

The University of Kentucky
Department of Anthropology



Anthropology Graduate Student Association
Graduate Student Guide
2016-2017

The Anthropology Graduate Student Association (AGSA) has created the following guide to introduce you to the Department of Anthropology, the University of Kentucky, and graduate school in general.

The first section provides information about the orientations that you are expected to attend in your first weeks at UK. The second section gives basic introductory information (organized alphabetically) about the Department and becoming acclimated to the University of Kentucky, including important telephone numbers and web addresses. The third section outlines useful campus amenities and services. The fourth section gives information about organizations affiliated with the Department of Anthropology. The fifth section provides resources about a few other student organizations. Finally, two appendices, 1) a list of important telephone numbers and 2) a partial list of upcoming professional anthropological meetings and conferences, appear at the end of the handbook.

This guide serves as a companion to the comprehensive overview of relevant policies and procedures of the department for your graduate program of the department provided to you by the Director of Graduate Studies.

For further assistance, please visit the Department's website at: <http://anthropology.as.uky.edu/> or the Graduate School's website at <http://www.gradschool.uky.edu/>.

Please remember that decisions concerning your academic career in the Department of Anthropology at the University of Kentucky should rely on recommendations from your advisor and doctoral or thesis committee. This is a guide from fellow graduate students, and does not represent Departmental policy or expectations. This guide was last updated by the AGSA Officers for 2016-2017 in May 2016.

Welcome to graduate school!

Please make sure to read the following page about upcoming orientations and other important information about the graduate program at the University of Kentucky.

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I. Orientations

PLEASE NOTE THAT ALL DATES AND TIMES ARE SUBJECT TO CHANGE

For general UK graduate school information, please visit:
<http://www.research.uky.edu/gs/CurrentStudents/resources.html>

The College of Arts and Sciences requires new Teaching Assistants to attend a mandatory orientation. The dates and information are as follows:

University-wide TA Orientation: Monday and Tuesday, August 15 and 16, 2016 (9:00 a.m. until 4:30 p.m. the first day, 9:00 a.m. until noon the second day). All newly appointed domestic and international TAs are required to complete the two-day orientation as part of their employment contract. The orientation includes small-group sessions on modes of teaching as well as plenary sessions on institutional policies and campus resources.

International TA Pre-Orientation: Thursday, August 11, 2016 (8:15 a.m. until mid afternoon). This one-day additional pre-orientation is for all new TAs who are classified as international and are new to the higher-education classroom in the United States.

International TA Language Screenings: Friday, August 12, 2016 (by pre-arranged appointments beginning at 9:00 a.m.). All Teaching Assistants whose native or primary language is not English are required to participate in language screenings. Times of screenings are arranged by the TA's department.

Prior to the beginning of classes, which begin **Wednesday, August 24th**, the Director of Graduate Studies (DGS) for the Department of Anthropology, Dr. Sarah Lyon, will host a DGS New Anthropology Graduate Student Orientation. This orientation is **tentatively** set for **Thursday, August 18th from 10:00am-12:00pm**. The department will provide additional information about this event as the date approaches. All new graduate students must attend! This formal orientation will familiarize you with departmental and university expectations of new graduate students.

Additionally, all teaching assistants are required to attend the departmental TA orientation which is tentatively scheduled for **Thursday, August 18th from 1:30-3:00pm**. This is separate from the university-wide orientation and is mandatory for all anthropology department TAs.

The Anthropology Department also hosts an all-inclusive "Meet and Greet" at the beginning of the semester to introduce incoming graduate students to faculty and continuing graduate students. This informal meeting is **tentatively** scheduled for **Friday, August 26th at 4:00pm** in Lafferty Hall. Afterwards, we usually migrate to Pazzos (a nearby pizza place) to relax, catch-up, and become better acquainted with one another.

AGSA will also host an informal orientation for new students. AGSA officers and other graduate students will help orient you to the Department, graduate school, and Lexington. The tentative date for the new student AGSA orientation is **Friday, August 19th at 10:00am** in Lafferty Hall Room 104. We will discuss any questions you may have and tour campus. Please dress accordingly (wear comfortable shoes!)

