods and Research Design (AR track, only); by the end of the second year, complete ANTHRO 306. Anthropological Research Methods (CS track, only); and, within the first year pass at least one of two required methods courses—ANTHRO 304. Data Analysis for Quantitative Research, and/or ANTHRO 305. Research Methods in Ecological Anthropology (EE track only).
- Review course(s) appropriate for the chosen track: department review courses are ANTHRO 300-level seminar courses taught by faculty appointed in the Department of Anthropology at Stanford University. These courses may focus on theory, theoretical area, or geographic area. A methods or laboratory course is not considered a department review course. Graduate students must complete at least three review courses in year one and an additional three in year two for a minimum total of six review courses by the end of the second year of the Ph.D. degree program.

In addition, first-year Ph.D. cohort students must complete at least 45 units of course work overall by the end of spring quarter in the first year and satisfy the department ethics requirement for review of ethics in anthropology by attending a department-sponsored workshop for the purpose of ethics review during winter quarter.

FIRST-YEAR PH.D. COHORT REQUIRED COURSES BY DEPARTMENT TRACK

1. *Archaeology Track*— Required courses include the following:
ANTHRO 310G. Introduction to Graduate Studies in Anthropology
ANTHRO 303. Introduction to Archaeological Theory
ANTHRO 307. Archaeological Methods and Research Design
ANTHRO 444. Anthropology Colloquium

2. *Culture and Society Track*— Required courses include the following:
ANTHRO 310G. Introduction to Graduate Studies in Anthropology
ANTHRO 311G. Introduction to Culture and Society Studies in Anthropology
ANTHRO 301. History of Anthropological Theory
ANTHRO 301A. Foundations of Social Theory
ANTHRO 300. Reading Theory through Ethnography

ANTHRO 444. Anthropology Colloquium

3. *Ecology and Environment Track*— Required courses include the following:
ANTHRO 310G. Introduction to Graduate Studies in Anthropology
ANTHRO 302. History and Theory in Evolution and Ecology
ANTHRO 304. Data Analysis in the Anthropological Sciences
ANTHRO 305. Research Methods in Ecological Anthropology
ANTHRO 444. Anthropology Colloquium

Section Six - Year Two

The Teaching Assistant Requirement

Teaching is an important professional skill for which the doctoral program provides required training, beginning with the Teaching Assistantship Workshop and continuing with Teaching Assistantship(s) in the second year and fifth years, if needed.

All second-year and fifth-year Ph.D. students are required to attend the two-day Teaching Assistantship Workshop held at the beginning of each academic year (usually held during the week before autumn quarter). All Ph.D. students are REQUIRED to act as Teaching Assistants (TA) in at least two quarters during the Ph.D. degree program, including one quarter in the second year of study and then again in at least one quarter in the fifth year of study. Teaching assistant assignments are made by the Teaching Assistant Committee and assignments are confirmed based on course offerings and class sizes. Second-year Ph.D. student's may contact the TA Committee chair or the student services officer with their preferences for TA assignment before the beginning of autumn quarter.

TA's are encouraged to arrange for mid-term evaluations usually by the 5th week of the quarter; and, in most cases may be conducted in consultation with the Center for Teaching and Learning (CTL) liaison.

The format of the evaluation will depend on the structure of the course as well as on the preference of the TA and Course Instructor. Generally, there are two options for evaluation of the Teaching Assistantship, consisting of either small group discussions and/or on-line evaluations.

In the small group discussions, Marcelo or a CTL liaison will attend a section and, during the last 20 minutes, divide the class into small groups and conduct a discussion covering 3 basic questions: what is working in the section; what needs improvement; and how can improvement be achieved. CTL will provide the TA with oral and written feedback.

Alternately, in courses in which TAs do not run sections, the students may choose an on-line evaluation set up by CTL.

The CTL's evaluation is confidential. Please contact the student services officer, the department's Teaching Assistantship Committee, or the CTL liaison for further information on the mid-term evaluations.

TA performance may be evaluated at the end of the assistantship quarter by the online University evaluation process. However, it may be the case that the Teaching Assistantship assignment cannot be adequately evaluated based on the specific format provided in the University's online evaluation format. In this case, the department may suggest the use of an in-house department evaluation format to be distributed for evaluation at the end of the TA quarter.

Graduate TA's are a form of student employment, earning compensation (both salary and tuition allowance) for the performance of research or teaching services to the University as part of their academic and professional training and development. Teaching Assistantships are an integral part of the education and training process for many graduate students. The TA works with a faculty member who has primary responsibility for the course. Duties vary and may include: (1) preparing for class sections [up to three sections may be assigned] and/or laboratories where new materials may be presented; (2) marking and or grading some portion or all of the exams or papers [but not independently assigning the final grade]; and (3) holding office hours. A TA can expect to be assigned to a class with enrollment of 40 or more undergraduate students. Usually, one TA is assigned for every 40 students enrolled in a course. Each TA may be assigned responsibilities for up to three sections in a given class. Each section may be comprised of approximately twenty (20) enrolled students.

Most Teaching Assistantships are 50% appointments requiring 20 hours per week of work. Some students receive several assistantships which total a 50% appointment. Appointments involving work directly relevant to the student's degree (i.e. a teaching assistantship) provides tuition allowance (TAL). The percentage of time of an appointment determines the amount of tuition provided. The maximum tuition allowance for a 50% appointment is 10 units per quarter. The tuition allowance is usable only for tuition charges for the student holding the appointment. Students, except those registered TGR, must register for all tuition credits to which their appointment entitles them in the quarter of their appointment. All tuition adjustments for students on assistantships must be arranged with the student's department. Enrollment in more than 10 units while holding a 50% appointment requires prior approval from the student's adviser and/or school dean.

Prior to being appointed to any teaching assistantship, students whose native language is not English must be tested for oral English proficiency by the English for Foreign Students (EFS) staff; and, all graduate Ph.D. students, regardless of their nationality, must file the University I-9 Employment Eligibility form with the Home department. International graduate students who wish to be appointed teaching assistants are screened for readiness to use English in a teaching role. To make an appointment, a student should send electronic mail to tafowler@stanford.edu. Those who need additional English preparation are required to complete Linguistics 692. Speaking and Teaching in English, a course developed in collaboration with Stanford's Center for Teaching and Learning, or other English courses. Those students who have completed more than five years' study in the United States and/or have extensive professional experience in English may telephone the director at 5-1554 rather than sending e-mail. For more information, visit Stanford University's English for Foreign Students Testing and Enrollment webpage. Additionally, in order to provide financial support for graduate students, Stanford may offer employment as a Teaching or Research Assistant. Assistantship appointments are employment

associated with the student's course of studies. If offered such an appointment, a student will be required to provide documentation of their authorization to work in the United States in order to accept the position. (This documentation is required of all individuals hired to work at Stanford regardless of citizenship.) At the student's option, one may provide these documents to the home department at the time of arrival at Stanford. The necessary documents include the INS I-9 Form. This form also explains what additional personal identification and work authorization documents will be needed in order to verify your eligibility to work.

An internship, approved by the department, may be substituted for one TA quarter (see below). Students on TA'ships are limited to ten unit registration per quarter; the student services officer can explain procedures for meeting the department's per-quarter unit completion requirement. Students may NOT enroll in the course in which they serve as a TA or in ANTHRO 440. Teaching Assistantship, if they are paid as a Teaching Assistant and on salary support. The internship option gives students the opportunity to obtain experience in the application of anthropological knowledge and techniques while pursuing their graduate program. To make room in the schedule, an approved internship may be substituted for one quarter of the teaching assistantship requirement. However, TA FUNDS MAY NOT BE USED TO SUPPORT AN INTERNSHIP QUARTER. Students receiving University financial aid who are interested in the internship option will need to apply for other departmental aid for this purpose (if it is available) or must seek support such as a paid internship or other outside aid source.

Department requirement for Sexual Harassment Training for Non-Faculty Teaching Staff
http://cdn.e2ma.net/userdata/1704398/assets/docs/H_S_Sexual_Harassment_Training_Policy.pdf
The School of Humanities and Sciences requires that all student (undergraduate, graduate, and postdoctoral fellow) course instructors, teaching assistants, and course assistants complete *"Harassment Prevention Training for the Academic Workplace"* prior to the first day of their teaching assignment. This is one-time training; at present, there is no recertification requirement. The Sexual Harassment Policy Office has also developed a one hour sexual harassment prevention online program for TAs and other teaching professionals, which is a more in depth look at sexual harassment in the academic workplace and includes the responsibilities of teaching professionals to address issues of sexual harassment and misconduct. This program is available through STARS (SHP-0003) and accessible to anyone with a SUNET ID. The department's TAs are required to complete the online training before serving as a TA during the autumn quarter. After completion of the online training, the student should print out their completion certificate as send as a .pdf file attachment to the student services officer.

The video is titled "Major Policies & Practices Every TA should Know" features interviews with teaching assistants and representatives from key university offices who talk about resources and strategies used to resolve common issues in these areas. The video is available via the following link: http://studentaffairs.stanford.edu/oae/TA-Video.