Additional information about this event will be sent in August. Stay tuned also for information about a BBQ/cookout at a current student's house following the orientation! Fun will be had before classes start!

Finally, the Department of Anthropology will host an annual picnic on a Saturday afternoon, tentatively set for **September 10th** (rain date: September 24th), in order to introduce new and returning students to colleagues currently doing field research or completing dissertations, and to meet faculty and families. The faculty values participation in departmental activities. All graduate students are strongly encouraged to attend these events, along with the holiday party at the close of the fall semester, in addition to department colloquium and relevant interdisciplinary presentations on campus. You will receive more information about the dates and times of these events as the semester progresses. *Any student who lacks transportation is encouraged to contact the AGSA board for assistance in attending these or other events.*

Summary of Events and Tentative Dates:

University-wide New Teaching Assistant OrientationAugust 15-16, 2016
Departmental Orientation for New Graduate Students.....August 18th from 10am-12pm
New Student AGSA Orientation.....August 19st at 10am
First Day of Classes.....August 24th
Meet and Greet with Faculty and Continuing Grad Students..... August 26th from 4-5pm
Annual Picnic at Adeena Park.....Saturday, September 10th or 24th

II. Being a Graduate Student at UK

Anthropology Graduate Student Association (AGSA)

AGSA, or the Anthropology Graduate Student Association, works to organize and empower the graduate student body within the Department, throughout the University, and among the community. AGSA also represents graduate students in Departmental matters such as hiring decisions and curriculum changes. AGSA meets regularly throughout the year and organizes occasional social and philanthropic events for the Department.

AGSA has six elected officer positions:

- President - the main representative between faculty and graduate students (Chelsea Cutright: c.cutright@uky.edu)
- Vice President - the secondary representative between faculty and students (Ruth Dike: mruthdike@uky.edu)
- Secretary - recorder of AGSA meeting minutes and distributor of information, including the listserv DEADANT (Vanessa Hanvey: vanessahanvey@uky.edu)
- Treasurer - responsible for AGSA's monetary accounts, authorizes account expenditures, makes deposits, and regulates fundraisers (Ashley Whitten: ashley.whitten@uky.edu)
- DLS (Distinguished Lecturer Series) Chair -responsible for coordinating AGSA's Distinguished Lecturer talk, through which AGSA brings anthropologists of renown to speak and interact with students (Lesly-Marie Buer: lesly-marie.buer@uky.edu)
- DLS Chair Elect- works with the DLS Chair to learn how to run the DLS event and becomes the DLS Chair for the following academic year and DLS event (Anna Casserly: anna.casserly@uky.edu)

As a graduate student in the Department, you are automatically enrolled in AGSA. AGSA encourages you to become active in our student group. In order to be considered an "active" member, you must attend at least one AGSA-sponsored event per semester. While your advisor and committee act as primary contacts for information about the graduate program and your specific professional goals, AGSA, as a formal organization, offers networking among graduate students.

For the Distinguished Lecture Series (DLS), each year we invite a well-known anthropologist to give a free, public lecture at the University of Kentucky. In the 2016-17 academic year, AGSA will continue the DLS tradition by hosting Dr. Rayna Rapp in Fall 2016 (October 20-22). Several activities will be planned in addition to the talk, such as a department dinner and lunch for AGSA members. All information regarding the events will be publicized through the AGSA listserv. The proceeds from AGSA fundraisers make this endeavor possible; AGSA members plan and publicize the entire event. If you are interested in volunteering for this year's event, please contact Lesly-Marie Buer at lesly-marie.buer@uky.edu. For

more information on past speakers, please visit the DLS website at <https://anthropology.as.uky.edu/distinguished-lecture-series>.

VERY IMPORTANT! AGSA also manages a listserv at deadant@lsv.uky.edu. Through this forum, graduate students may share information about job opportunities, curriculum, library book searches/recalls, events, and other pertinent items. You can sign-up to begin receiving DEADANT emails during the AGSA student orientation in August. Please remember to set up your university account and give your address to Vanessa Hanvey, the AGSA Secretary.. ***Please remember that by replying to any message received from DEADANT or sending an email directly to the DEADANT address above, you are emailing EVERYONE on DEADANT's address book.*** Also, while faculty and staff can send emails to the listserv, they cannot and do not receive any listserv emails, unless the sender manually adds their address to the individual email.