Proposal Writing Seminar
In spring of their second year of study, Ph.D. students in the Culture and Society track are required to enroll in ANTHRO 308. Proposal Writing Seminar, to begin drafting dissertation proposals for funding of future dissertation research. This seminar helps students prepare to meet department deadline for extramural funding applications in the third year of the doctoral program. The department's deadline for funding applications in the third year is by the last day of final examinations in autumn quarter.

Report of Degree Progress in the Second Year
On or by the 15th of May in the spring quarter of the second year, submit a second-year doctoral program report of degree progress. Receive approval for the report from the adviser and the graduate committee by the first day of finals week in Spring Quarter of the second year.

Foreign Language Requirement
Ph.D. students in Anthropology must fulfill a language requirement. During the second year of the Ph.D. degree program, the Ph.D. student should send an email petition to the department's Language Committee by way of email to the Student Services Officer in which the student petitions the Language Committee for exemption from a Language Examination based on previous coursework, testing or other evidence of language mastery.

The foreign language requirement is independent of whatever reading and/or oral competence in foreign languages may be needed for successful scholarship and fieldwork in the student's chosen area. A student's committee may require such competence, but the Department per se does not supervise testing for it.

Students who have not met the foreign language requirement will not be advanced to candidacy at the end of the second year and may not be allowed to register until they have done so.

The department has limited funds upon which to draw in support of doctoral students. Most of the department funding will be allocated for intensive language study at structured language programs in the summer at the end of the second year in the doctoral program. For languages that are taught at Stanford, students are expected to complete the most advanced courses available on campus before requesting funds for training beyond this level. For languages that are not taught at Stanford, the department's faculty recommend that US National Ph.D. students apply for FLAS (Foreign Language and Area Study) grants for a summer or for one year of training at universities where the language is available.

The department Graduate Committee and Language Committee will give highest priority to funding requests for intensive language study at structured language programs in the summer at the end of your second year. If such programs are not available for the language that a student may need, the department will fund language course participation combined with a summer home-stay in the

country/region of the student's future field site. Tutoring by a native speaker generally is not as effective as study through structured language programs and/or home-stays. The department Graduate Committee and language Committee will, however, consider the student's particular needs and the availability of language programs.

The deadline for applications for summer language study funding is on or by May 1st. The application should outline past and current training in the language, the structured language program or courses and home-stay proposed, and information describing the appropriateness for the student's dissertation research project. A letter from faculty adviser in support of the plan must accompany the application.

Advancement to Candidacy by the End of the Second Year of the Ph.D. Degree Program

During the first two years of the program, the student is not formally a doctoral candidate for the Ph.D. degree until completion of at least 95 units of course work (department requirement is for a minimum of 45 units during the first year and 50 units during the second year for a total of 95 units, minimum, by the beginning of the third year); and, until recommendation of the department faculty at the spring quarter evaluation meeting held at the end of the student's second year. The student can be advanced to candidacy in the department and also be recommended for University Candidacy on 30 June of the summer quarter of the second year in the Ph.D. degree program once these conditions have been met.

Based on Faculty Senate Committee on Graduate Studies, the Department of Anthropology faculty have affirmed that advancement to candidacy in the second year will include an assessment by the faculty of the candidate's capacity to complete original research. This shall be judged in the following manner - submission of a dissertation research proposal, on or by 15 May in spring quarter in the second year, to an ANTHRO faculty advisor and an additional ANTHRO faculty member (Academic Council) who represent two of three members (minimum) of the Dissertation Reading Committee. Before signing the advancement to candidacy form the faculty advisors must agree that the student has demonstrated, through the approved proposal, a capacity for original research required for successful completion of the dissertation. Student's pre-candidacy status can, based upon a clearly developed plan, be extended for two academic quarters- i.e. the autumn or winter of the third year.

The application for candidacy should be submitted by the first day of finals week in the Winter Quarter of second-year and BEFORE the time of the Faculty Evaluation Meeting (during the first week of June in the spring quarter). According to the University, doctoral students must advance to University Candidacy by the end of their second year or by the fourth week in autumn quarter of the third year by submitting to department the Application for Advancement to Candidacy for Degree of Doctor of Philosophy.

The Advancement to Candidacy application form requires that the student list a minimum of 95 units completed at Stanford (the UNIVERSITY'S MINIMUM UNIT REQUIREMENT for the Ph.D. degree program is 135 units).

Students also intending to receive the M.A. degree from another degree program taken concurrently need to be careful that the courses listed to satisfy the doctoral candidacy unit requirement are inclusive of units NOT DUPLICATED from the concurrent M.A. program.

If the student has not advanced to University candidacy by the end of autumn quarter of the third year, registration and receipt of funding will be withheld in subsequent quarters.

The University specifies that admission to candidacy for the doctoral degree is a judgment by the faculty of the student's potential to complete successfully the requirements of the degree program. Students are expected to begin preparation for the department qualifying procedures (see the Qualifying Examination in the Third year of the Ph.D. degree program) and apply for candidacy by the end of their second year in the Ph.D. Program.

The application for candidacy specifies a departmentally approved program of study to fulfill degree requirements, including required coursework, language requirements, teaching requirements, dissertation proposal requirements, and University Oral examination.

All requirements for the degree must be completed before candidacy expires. Candidacy is valid for five (5) years unless terminated by the department (for example, termination for unsatisfactory progress). The time limit is not automatically extended by a student's leave of absence. All requests for extension must be filed by the student before the conclusion of the program's time limit. The maximum extension granted is one additional year.

Section Seven - Year Three

Dissertation Research Funding Proposals

In addition to the funding that supports graduate studies, most students will need additional support specifically for the costs of doing dissertation research in the field. Preparation of research grant proposals can be expected to occupy a major portion of the student's time during the autumn quarter in the third year and should be started as early in the third year as possible, if not before. The department requirement for the extramural funding applications is intended to provide the student with experience in drafting and submitting a competitive and realistic funding application. Because students receive department funding in the fourth year for field research, the department does not require students to succeed in obtaining extramural funding. See the Section VII. FINANCIAL SUPPORT for information and details on assistance available from the Department. The department does, however, require the student to succeed in drafting and submitting a viable funding application inclusive of the revised dissertation proposal for consideration of an extramural funding agency.

The department requires students to make a minimum of three (3) complete extramural funding applications, inclusive of the revised and approved dissertation proposal, for three different granting agencies. The proposal must be submitted directly to the student's faculty advisor on or by the last day of classes in autumn quarter. The timing regarding the actual submission of the funding proposal to the agency is at the discretion of the faculty advisor (in many cases the granting agency may have more than one deadline in an academic year) beginning in autumn quarter of the third year of the degree program. The actual funding proposal submission to the agency must have occurred no later than August 15th (end of the summer quarter) in the third year of the Ph.D. degree program. Funding proposals are typically made to the National Science Foundation, the Wenner-Gren Foundation, the Ford Foundation, the Social Science Research Council, the Fulbright, and to the Department of Education for the Fulbright-Hays.

For the Stanford University, School of Humanities and Sciences, the contact for the Office of Research Compliance, Non-medical human subjects is Lauri Kanerva (kanerva@stanford.edu). The Research Administrator for this Department is Mrs. Jennifer Kidwell (jparis@stanford.edu).

Policy on Supplemental Departmental Funding

The Department of Anthropology policy on supplemental department funding (i.e. departmental funding, in addition to the standard five-year funding offer, that may be given when an extramural or intramural funding award is given by way of a non-departmental (other) agency to a Ph.D. student for the purpose of conducting dissertation field research in the fourth year of the degree program) is detailed below in the following five scenario descriptions. Ph.D. students, normally supported by the standard departmental fourth-year funding offer, who have been awarded other extramural and/or intramural agency funding for fourth year field research covering day-to-day living expenses, will not receive standard departmental fourth-year cohort funding during a fourth-year cohort quarter (i.e. Autumn, Winter or Spring quarters) in which other agency extramural or intramural funding is received.

Scenario One

If other agency funding awarded to a student is less than the amount that would have been provided by way of the standard fourth-year cohort department funding, then the department will 'top off' the student's other agency funding award, to be given in the fourth year for field research, equivalent to the amount the student would have received if otherwise funded by way of the standard fourth-year cohort department funding. The request for 'top off' supplemental department funding (i.e. up to the equivalent of one quarter of funding during a given academic year) must be made by the end of the Summer quarter in the third year and before departure for approved dissertation field research.

Scenario Two

If other agency funding awarded to a student is greater than the amount that would have been provided by way of the standard fourth-year cohort department funding, then the department will provide the equivalent of one quarter of funding during the student's fourth year as a dissertation researcher by way of the supplemental departmental funding. The supplemental department funding is given in recognition of the student's accomplishment in securing other agency funding. The supplemental department funds can be used to extend the dissertation research period. The request for supplemental department funds must be made by the end of student's Spring quarter in the fourth year as a field researcher.

Scenario Three

If the other agency funding awarded to a student is greater than the amount that would have been provided by way of the standard fourth-year cohort department funding, then the department will provide the equivalent of one quarter of funding during the student's sixth year as a dissertation writer by way of supplemental department funding. The supplemental department funding is given in recognition of the student's accomplishment in securing other agency funding. These funds can be used as a reserve for support during in the sixth year as a dissertation writer. The request for supplemental department funding must be made by the end of the student's Summer quarter in the fifth year as a dissertation writer.