Anthropology Graduate Student Lounge and Computer Lab

(859) 257-5124

Lafferty Hall Room 102 is reserved for undergraduate and graduate student use. In addition, this space houses most of the Fellow, Teaching Assistant, and Research Assistant offices assigned by the Department. Each office holds two to three active Fellows and/or Teaching and Research Assistants. If you are a Fellow, Teaching Assistant, or Research Assistant, please see Carol Cottrill (Room 203C) to be assigned an office and given a key. This is considered a work space for graduate study, and students should be mindful of noise levels.

Lafferty Hall Room 101 is the graduate student computer lab. Four computers remain available for use. While the department does not currently provide printing services for graduate students, we have limited use of a printer in this room for small print jobs, as long as we have ink cartridges. The refrigerator and microwave are also located in this room. The computers in Room 101 are password sensitive and use the same as your University wide computer access login (LinkBlue).

A few things to remember about these spaces:

- The computer lab (101) should be locked at all times when empty.
- Pick-up after yourself! This includes food wrappers, recycling, and trash in general.
- When you finish with a workspace, log-off the computer—this lets other students know that you have finished using that particular space and computer station.
- Snacks and beverages are sold out of the refrigerator and bins for various prices. Money from this fundraiser goes into the “slush fund,” which is used to fund AGSA events.
- Do not leave old food in the refrigerator! You brought it, so eat it or discard it.
- If you use the microwave, and something happens to spill over or explode, please clean up after yourself.

Keys and Locking-Up Lafferty Hall

All graduate students have an outside door key to Lafferty Hall, the Graduate Student Lounge in Room 102, and the Computer Lab in Room 101. Fellows, TAs, and RAs also have individual office door keys (the room numbers for these keys will vary depending on assigned office space). In order to get your keys, go directly to the Department Manager, Carol Cottrill (Room 203C). Students do not have access to either the faculty offices or the Anthropology Department office (Room 211) after hours.

During the school year, Lafferty Hall closes promptly at 5pm, with all outside doors and the foyer locked. If you work past closing hours and are the last person to leave the building, *you are responsible for ensuring that everything is locked properly for the evening*. This includes making sure you lock your office and the Computer Lab (Room 101), as well as making sure the outside doors are securely locked. Please do not admit anyone, including undergraduate students, into the building after 5 PM.

Audio Visual and Media Services

http://libraries.uky.edu/libpage.php?lweb_id=1022&llib_id=14, (859) 218-1879

The William T. Young Library offers a collection of videos located in the basement that students may check out using their student identification/library card. Students can check out videos for seven days, carrying a late fee of \$1.00 per day following the initial seven-day period.

The Anthropology Department also owns a variety of videos pertinent to our field. The videos can enhance one's own knowledge of the discipline and add to undergraduate/graduate course lectures and presentations. You can find the videos in the work area of Lafferty 211; borrow the cabinet keys from the Department's Staff Assistant/Student Workers. Please make sure you sign-in and sign-out all videos you borrow.

For viewing needs, Lafferty 104, 108, and 213 house VCRs and projectors. If a bulb burns out, please remember to inform an Office Assistant (Carol). When requesting media services to show a video in another building, call 859-257-1813 (the White Hall Classroom Building—they will let you know if you need to call someone else) with the room number, time, date, course number, and instructor's name to place the reservation. You must call AT LEAST 24 hours in advance of the scheduled class time—no exceptions. You may also reserve services online at <https://www.uky.edu/ukat/avservices> .

Books and Other Class Materials

You can purchase required texts for classes at the University of Kentucky Bookstore located on Lexington Avenue, behind Memorial Coliseum, Kennedy's Bookstore (on the corner of Euclid/Avenue of Champions and South Limestone), and various online sources. Check at the local bookstores to see if teaching or research assistants receive any discounts—you may have to show proof of your status.