Scenario Four

If the other agency funding awarded to a student is greater than the amount that would have been provided by way of the standard fourth-year cohort departmental funding, then the department will provide the equivalent of one quarter of funding during the student's fourth year as a dissertation researcher by way of the supplemental department funding. The supplemental department funding is given

in recognition of the student's accomplishment in securing other agency funding. These funds can be used to cover otherwise unfunded travel, conference, or research expenses including, but not limited to, travel costs, translation/transcription, research assistants, archive fees, consultant/informant/co-investigator fees, equipment purchase and/or rental, supplies, permit fees, etc. The request for supplemental department funding must be made by the end of the student's Spring quarter in the fourth year as a field researcher.

Scenario Five
If the other agency funding awarded to the student is dedicated to allowable research expenses to be confirmed by the Graduate Committee based on the student's other agency funding budget and justification, the student may receive the standard fourth-year cohort department funding, in addition to the other agency funding award with no supplemental department funding given.

Supplemental department funding is typically applied for and received by Anthropology Ph.D. students conducting approved dissertation research (usually in the fourth year of the degree program) with one or more extra and/or intramural other agency funding awards for the same purpose. These funds cannot be retained beyond the sixth cohort year. Rare exceptions to the provisions listed above are allowed under unusual circumstances in which an extension of the dissertation research period is necessary for the student's academic progress. With the support of their Dissertation Reading Committee, a student may petition the Graduate Committee using the exceptional travel-related funding procedure. The petition should be accompanied by communication from the student's program advisor explaining the necessity of the exception.

Ph.D. students awarded other agency extramural or intramural funding for fourth-year cohort dissertation research by way of the department requirement for funding proposal submission in the third year of the Ph.D., should meet with the Student Service Officer in advance of departure for dissertation research, to develop a department-approved plan for the coordination of other agency extramural or intramural funding for dissertation research and for supplemental department funding.

Qualifying Examinations
The department requires the student to complete two qualifying examinations including one for area, testing knowledge of a major ethnological area and/or time period (e.g., contemporary sub-Saharan Africa); and, one for topic, demonstrating competence in a topical branch of anthropological theory (e.g., gender and kinship theory) by the first day of finals week in winter quarter of the third year.

Qualifying Examinations Requirements and Guidelines
The second of two Qualifying Examinations should be submitted to the respective Qualifying Examination Reading Committee by the last day of the second week in the spring quarter of the third year.

Qualifying Examination Bibliographies
Students develop bibliographies in consultation with their Qualifying Examination Reading Committees. The bibliographies help define the scope of the expertise for topic and area. The format suggested for the bibliographies is a list of publications, alphabetized by author and supplemented by analytical indexes, one for the area and one for the topic. Preliminary bibliographies are to be submitted to the Graduate Committee and the Student Services Officer by the last day of the third week of the winter quarter in the third year. Please keep in mind that graduate student bibliographies are made available for future ANTHRO graduate students to consult.

Qualifying Examination(s) Requirement and Guidelines
The qualifying examinations provide students with a foundation and starting point for developing the dissertation research proposals and for preparing students to teach courses in broad areas of the discipline. The proposed guidelines are broken down into their key components: Theme and Scope of Examination; Deadlines, Course Credit and Scheduling; Length; Reading Committee; Bibliography.

Theme and Scope of Examinations
One qualifying examination should focus on a broadly defined "topic" that includes theoretical, conceptual and methodological approaches to a subject or problem in the scholarly literature; the other should focus on an "area and period." The qualifying examination is not intended just to be a summary of each reading on the bibliography. It is an essay examination based on well formulated questions targeted to the particular area and topic.

Examination Deadlines
- The first Member/Advisor for each Qualifying Examination should be confirmed by the student on or by the first day of finals week in the winter quarter of the second year.
- The second Member/Reader for each Qualifying Examination should be confirmed by the student on or by the last day of the third week in autumn quarter of the third year.
- Submit the Third year Report of Qualifying Examination Status form by the last day of the third week in winter quarter of the third year.
- The Qualifying Examination preliminary bibliographies for both examinations should be submitted by the last day of the third week in winter quarter of the third year
- The Qualifying Examination questions, prepared by the student for the specific Qualifying Examination Committee Advisor's review, should be submitted to the Advisor on or by the last day of the third week in Winter Quarter of the third year.
- For the exceptional six-hour/1 day examination option, both examinations should be scheduled within the same week and with one or two days between the first and second examinations. For the standard seven-day/1 week examination option, both examinations should be scheduled with one week between the first and second examination.

- The first and second qualifying examinations (including the exceptional format for a six hours/1 day examination) should be scheduled to begin no later than the first day of the finals week in winter quarter of the third year.

Course Credit and Scheduling
Students may enroll in ANTHRO 451. Directed Individual Study in the autumn and winter quarters of the third year, with the grading option Reg Sat/NC, as a 5 unit course, under the section number of the ANTHRO faculty member who is the Qualifying Examination Committee advisor (grader). The purpose of this directed reading-style course is to develop the bibliography for the qualifying examination as well as to prepare the questions for the Qualifying Examinations.

Students may enroll in ANTHRO 401A. and/or B. Qualifying Examination (for topic or area) in the spring quarter of the third year, with the grading option of Reg Sat/NC, as a 5-unit course, under the section number of the ANTHRO faculty member who is the Qualifying Examination Committee advisor (grader). The purpose of this directed reading-style course represents the Qualifying Examination.

Length
Each qualifying examination (1 day/6 hours) should be 15 pages in length; and, each qualifying examination (week-long/7 days) should be 25 pages in length (including footnotes, but excluding references/bibliography or pictures and tables). Please follow the style guidelines of the American Anthropologist (double-space all text, including extended quotes, footnotes/endnotes, and the references cited/bibliography). At least two weeks prior to the scheduled examination date, the student should suggest specific examination questions to the qualifying examination advisor. It is assumed that the student would have already incorporated comments made by the committee member/reader. The qualifying examination advisor may choose to use these questions, or not. The qualifying examination advisor may present several sets of questions (up to three) with specific instructions for the student on the actual number of questions to be answered (for example, 'answer one question from each of the three sections for a total number of three questions answered'). The examination should be scheduled in the department during workday hours (8-5:00pm) with the Student Services Officer. The examination may be taken with the use of open-book, open-notes (hard copy, only). Electronic information with the use of files or email messages is prohibited.

The Qualifying Examination Advisor will send the exam questions to the Student Services Officer just prior to the scheduled exam date(s). The Student Services Officer will format the questions and then provide the questions to the student (as an email message with both .doc and .pdf file attachments to the student with the questions listed in the body of the email message) just before the start time of the particular written exam. If the student will sit for the Qualifying Examination in the department (1 day/6 hour option), the student should check in with the Student Services Officer at least 15 minutes prior to the scheduled written exam start day and time. The Student Services Officer will escort the student to a department computer work station to sit for the exam. After completion of the written exam and/or at completion of the six hour time period, the student will send the written exam(s) answers, via email, to Advisors and Member/Readers (please cc the Student Services Officer). The answers should be sent as an email attachment file in .doc and .pdf formats.

Qualifying Examination Reading Committee
Students should request at least one member of the Anthropology faculty (Academic Council) to serve on each Qualifying Examination Committee as the Member/Advisor for the Committee. A total of four different faculties will need to be recruited for the two qualifying examination committees. The Qualifying Examination Committee Member Advisor should be academic council faculty in the Department of Anthropology. The Qualifying Examination Committee Member Readers - the second members of each committee - may be external to the Department of Anthropology and to Stanford University.

The four members of the qualifying examination committees need not be the same as the four members of the student's Dissertation Reading Committee (or Oral Examination Committee), although it is expected that there will be substantial overlap. For example, if a faculty member whom a student wishes to recruit for his or her dissertation committee is on leave, that student should feel free to work with other faculty for the qualifying examinations.

Bibliography
The first task in writing the qualifying examinations is to finalize a draft "Bibliography" in consultation with the two members of a student's Qualifying Examination Committee. The preliminary draft of the bibliographies should be completed by the last day of third week in winter quarter of the third year and submitted to the Qualifying Examination Committee and the Student Services Officer via email. The qualifying examination bibliographies need not cite every item in the bibliography; however, the student will be expected to have a thorough knowledge of each item and the reading committee may ask students to include items from the bibliography in the projects if they feel it to be necessary.

Sequence for Papers
A. In the quarter before the one in which the qualifying examination will be completed:
- Confirm the second Member/Reader for each Qualifying Examination Committee by the last day of the third week in autumn quarter of the third year.
- Enroll in ANTHRO 451. Directed Individual Study under the section number of the Qualifying Examination Committee Chair for each during the autumn quarter in the third year.
- Submit the preliminary bibliographies by way of intensive consultation with the Qualifying Examination Committee on or by the last day of the third week of winter quarter of the third year to the Qualifying Examination Committee for each as well as to the Student Services Officer

B. In the quarter in which the qualifying examination is completed:
- Enroll in the 5-unit Qualifying Examination course
- Meet regularly with their Qualifying Examination Committee
- Submit the completed qualifying examinations on or by the end day of finals week in winter quarter of the third year.