Several students have found online book services are an excellent alternative to high-priced books from the UK bookstore. Such resources include www.half.com, www.amazon.com, www.alibris.com, and

www.addall.com. Make sure you have the appropriate editions of texts and that you allow plenty of time for shipping. Some student also opt to share books with classmates, or borrow/buy required books from other graduate students who have already taken the course.

Many classes also have reserved readings in addition to the purchased texts. You may find most reserved readings either stored in Lafferty 102 (the Department's graduate student lounge) or in the William T. Young Library. Please copy and return these items promptly for other students' use. If you are not required to make copies in the library (sometimes materials are on "closed reserve" and cannot be removed from the library), then try to make copies either at a University copier (there is one located in all libraries) or off campus. You can find many Kinko's copy center around Lexington as well as a Ricoh Copy Center located in Young Library and the basement of the White Hall Classroom Building. You may also scan documents to a USB drive or email on the department's copier (Room 211).

Computer Accounts ("Link Blue")

<http://www.uky.edu/ukit/>, (859) 218-4357

Instructions for activating your Link Blue account can be found here:

<http://www.uky.edu/ukat/help/linkblue>

After reading these instructions, if you are still unable to use your Link Blue accounts, please feel free to visit the IT Service Desk in Room 111 of McVey Hall. The staff will provide you with the necessary assistance and can assign you an e-mail account and password. After activation, you can access your e-mail account by going to <http://www.uky.edu/google> or <http://www.uky.edu/office365>. To access your account using Office 365 @ UK, go to <http://www.uky.edu/office365>, then type in your user ID (e.g. lmi224@l.uky.edu) and password. By setting up your Link Blue account, you can access your e-mail account from any computer connected to the internet. Your Link Blue/MyUK password expires every ninety days. The system will prompt you to change your password, however if you miss the deadline your account must be reactivated in Room 111 of McVey Hall.

The University uses two different ways to access e-mail. You can set-up your computer to connect to the University's email system via Office 365, or you can check your email through Gmail. You can also have the mail sent to your university email address forwarded to another email address, like Gmail or Yahoo (beware of using Hotmail because DEADANT has problems with sending mail to Hotmail addresses).

You can use your Link Blue log-in to log into most computers on campus. In addition, please be sure to try your log-in/password on the computers in the Anthropology Department's computer lab (Room 101) and your new email account log-in/password.

****IMPORTANT:** Once you have created your uky.edu e-mail account, make sure to inform Carol Cottrill (Carol.Cottrill@uky.edu) of your email address to maintain connected with the Department of Anthropology and notify Vanessa Hanvey (AGSA Secretary: vanessahanvey@uky.edu) to sign-up to receive DEADANT emails.**

Events

A variety of events occur annually. Faculty, staff, and fellow graduate students highly encourage you to attend these events to not only socialize, but also to enhance professional development. These events offer opportunities to get to know your colleagues better, as well as interact with the faculty on a personal level in a comfortable environment.

Events typically include the following:

- Fall Picnic: sponsored by AGSA
- Halloween Party: sponsored by AGSA (only graduate students in attendance)
- Winter Holiday Party: hosted by the Department Chair
- DLS Party: hosted by the DLS Committee

The Department also sponsors other events including Colloquia, Special Guest Lectures, Professionalization Workshops, and Archaeology Roundtables. *All graduate students are expected to attend departmental events.* Faculty pay attention to those present at these events, so your absence will be noted. It is worth mentioning to your advisor and/or the faculty colloquium chair if you are unable to attend an event.

In addition, other departments and organizations on campus often sponsor speakers; of particular interest to anthropology are Appalachian Studies, Geography, Geology, Gender and Women's Studies, and Social Theory speakers. Take notice of posters, flyers, and emails (especially on DEADANT) indicating topics and meeting times.

Faculty (and Working with Them)

Virtually all faculty members (except those with administrative appointments in the Museum and the Chair of the department) are on 9 month contracts – from August 15th to May 15th. In addition to not being on contract (including not being paid) during summer months, most faculty leave town to conduct their research or participate in professional development. Consequently, students are encouraged to make sure they communicate and follow through with tasks during the academic year. Some faculty may agree to work with you or review your work (proposals, etc) during the summer, but this cannot be expected by the student and needs to be arranged on an individual basis with your advisor or other relevant faculty members.