Guidelines for Dissertation Proposal
Students should send copies of the preliminary Dissertation Proposal, inclusive of the bibliographies, to the Dissertation Reading Committee by the first day of finals week in the winter quarter of the third year. After revision has been made based on the Dissertation Reading Committee commentary, the student must submit an approved dissertation proposal to the Dissertation Reading Committee and the Student Service Officer by the last day of the fourth week in spring quarter of the third year.

Dissertation Reading Committee
http://gap.stanford.edu/4-8.html

The University and Department minimum requirement for Dissertation Reading Committee formulation, must be confirmed and approved by the first day of finals week in autumn quarter of the third year.

The Dissertation Reading Committee is normally chosen soon after the completion of the Qualifying Examinations and ordinarily consists of four members who may be constituted, in part or whole, from the Qualifying Examination and Dissertation Proposal Committees. The Department of Anthropology requires at least four members for the Dissertation Reading Committee, two of whom must be appointed in the Department of Anthropology. The Committee typically includes three members, but may have no more than five members. Emeritus Faculty are now counted as the same as current Academic Council faculty, rather than as non-Academic Council members. Non-Academic Council readers can be appointed to the Reading Committee if they hold a Ph.D., as long as the majority of Committee members are Academic Council faculty. A non-Academic Council member (including former Academic Council members) may replace only one of three required members of dissertation reading committees. If the reading committee has four or five members, at least three members (comprising the majority) must be current or emeritus members of the Academic Council. The reading committee must conform to University regulations at the time of degree conferral.

The Reading Committee is officially formed by having each member sign the University Doctoral Dissertation Reading Committee form that is turned in to the Student Services Officer and kept on record in the student's file.

If new members are added from outside the University, a Petition for Doctoral Committee Members form must be filed and a Curriculum Vitae must be included. The Petition is not required for committee members who are on the Stanford Academic Council at the time they sign the form but subsequently leave Stanford; but a Principal Committee Advisor who leaves the University can stay in that capacity only if a Stanford Special Committee member serves as Co-Principal Advisor.

Although for decades the policy had specified a three person reading committee, the reality was that committees had been expanding. CGS addressed this by specifying a maximum size (5) and clarifying the proportion of Academic and Non-Academic Council members that were acceptable (non-AC = 1/3, 1/4 or 2/5). The rationale was that the plurality must be Stanford Academic Council members, because it is a Stanford degree and the responsibility for advising rests with the members of the Academic Council. The committee, however, encourage students to stick with the conventional 3 members, because it is simpler for students to get the signatures. The other change was to count emeritus members in the same manner as current members of the Academic Council, rather than as non-Academic Council members.

Dissertation Proposal
A preliminary draft of the dissertation proposal should be circulated to the Dissertation Reading Committee no later than that first day of finals week in winter quarter of the third year.

The purpose of the Dissertation Proposal is for the student and his or her Dissertation Reading Committee to reach agreement as to the topic, scope, methods, and feasibility of the dissertation project before work on dissertation research is begun. Before undertaking fieldwork or other substantial work on the dissertation, each student must prepare a Dissertation Proposal. The proposal should outline the candidate's research problem, relate it to the relevant literature, and specify the research design and field procedures. In many cases the research proposals submitted to granting agencies for funding of the dissertation fieldwork can, with minimal revision, become the Dissertation Proposal.

The dissertation proposal must be completed no later than 2 weeks prior to the Dissertation Proposal Meeting (see below), and no later than the last day of the second week in the spring quarter of the third year. The candidate distributes the proposal to the Student Services Coordinator and the members of the candidate's Dissertation Reading Committee.

If, in the course of research or write-up, a student wishes to depart significantly from the approved Dissertation Proposal, (e.g., a major change in the research focus), a new Dissertation Proposal must be submitted for approval by the student's Dissertation Reading Committee. If feasible, the full committee will meet face to face with the student before making a decision.

By the first day of finals week in spring quarter of the third year, third year Ph.D. students should submit the approved dissertation proposal to the Graduate Committee

Dissertation Proposal Meeting

The Dissertation Proposal Meeting allows the student to meet with the Dissertation Reading Committee to receive feedback on the Dissertation Proposal. The Dissertation Proposal Meeting must be completed on or by the last day of the fourth week in the spring quarter of the third year. All members of the Dissertation Reading Committee must participate; committee members not in residence (e.g., on leave) may participate by teleconference or other.

The Dissertation Proposal Meeting should be scheduled for a two hour period. It is the candidate's responsibility to schedule the meeting; candidates are encouraged to schedule the meeting well in advance, taking into account the schedules of the Dissertation Reading Committee members. In some cases it will be advisable to hold the meeting in advance of the stated deadline (last day of the fourth week of spring quarter).

In such cases students must submit their dissertation proposal no fewer than two weeks in advance of the Dissertation Proposal Meeting.

Typically the Chair of the Dissertation Reading Committee facilitates the meeting. The format of the meeting is flexible and may follow this general schedule:

- The meeting begins with a short (20 minute) presentation by the candidate of the proposed dissertation.
- The next part of the meeting, typically 60 minutes, is reserved for questions and discussion, with each member of the Dissertation Reading Committee afforded an opportunity to comment on the dissertation proposal.
- The candidate is excused to allow the Committee to discuss any suggested requests for revision, typically 20 minutes.
- During the final portion of the meeting, typically 20 minutes, the Chair of the Dissertation Reading Committee communicates to the candidate the Committee's assessment of the candidate's readiness for dissertation research, and communicates any requirements for revision and modification to the Dissertation Research Proposal.
- Any revisions to the dissertation proposal must be completed and reviewed by May 15 to ensure timely degree progress.
- Submitting the Dissertation Proposal
- The Dissertation Proposal should be revised to incorporate any suggestions and modifications stipulated by the Dissertation Reading Committee during the Dissertation Proposal Meeting. The final revised Dissertation Proposal must be submitted to the Department no later than (on or by) May 15 and before departing for the field. An email or letter from the Dissertation Proposal Chair, confirming that the Dissertation Proposal has been revised to satisfaction, and has been approved by all members of the Dissertation Reading Committee, must accompany the Dissertation Proposal.

(Non-Medical) Human Subjects Protocol

When people participate in anthropological research, they have a right to know what the research is about and to consent (or not) to participate. In most cases, anthropological fieldwork involves human subjects. Every university, including Stanford, has an Institutional Review Board (IRB) which approves research protocols in order to safeguard the welfare of the people who are the subjects of research. At Stanford the IRB consists of the Administrative Panel on Human Subjects in Non-Medical Research in the Sponsored Projects Office (SPO) and the Panel on Human Subjects in Medical Research in the Medical School Office Building. The Stanford IRB guidelines for protecting human subjects are detailed in Chapter 7. Human Subjects in Research of The Stanford University Research Policy Handbook.

Students whose research involves human subjects must complete and electronic tutorial and prepare a Non-Medical Human Subjects Protocol for submission and for approval by the IRB, outlining the research, explaining potential risks to participants and how risks will be avoided, and indicating how the researcher will inform subjects about the nature of the research and obtain informed consent to participate. The Dissertation Advisor and Principal Investigator must approve the protocol before it is submitted for institutional review. The approved protocol MUST BE RENEWED CONTINUOUSLY until completion of the dissertation; RENEWAL IS THE RESPONSIBILITY OF THE STUDENT. Anthropology Doctoral candidates should obtain renewed approval of their Human Subjects Protocol prior to beginning dissertation field research at the end of Year Three. Administrative Panel on Human Subjects in Non-Medical Research in the Sponsored Projects Office (SPO) and the Panel on Human Subjects in Medical Research in the Medical School Office Building. The Stanford IRB guidelines for protecting human subjects are detailed in Chapter 7. Human Subjects in Research, of The Stanford University Research Policy Handbook. An approved Non-medical Human Subjects Protocol must be confirmed by the IRB before the Ph.D. student departs to conduct dissertation field research.

Ethics of Field Work and Reporting: AAA Statement of Ethics

Institutional Review Board approval of the Human Subjects Protocol does not absolve the individual researcher from taking full personal responsibility for the impact of research procedures and reports on informants, study communities, and the scholarly community.

The American Anthropological Association (AAA) has recognized that the fieldwork enterprise involves the anthropologist in complex ethical issues, and has issued a series of statements on ethics and the principles of professional responsibility. The Department's faculty considers all graduate students in the department to be bound by the current AAA guidelines. Violation of this information, whether willful or unthinking, will be grounds for dismissal from the program.
Before going to the field, every student is responsible for reading and considering the information as described in the AAA Statement of Ethics, a link to which is listed in this handbook.

Students are required to have attended the Department's meetings on ethics before leaving for the field.

Pre-Field Checkout

Students, preparing to leave for the field, are responsible for assuring that all administrative matters, especially those regarding registration status and receipt of financial aid while away from Stanford, and submission of funding proposals through SPO, are taken care of in a timely fashion. The Student Services Officer can offer assistance and advice but is not responsible for meeting the student's University commitments or for making corrections to grant submissions. The Department Pre-Field Checkout Form provides a list of matters to be attended to before departure and is to be completed with the Student Services Officer.

Students must be in residence at their fieldwork site by the last day of summer quarter in the third year following completion of the oral exam and the dissertation proposal to be eligible for the department pre-doctoral research affiliateship funding in the fourth year.

Section Eight - Year Four

The dissertation is a step in doctoral training in which the candidate has an opportunity to apply conceptual and methodological skills and analysis to research on a delimited problem in Anthropology and to write about the approach taken and the conclusions drawn. Dissertation projects are generally based on field research undertaken in the fourth year of the program and coupled with significant analysis and writing completed in the fifth, and sometimes the sixth year. DISSERTATIONS NEED NOT RESULT IN THE WEIGHTY TOME AND MAY BE AS SHORT AS NEEDED TO EFFECTIVELY DELIMIT A PROBLEM OF RESEARCH AND DESCRIBE THE APPROACH(ES) TAKEN AND THE METHOD(S) USED TO RESOLVE THE PROBLEM. (You may wish to write about other aspects of your work in articles.)

Fieldwork
Full time research for the dissertation should be STARTED NO LATER THAN THE END OF THE SUMMER QUARTER OF THE THIRD ACADEMIC YEAR. Fieldwork can be expected to last for one year under most circumstances, although extensions do occur because of unexpected field conditions, funding difficulties, or personal needs. The Dissertation Project Supervisor and the Student Services Officer serve as departmental liaisons with the student in the field regarding the research itself, grant monitoring, and student administrative matters. The Department encourages informal reports from the field, with photos or slides if possible, for inclusion in the Stanford Anthropology Newsletter.

Residency and Registration Status
In addition to and distinct from Department and University unit requirements for the Ph.D., the University has a Residency Requirement for the Ph.D. of 135 registered units. [In the case of those who have undertaken graduate study prior to the Graduate program, the maximum allowable transfer units is 45 units]. Students receiving fourth-year University financial support should complete the Residency Requirement by the end of autumn quarter of the third year. This residency accumulation would be increased by summer tuition (if any) received in conjunction with summer funding for pre-dissertation field research at the end of Y1 or Y2; and, for "bridge" grants to facilitate dissertation field research at the end of Y3. Once 135 units have been achieved, the student is eligible for the much-reduced rate of Terminal Graduate Registration (TGR). (Download the Request for TGR Status form.)

In the Field
Appropriate registration status for students in the field will vary depending on the student's level in the program and on the source(s) of fieldwork funding. Possibilities include full-time registration (11-18 units); part time (10 unit) registration; and Leave of Absence. In most cases, however, students in the fourth year of the Ph.D. Program who are in the field conducting Dissertation research should enroll each quarter from the field in either Directed Individual Study for Dissertation Fieldwork (ANTHRO 397B. Dissertation Fieldwork), along with the Instructor's (Dissertation Reading Committee Advisor's) department section number, or, in the case of a student at the Terminal Graduate Tuition (TGR) status, enrollment should be made in TGR Dissertation (ANTHRO 802. TGR Dissertation) along with the Instructor's (Dissertation Reading Committee Advisor's) department section number. DETAILS REGARDING REGISTRATION AND ENROLLMENT SHOULD BE ARRANGED BY THE STUDENT PRIOR TO LEAVING FOR THE FIELD.
TGR status requires completion of all degree requirements except the dissertation project, and an accumulated 135 units full tuition registration. In case of shortfall, students have the option of 1) paying the difference in tuition between their accumulated full tuition credits and 135 paid quarter units and going to TGR status immediately; or 2) of registering for one quarter for the number of units needed to complete the requirement. TGR is a no-unit registration status; students on TGR register file an intent to register each quarter in AXESS and submit a study list (also in AXESS) for ANTHRO 802. TGR Dissertation (leave number of units blank), along with the Instructor's department section number.

Students who rely on University aid should be aware that NO AID CAN BE PROMISED beyond the period of eligibility stated during initial admission to the doctoral program (generally, five years). And, there is the possibility of teaching assistantships or affiliateships, and research assistantships that would carry tuition benefits to pay needed TGR registration. Students anticipating such assistance should keep in touch with the Department about their needs through the Student Services Officer.

Section Nine - Year Five

Writing the Dissertation
In order to be eligible for a Department TA Assistantship/Affiliateships after the fifth year, students in the fifth year should make at least two funding applications for dissertation write-up funds during the sixth year and above. Students generally need to begin considering and applying for sources of write-up funding in the fifth year while in residence in the department. The School of Humanities and Sciences together with the Stanford Humanities Center administers some funding from the Mellon Foundation to support Anthropology dissertation writers in residence along with other dissertation writers from Departments and Programs in the Humanities and Sciences. Further information will be found in the SECTION VII. FINANCIAL SUPPORT.
To assist in writing the dissertation, the Department offers ANTHRO 400. Dissertation Writers' Seminar, in which students returning from the field are encouraged to enroll. Participation in the seminar is required for those receiving financial support through the department for dissertation write-up. The Seminar provides a forum for sharing approaches to common analysis and writing problems and for constructive feedback from the Seminar leader and fellow writers as a supplement to the guidance provided by the dissertation committee. Students returning from the field in the fifth year and accepting department funding are required to attend four out of five sessions of the seminar each quarter.

Students often think of the dissertation as a hurdle to be overcome—as a test of the student's ability to produce professional work with minimal assistance from the faculty. THIS IS A FALSE CONCEPTION. The dissertation is another part of the student's training and learning, and the faculty provides assistance based upon their knowledge and experience. They do not expect the student to produce polished, finished work, in isolation. Even if the student cannot be in continuous residence at Stanford while writing the dissertation, a plan should be developed to receive regular feedback and consultation advice from appropriate members of the Dissertation Reading Committee.

STUDENTS SHOULD CONSULT WITH THEIR COMMITTEE MEMBERS TO SETTLE UPON REALISTIC SCHEDULE FOR FACULTY TO READ AND PROVIDE ONGOING FEEDBACK FOR THE DISSERTATION.

The University Registrar's Office of Graduate Degree Progress publishes a .pdf file with detailed format requirements and other information regarding completing the dissertation and handing in via hard paper copy or via electronic submissions. The directions are specific, and the dissertation will not be accepted if they are not followed. Students are required to be registered in the degree quarter for turning in the dissertation and granting the degree, and must file the Notice of Intention to Complete Doctoral Degree (AXESS) with University Registrar's Office of Graduate Degree Progress during the quarter in which the degree is to be granted.

Submission of Dissertation
Time Table for Submission of the Dissertation
(Please keep in mind the terms "penultimate draft" and "final draft" are provisional, and that the determination of whether a draft qualifies as such depends on the Dissertation Reading Committee.)

Penultimate Drafts:
Dissertation writers should acquaint themselves with University deadlines for filing the dissertation. We recommend that drafts of all chapters be submitted by the first week of the quarter prior to the quarter of submission of the final draft, but no later than the last week of the quarter prior to the quarter of submission of the final draft. Thus, if the student plans to graduate in winter quarter, please turn in the penultimate draft to the Dissertation Reading Committee Members by the first week of autumn quarter. The Penultimate Draft is not a rough or first draft: please make sure it is copy-edited and is free of typographical errors. The Dissertation Reading Committee will give comments within four weeks of receiving the penultimate draft. This is a guideline, and students should negotiate details with their Dissertation Reading Committee Chair and the other Committee Members.

Final Drafts:
As a matter of department policy, dissertation writers must turn in the final draft to the Dissertation Reading Committee Members four weeks prior to the Oral Examination and dissertation defense.

Example Timeline
- *Dissertation defense in spring quarter for a University Deadline of May 31st.*
- January 7-February 1 Students submit penultimate draft to advisors. This should be the final chapter, if submitting chapter by chapter, or the entire draft. Advisors will have up to one month to read a full penultimate draft.
- March 1 Advisors give comments back to the student.
- April 1 Final draft to advisors, who will have four weeks to read the revised dissertation.
- May 1 Oral presentation and defense
- May 31 University deadline.

Oral Examination and Dissertation Defense
Passing a university oral examination is a requirement of the Ph.D. degree. The purpose of the examination is to test the candidate's command of the field of study and to confirm fitness for scholarly pursuits.

The student, the department, and the University all derive benefits from this requirement that would not be easily obtained by other means. The oral examination retains value first as a teaching experience and intellectual encounter for the student; second as a milestone, a means of internal indication, and a point of contact with a larger university for the department; and third as a small but significant unifying force and means of promoting communication between the different, often highly specialized, departments of the university. http://gap.stanford.edu/4-7.html.

The Department of Anthropology has determined that the Oral Examination will be a defense of the dissertation, preceded by a public Oral presentation. A defense of the dissertation presented either upon completion of a substantial portion of the dissertation or upon completion of a final draft (in either case, a draft of the work completed should be available for the examining committee well in advance of the examination); this type of examination is intended to verify that the research represents the candidate's own contribution to knowledge, and to test his or her understanding of the research. General questions pertaining to the field as a whole, but beyond the scope of the dissertation itself, may be included.

The Oral Presentation should be about 30 minutes in length, followed by 15 minutes of discussion. The presentation is meant to be a dialogue between students, the dissertation reading committee, and the Department of Anthropology and other attendees. The Oral Examination will take place after the Oral Presentation of the dissertation.

The examination will consist of four members of the student's Dissertation Reading Committee, inclusive of Advisor, plus an External Chair http://gap.stanford.edu/docs/dekker.pdf. The External Chair must be a member of the Stanford University Academic Council. The department **should not** require the student to solicit the out-of-department chair, although the student may participate in selecting and contacting potential chairs." (See http://gap.stanford.edu/4-7.html). Most departments have delegated the responsibility to the student's primary dissertation advisor. On occasions when it proves particularly difficult for the advisor to find a Chair, then responsibility rests with the department chair. Of course, these procedures do not prevent students from participating in the process. Nor should staff be expected to perform this job. The University Oral Examination Chair's role is important precisely because the examination itself is a tremendously important, hence highly stressful, personal and professional rite of passage for each student who takes it. To participate either as an examiner or as a Chair is a chore, but also a privilege and, very occasionally, a challenge. On every occasion, the Chair's role is part of our responsibility as University citizens and as educators.

During the Oral Examination, the student's Oral Examination Committee members may conduct open discussion or ask specific questions dealing with the dissertation. At the end of the exam, the student will be asked to leave the room and the Oral Examination Committee and External Chair will determine whether the student has passed or failed the University Oral Examination. The candidate passes the examination if the Oral Examination Committee casts four favorable votes out of five.

If the Oral Examination Committee votes to pass the oral examination it will determine if any revisions will be required for the final draft of the dissertation. The Oral Examination Committee Advisor should take detailed notes on any revisions required or suggested by the committee. These should be communicated to the student.

The revisions to be made must be approved by the Oral Examination/Dissertation Reading Committee Advisor before the dissertation can be filed.
If the Oral Examination Committee votes to fail a student, the Oral Examination Committee Chair must send, within five days, a written evaluation of the candidate's performance to the Chair of the Department and the student.

SCHEDULING
The student must schedule the oral portion of the University Oral Examination, a public presentation, relatively far in advance. Because of registration requirements and faculty availability, oral examinations are normally completed in Autumn, Winter, and Spring Quarters only. Scheduling of orals during the Summer Quarter is often impractical because most faculty members are off-duty or absent from campus in the summer.

Students with absolute deadlines involving graduation (e.g., a job contingent on completion of the dissertation), should leave a minimum of four weeks between the time of the public presentation and University Oral Examination and filing of the dissertation (a combination of re-writing time and advisor reading time).

A student must submit the University Oral Exam Schedule form at least four weeks before the proposed Orals date. The Student Services Officer will make sure that the committee is properly composed.

Checklist for the Oral Examination (Dissertation Defense), Handing in the Dissertation, and Graduating/Conferral of Degree

Academic Steps Prior to Conferral of Ph.D.
Students should request a final 'Graduation Quarter' in the final quarter in which the dissertation will be handed in to the University registrar. The "Graduation Quarter" policy requires that all students be enrolled during the quarter in which a degree is granted. There will be a $100 tuition charge for the graduation quarter. Students in the graduation quarter status will also be assessed ASSU fees and health insurance fees (unless waived).

The student will be eligible for only one "Graduation Quarter" registration per degree program. If the student does not graduate within their one-time only Graduation Quarter, they will be required to register at the full TGR tuition rate applicable at the time. The following is the URL for the form that students must submit to the Registrar's Office in order to be eligible for the graduation quarter http://studentaffairs.stanford.edu/sites/default/files/registrar/files/grad_qtr.pdf

Handing in the Doctoral Dissertation

The Petition for Graduation Quarter must be submitted to the Registrar's Office prior to the first day of the proposed graduation term. Students and faculty advisors will need to stay in close contact as the student completes the dissertation so as to take advantage of the "Graduation Quarter" policy in the quarter that the student actually plans to graduate. The department will require approval from the student's Dissertation Reading Committee before processing the "Petition for Graduation Quarter" with the University Registrar.

Students should review your commitment to register in AXESS. If you have committed for any quarters beyond the date you will graduate, you must fill out a leave of absence form. There is a section specifically for annulment of registration.

Carefully go through the Checklist for Submission of Dissertation listed in the Directions for Preparing Doctoral Dissertations for hard copy thesis submission; and, in the Directions for Preparing Doctoral Dissertations for Electronic Submission for electronic thesis submission, making sure all documentation has been provided and fees have been paid.

For confirmation of attendance in the department's diploma and awards ceremony, students should send an e-mail message confirmation to the Student Services Officer, no later than the second week of May. On this form please provide the student's full name and number of guests. No tickets are required and there is no restriction to the number of guests you can bring to either the University or department ceremony.

Order and purchase a cap, gown, and regalia at the Stanford Bookstore by the first week in May. Pick-up hours are 8:00 a.m. to 8:00 p.m. Monday through Friday, usually during the second week in June; you may also opt to buy a full Stanford dress or ceremonial robe.

Employment

While the faculty member leading the Dissertation Seminar will assist the student with the intricacies of seeking employment, the primary responsibility is the student's, and students are encouraged to work together to coordinate information about job opportunities. Current job announcements are posted in the Department and should be consulted regularly at this stage of the academic career. The AAA's monthly newspaper Anthropology News is also a major source of employment listings. The Seminar leader also may schedule a session with graduates of the Department who work outside of academia to discuss relevant opportunities and requirements.

It is advisable to prepare a paper based on the dissertation to be given at one of the professional meetings and to use as a job talk. Not only is this experience valuable professional training, it can significantly improve chances of employment. The Dissertation Seminar provides a forum to rehearse paper delivery in a friendly, constructive environment. The Department and the School of Humanities and Sciences endeavor to provide partial financial support for the travel expenses of students in the job market who have been invited to give papers at meetings.

Each year the Department offers career workshops beginning in autumn quarter and around the time of the American Anthropological Association Meetings. In early November, the dissertation writers will be invited to attend a workshop that addresses CV building and interviewing techniques (for the AAA meetings). In addition, the Department will also offer practice presentation sessions for both the brief 10-15 minutes AAA presentations and the 45-60 minute job talks. Sessions may be scheduled through the Dissertation Seminar Instructor and the Student Services Officer. To schedule a practice session, please send an e-mail message detailing the following information (either as pasted in the body of the message or attachment files: (1) title of the Dissertation Proposal; (2) title of the Abstract for Presentation; (3) copy of the CV; (4) listing of topic/area teaching interests inclusive of syllabus (if available); and (5) AAA abstract.

During winter quarter, the Department offers a career workshop on post-doctoral placement and tenure-track job negotiation. Current Anthropology Alumni are very good sources for Career information. Please see the Student Services Officer for information on contacting alumni.

(Faculty) Letters of Recommendation for post-doctoral employment

Letters of recommendation are requested directly from faculty and are not administered by the department. Please consult with your faculty recommenders to discuss the process they wish to follow.

There are generally two kinds of requests for letters of recommendation for jobs, category A and category B.

CATEGORY A: A department asks that all applicants provide letters of recommendation. This is done in one of two ways: either the job announcement states that everyone must provide letters, or a "form letter" is sent automatically to all applicants requesting letters of recommendation. Note that in both cases this is explicitly prohibited by AAA bylaws, but is still a frequent occurrence.

CATEGORY B: A department asks for letters of recommendation from some subset of applicants. In other words, the applicant makes some sort of "cut," be that a "short list" of 3-5 candidates, or a "first cut" of 15-20 candidates. But in any case, the applicant passes through some form of selection process. The "applicant" becomes a "candidate," so to speak. When this happens, a department sometimes contacts the faculty directly, or sometimes contacts the applicant.

For CATEGORY A, faculty typically place a "general job letter" with Interfolio.

For CATEGORY B, faculty typically write specific letters or recommendation and send the letter directly to the hiring source.

Note: when an applicant receives a letter from an academic department requesting letters of recommendation, it may be unclear if this is a "form letter" sent to all applicants (Category A), or signifies that the applicant has become a "candidate" (Category B). In such cases, it is the applicant's responsibility to contact the academic department in question and determine which is the case.

POSTDOCS/RESEARCH FELLOWSHIPS

Graduate students can request that a faculty member place a "general postdoc letter" with Interfolio. Please consult with your faculty recommenders to discuss which applications are suited for a general letter, and which might benefit from a specialized letter.

PREDOCTORAL GRANTS, FIELDWORK GRANTS, SUMMER FIELDWORK GRANTS, WRITE-UP GRANTS

As requested, a faculty member may write a specific letter of recommendation and send the letter directly. The only exception would be in the case that a graduate student would apply to MORE THAN THREE (3) PREDOCTORAL or SUMMER FIELDWORK grants in one year. In that case, faculty will place the letters with Interfolio.

At all times, the requesting graduate student must keep in mind the importance of giving the faculty a reasonable amount of notice when letters are needed (e.g. notifying a faculty member of a request for a letter of recommendation three days before it is due is not acceptable).

When a faculty member will be going on leave, students should make arrangements with them individually. Where the circumstances of the leave (e.g., fieldwork outside the United States) may make letter-writing difficult, faculty may place letters with Interfolio with an explanation to the requester that they are on leave.

In addition to the information listed above regarding letters requested for jobs, throughout the time of the doctoral program there may be many other occasions in which graduate students will need to request a letter of recommendation from faculty (i.e. extra or intramural funding opportunities for research or language funding, dissertation research funding, dissertation writer funding, postdoctoral funding, visa renewal, institutional affiliation, permitting requests...). In the course of an academic year, a single faculty member can easily be overwhelmed with so many requests for letters. Given this circumstance, please consider the following information. A request carries an implied responsibility to plan in advance. Advance planning denotes an understanding of the actual efforts associated with the request for a letter inclusive of the time and effort involved in both drafting the letter and in submitting the letter. A request should always be accompanied by a current CV, a current transcript, a current proposal, an explanation for the request, a description of the timeline for the request, and if applicable a current abstract or paper. The graduate student requester should consider that any request must always be accompanied by the provision of information that enables the letter writer to produce the recommendation, based on accurate and current information.

Section Ten - Policy

Sexual Harassment
http://harass.stanford.edu/

Sexual Harassment Training for Non-Faculty Teaching Staff
http://cdn.e2ma.net/userdata/1704398/assets/docs/Sexual_Harassment_Training_PolicyFINAL_11-2-2012.pdf

"Major Policies & Practices Every TA should Know" (video)
http://studentaffairs.stanford.edu/oae/TA-Video

Honor Code
http://studentaffairs.stanford.edu/judicialaffairs/policy/honor-code

http://studentaffairs.stanford.edu/judicialaffairs/policy/honor-interpretation

Acts of Intolerance
http://studentaffairs.stanford.edu/intoleranceprotocol

Fundamental Standard
http://studentaffairs.stanford.edu/judicialaffairs/policy/fundamental-standard

Code of Conduct
http://adminguide.stanford.edu/1.pdf

Minimum Progress
http://studentaffairs.stanford.edu/registrar/students/graduate-minimum-progress
http://registrar.stanford.edu/bulletin/4910.htm

Rights and Responsibilities
http://studentaffairs.stanford.edu/oae/students/rights

On Academic Authorship and Academic Freedom
http://rph.stanford.edu/2-8.html

Diversity
http://www.stanford.edu/dept/diversityaccess/
http://gap.stanford.edu/2-5.html

Commitment and Interest
http://rph.stanford.edu/4-7.html
http://www.stanford.edu/group/coi/

Grievances
http://studentaffairs.stanford.edu/oae/grievance
http://registrar.stanford.edu/bulletin/4988.htm
http://registrar.stanford.edu/bulletin/4771.htm
http://elr.stanford.edu/grievance.html

Visas

Leave of Absence
http://studentaffairs.stanford.edu/registrar/students/leave
http://gap.stanford.edu/5-3.html
http://registrar.stanford.edu/bulletin/4904.htm
http://studentaffairs.stanford.edu/sites/default/files/registrar/files/leaveofabsence.pdf
http://www.stanford.edu/dept/DoR/gfs/Sec5.html

Student Leave Policy, the University-approved Leave Of Absence and 'Stopping-Out'

The Department encourages students to pursue their Graduate program(s), without interruption, prior to dissertation writing. THE MAXIMUM OFFICIAL LEAVE ALLOWED BY THE DEPARTMENT AND UNIVERSITY IS A TOTAL OF 2 YEARS. STUDENTS WHOSE

ACCUMULATED LEAVE OF ABSENCE EXCEEDS 2 YEARS MUST APPLY FOR REINSTATEMENT WITH THE REGISTRAR'S OFFICE OF GRADUATE ADMISSIONS IN ORDER TO REGISTER AGAIN.

All Graduate students, PRIOR TO THE STAGE OF DISSERTATION WRITING, who plan not to register for a given quarter, must submit, to the GRADUATE COMMITTEE, a Graduate Petition email request for Leave of Absence from the Department's GRADUATE COMMITTEE, as well as filing the University's Leave of Absence Petition form. The Department Graduate Petition must state the reason(s) for the request and must be signed by the student's advisor; GRADUATE COMMITTEE may either grant or deny the petition.

If it is granted, the University Leave of Absence form must then be signed by the Chair of the Department and filed with the University Registrar's office of Graduate Degree Progress. If a student withdraws from the program without obtaining GRADUATE COMMITTEE approval, the student forfeits graduate standing in the Department and University funding.

If a student who has withdrawn without approval wishes to resume training at a later time, a new application must be made for admission in competition with other applicants in that year. Students who withdraw without obtaining University leave of absence approval must apply to reinstate their application to the University through the University Registrar's office of Graduate Admissions.

** UNLESS EXPLICITLY ARRANGED OTHERWISE BY THE DEPARTMENT AND UNIVERSITY, THE CLOCK ON UNIVERSITY FUNDING CONTINUES TO RUN DURING A LEAVE OF ABSENCE AND STUDENTS FOREGO FUNDING THAT WOULD HAVE BEEN AVAILABLE DURING THAT PERIOD.**

For students who have been admitted to University Ph.D. candidacy, the clock for candidacy also continues to run during periods of leave. The University has established a time limit for candidacy, as follows:

Doctoral students are expected to complete their degree requirements in a timely manner. Therefore, candidacy is valid for five years unless terminated by the department for unsatisfactory progress. Extensions of candidacy require review of the student's progress by the department and by the graduate division, and submission of a timetable for completion of the dissertation.

If the department recommends an extension of candidacy, a message should be written to the student summarizing the findings of the review process and the expectations for completion of the dissertation. Extensions of candidacy will be approved for a maximum of one year at a time.

The Department has established its own guidelines for return to the Graduate Program by students who have taken leave with GRADUATE COMMITTEE approval but are not specifically covered by University regulations because they have not filed for and been admitted to candidacy by the University, even though they may have met all the requirements for doing so. The Departmental regulations deal with and distinguish between students who interrupt their training BEFORE and those who interrupt their training AFTER advancement to candidacy (i.e. students who have completed all first and second year requirements and have been advanced unconditionally into the third year of the program), as opposed to students who have not yet been admitted to candidacy by the University.

Students who interrupt their training to perform military service, whether voluntarily or involuntarily, or students who take maternity leave are governed by the above regulations, except that their entire period of military service or maternity leave, if more than a year, will be considered as 1 year of leave for purposes of determining which of the procedures to follow for resuming training or requesting readmission or reinstatement.

Leaves of absence may also be taken in conjunction with dissertation fieldwork and dissertation writing.

The University's policy on Graduate Leaves of Absence is that Graduate students who do not meet the requirements for continuous registration during the academic year must obtain an approved leave of absence, in advance, for the term(s) they will not be registered. New Graduate students may not take a leave of absence during their first quarter. Leaves of absence are granted for one calendar year. Extension requests may be made before the expiration of the original leave of absence. Leave extension requests will be considered for Ph.D. program students not yet admitted to candidacy. Leaves may not exceed a cumulative total of two years. Students on leave are not registered and, therefore, do not have the rights and privileges of registered students (i.e. library privileges to check out books withdrawn from the leave start-of-quarter-date).

Reinstatement
http://studentaffairs.stanford.edu/sites/default/files/registrar/files/appgradreinstate.pdf
http://gap.stanford.edu/5-4.html
http://registrar.stanford.edu/bulletin/89072.htm

Dismissal
http://registrar.stanford.edu/bulletin/4911.htm
http://gap.stanford.edu/5-4.html

Childbirth
http://gap.stanford.edu/5-9.html
http://registrar.stanford.edu/bulletin/7413.htm

http://gap.stanford.edu/docs/childbirth_form.pdf

Standards of Progress
http://studentaffairs.stanford.edu/registrar/students/graduate-minimum-progress
http://gap.stanford.edu/3-1.html

Stanford Computer and Network Usage Policy
http://adminguide.stanford.edu/62.pdf

Student Computing Acceptable Use Policy
http://acomp.stanford.edu/about/policy/aup

Online Conduct
http://www.stanford.edu/site/terms.html

Data
https://iriss.stanford.edu/Tools/dmp_resources
http://data.stanford.edu/

International Travel
http://provost.stanford.edu/news/travel.html
http://icenter.stanford.edu/portal/register.html
https://oia.stanford.edu/page/travel-registration
http://www.stanford.edu/group/fms/globalops/activity_reg/index.html

Grades
http://studentaffairs.stanford.edu/registrar/faculty/grading
http://studentaffairs.stanford.edu/registrar/students/grades-definition

Residency
http://gap.stanford.edu/3-2.html
http://registrar.stanford.edu/bulletin/5466.htm
https://studentaffairs.stanford.edu/registrar/students/graduate-residency-credit

Conduct of Research
http://dor.stanford.edu/rcr.html
http://bioethics.stanford.edu/education/rcr/

Patent and Copyright Agreement
http://rph.stanford.edu/su18.html
http://studentaffairs.stanford.edu/gradadmissions/admitted/patent-copyright

Retention of and Access to Research Data
http://rph.stanford.edu/2-10.html

Summer quarter
TBA

Evaluation
http://studentaffairs.stanford.edu/registrar/faculty/courseevalspolicies

Faculty Evaluations
Evaluation of student work is an integral part of graduate training and a continuing part of the program. With support from the Student Services Officer, the GRADUATE COMMITTEE will review the student's record at the end of each quarter. If a student appears to be making anything other than good degree progress, the student and the Department Program Advisor are notified. A major review is undertaken at the end of spring quarter for each academic year when GRADUATE COMMITTEE recommendations are reviewed and acted upon by the entire faculty.

The Departmental faculty has a consensus regarding the meaning of grades. In general, B- indicates "below marginal" performance at the graduate level; B indicates "marginal performance"; B+ is given for "solid, good graduate work;" and grades above B+ are for “outstanding, excellent work.” The Department recognizes that grades alone are often imperfect guidelines to performance; thus, reviews at the end of the year consider both grades and written evaluations of the student's performance in review courses and on the Graduate Research Proposal.

THE FIRST YEAR EVALUATION IS GENERALLY CONSIDERED THE MOST IMPORTANT EVALUATION, AS IT IS A STRONG INDICATOR OF A STUDENT'S FUTURE SUCCESS IN THE PROGRAM.

Standards of Progress

To pass unconditionally into the second-year of the program, the student must:

1. Pass at least 3 theory/review courses, including a track specific theory course with an average grade of B+, or better
2. Pass a track specific methods course with a grade of B+, or better
3. Complete at least 45 quarter units
4. Have participated in training on ethics (usually the first session of ANTHRO 306. Anthropological Research Methods)
5. Have been reviewed successfully in year-end Faculty Evaluation Meeting

To pass unconditionally into the third-year of the program, the student must:

1. Advance to Departmental Candidacy by end of Spring quarter in Year 2 (or, at the latest by end of Autumn quarter in year 3
2. Complete three additional theory/evaluation courses
3. Recruit a total of two committee members (one Advisor for Topic, and, one Advisor for Area) for the qualifying examinations
4. Meet the Department's Field or Research Language Requirement
5. Fulfill the Teaching Assistantship/Internship requirement
6. Complete at least 50 quarter units for the academic year
7. Complete ANTHRO 308. Proposal Writing Seminar, during spring

To pass unconditionally into the fourth-year of the program, the student must:

1. At the latest, advance to departmental candidacy in Autumn Y3, if not at end of Y2
2. Pass two Qualifying Examinations before the end summer quarter
3. Meet with the Dissertation Reading Committee and have an approved Dissertation Proposal (inclusive of prospectus) on file in the department
4. Submit a Non-Medical Human Subjects Protocol for the dissertation project
5. Complete Pre-Fieldwork Checkout and begin dissertation field research by end of summer
6. File the University Dissertation Committee Members form

Section Eleven - Ethics and Professional Development

Ethics

American Anthropological Association. 2012. *Statement on Ethics: Principles of Professional Responsibilities.* Arlington, VA: American Anthropological Association.
http://www.aaanet.org/profdev/ethics/upload/Statement-on-Ethics-Principles-of-Professional-Responsibility.pdf

Professional Ethics, Code of Ethics
http://www.aaanet.org/profdev/ethics/

Professional Development

Career Planning
http://studentaffairs.stanford.edu/cdc/services/handbook
http://studentaffairs.stanford.edu/cdc

Graduate Teaching
http://ctl.stanford.edu/help/tas-and-graduate-students.html

Graduate Portfolio
http://www.stanford.edu/dept/CTL/cgi-bin/docs/newsletter/teaching_portfolio.pdf
http://ctl.stanford.edu/handbook/teaching-portfolio.html

CV
http://studentaffairs.stanford.edu/cdc/resumes/cv-writing

Comportment
http://vpge.stanford.edu/students/others.html

Advising
http://vpge.stanford.edu/docs/Advisor_Guidelines.pdf
http://gap.stanford.edu/3-3.html

Each entering student is assigned an interim department advisor, who serves until the end of the first year or until the student recruits a principal department advisor. The principal department advisor should be a faculty member who can help with research planning (i.e. topic, theoretical area, and geographic area) and who may be a likely choice as an advisor for the qualifying projects, the university oral examination committee, and the dissertation reading committee. Faculty members may take periodic leave or sabbatical away from the department. Therefore, advance planning is essential. A working relationship with more than one faculty member is recommended. The department advisor may be chosen or changed at any time; please notify the graduate committee via the student service officer (selleck@stanford.edu) by e-mail.

While your department advisor will be the member of the department faculty who is most directly involved with your academic program and progress, the student service officer is your primary contact regarding department and university procedures. He or she will be able to give you information, assistance, and the required forms and procedures for academic and financial matter

Each year the department designates a faculty member as the First-year cohort advisor. Students meet periodically with the cohort advisor to discuss the program and other matters of mutual interest. Cohort advising supplements, but does not substitute for, advice from your department advisor. Please utilize both advisors as a resource in the Ph.D. degree program.

Conference Participation
TBA

Publication
TBA

Letters of Recommendation and INTERFOLIO
http://studentaffairs.stanford.edu/cdc/services/reference-file

Brown Bag
https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=view/brownbags

Colloquia

https://www.stanford.edu/dept/anthropology/cgi-bin/web/?q=view/colloquia

Dissertation Writing
http://shc.stanford.edu/workshops/dissertation-writing-group/

Exchange Scholar (Outside of the Bay Area)
http://www.sas.upenn.edu/GAS/PDF/exchsch.pdf

Exchange Scholar (Bay Area)
http://gap.stanford.edu/5-8.html
http://studentaffairs.stanford.edu/sites/default/files/registrar/files/exchange_stf-cal-ucsf.pdf

Section Twelve - Ethics and Research

Ethics

Guidelines for the Evaluation of Ethnographic Visual Media
http://www.aaanet.org/about/Policies/Guide_Visual.cfm
http://www.aaanet.org/about/Policies/upload/Visual_Anthropology_2001Guidelines.pdf

AAA Statement on Confidentiality of Field Notes (2003)
http://www.aaanet.org/stmts/fieldnotes.htm

AAA Statement on Ethnography and Institutional Review Boards (2004)
http://www.aaanet.org/stmts/irb.htm

AAA Handbook on Ethical Issues in Anthropology
http://www.aaanet.org/cmtes/ethics/Handbook-on-Ethical-Issues-in-Anthropology.cfm

AAA Institutional Review Boards and Anthropology
http://aaanet.org/cmtes/ethics/IRB.cfm

AAA Statement on Ethnography and Institutional Review Boards
http://aaanet.org/cmtes/ethics/IRB.cfm

Responsible Conduct in Research
https://doresearch.stanford.edu/research-scholarship/responsible-conduct-research/responsible-conduct-research-training-faqs
http://bioethics.stanford.edu/education/rcr/

Human Subjects
http://humansubjects.stanford.edu/
http://humansubjects.stanford.edu/new/resources/researchers/index.html
http://humansubjects.stanford.edu/new/policies_regulations/index.html
http://doresearch.stanford.edu/policies/research-policy-handbook/human-subjects-and-stem-cells-research/training-protection-human
http://doresearch.stanford.edu/policies/research-policy-handbook/human-subjects-and-stem-cells-research/federal-wide-assurance
http://doresearch.stanford.edu/policies/research-policy-handbook/human-subjects-and-stem-cells-research/use-human-subjects-student

Research

Vice Provost for Graduate Education (VPGE)
http://vpge.stanford.edu/

Institutional Review Board (IRB)
http://humansubjects.stanford.edu/

Collaborative Institutional Training Initiative (CITI)
https://www.citiprogram.org/

Research Proposal
http://ora.stanford.edu/ora/osr/proposal_development/default.asp

Risk Assessment
http://www.stanford.edu/dept/Risk-Management/

Global Gateway
http://global.stanford.edu/

International Travel Assistance
http://internationaltravel.stanford.edu/

Export Control
http://export.stanford.edu/

Global Business Services at Stanford

http://www.stanford.edu/group/fms/globalops/index.html

Research Administration
http://ora.stanford.edu/

Section Thirteen - Resources and Graduate Student Benefits

Health Care and Health Services
http://vaden.stanford.edu/

Estimated Cost of Living
http://studentaffairs.stanford.edu/gradadmissions/admitted/financing-expenses
http://postdocs.stanford.edu/handbook/costofliving.html
http://www.stanford.edu/dept/finaid/undergrad/budget/index.html

SUnet Identification and Access
http://www.stanford.edu/services/sunetid/sunetid_services.html
http://adminguide.stanford.edu/62.pdf]

Graduate Academic Policies and Procedures Handbook (GAP)
http://gap.stanford.edu/1-1.html

Student Services Center (SSC)
http://www.stanford.edu/group/studentservicescenter/

SulAir
http://www-sul.stanford.edu/
http://www-sul.stanford.edu/depts/ssrg/misc/anthro.html

Social Science Data and Software (SSDS)
https://www.stanford.edu/group/ssds/cgi-bin/drupal/

Center for Teaching and Learning (CTL)
http://ctl.stanford.edu/

Hume Writing Center (HWC)
http://www.stanford.edu/dept/undergrad/cgi-bin/drupal_pwr/hwc/

Graduate Life Office (GLO)
http://studentaffairs.stanford.edu/glo

Graduate Student Info Center (GSIC)
http://studentaffairs.stanford.edu/glo/gsic

Office of Accessible Education (OAE)
http://studentaffairs.stanford.edu/oae

Counseling and Psychological Services (CAPS)
http://vaden.stanford.edu/caps/index.html