Give faculty warning and enough time to review your work: when you need your advisor to review your MA research statement/proposal, or proposals for summer field work (or PhD proposals, or qualifying exams, etc), the standard time frame is two weeks between you giving your advisor the document, and your advisor returning the document to you. It is also EXTREMELY helpful to faculty if you let them know in advance of giving them the document. An email saying “I just wanted to let you know that I’m

planning to give you my MA research project statement in about a week” can make the difference between a warned and happy advisor, versus an irritated and overburdened advisor.

For referral to official department policy, please consult the graduate section of the departmental website where important policies (and changes to them) are posted regularly.

<https://anthropology.as.uky.edu/student-support>

Fellowships, Teaching, and Research Assistantships

<http://www.research.uky.edu/gs/StudentFunding/funding.html>, (859) 257-3261

The Department and University offer a variety of student support positions to graduate students. A number of teaching and research assistantships become available each year. Students who wish to be considered for departmental funding must submit the following items: evidence of good academic standing and a one-page teaching statement. Students who have had prior teaching experience must include copies of the TA coordinator's evaluations for each previous semester they have served as a TA, as well as TCEs and student comments from prior work as a teaching assistant. Teaching assistants and research assistants must maintain a minimum 3.0 GPA and must demonstrate progress toward degree consistent with the departmental sample timeline; their assistantships will not be renewed if their academic progress is unsatisfactory. Please refer to official department policies regarding limits to amount of funding graduate students are eligible for.

You should also check with other departments across campus for sources of support, including Behavioral Sciences, Gender and Women's Studies, the Appalachian Center, and the Latin American Studies Department. Likewise, check the Graduate School's website for new funding opportunities and their application deadlines throughout the year. Some departments advertise graduate or teaching assistantships on UK's jobs website (<https://ukjobs.uky.edu/>), which could be useful to look over. The Graduate School offers several avenues for financial support, including research aid and travel money for presentation of work at conferences. To apply for these funds, fill out the application forms available on the Graduate School web site (above).

Keep in mind that it is the student's responsibility to find and apply for various funding opportunities, and to do so early enough for faculty to write necessary letters of recommendation. The Graduate School and Department of Anthropology announce opportunities occasionally, but are not a reliable source of information about the range of funding opportunities available.

Jobs at UK

If you do not have an assistantship or fellowship while you are at UK, you may want to use the university's job posting site to find and apply for other jobs that come available within the university. Some off-campus jobs are also posted through UK's jobs site. Those with 20-hr/wk assistantships are not eligible for second jobs on campus without special permission through the Graduate School.

On-and-off campus jobs for students can be found <http://www.uky.edu/hr/employment>.

The UK Career Center also has job postings for off-campus employment for students and alumni at <http://www.uky.edu/careercenter/finding-job>.

The Graduate School

<http://www.gradschool.uky.edu/>, (859) 257-4613

The Graduate School operates separately, yet in conjunction with, the Department of Anthropology. The Graduate School issues several mandates that have a direct impact on all graduate students, such as the scheduling of oral exams, the format of theses and dissertations, and several funding opportunities. Check the Graduate School's homepage often for updates that may affect you as a graduate student. Students in the Department often work closely with students and faculty in other graduate departments—especially when seeking a professor from outside of the Department to serve on their committee. Again, other departments can offer funding. In the past, students have worked with faculty from the Appalachian Center, Behavioral Sciences, Communications, Education, Gender and Women's Studies, Geography, Geology, Latin American Studies, and Sociology.

The Graduate School offers a small amount of money available for all current graduate students to be used towards travel to present research at professional meetings. Domestic meetings are granted up to \$400 each fiscal year and foreign meetings can garner \$800 for a maximum of \$4000 over your PhD career. Students must apply for these funds by the 15th day of the month before their research or meeting is to take place. Since the University's fiscal year ends during the summer, many students file back to back applications in order to take advantage of multiple funding years for several conference presentations. Please see the support funding sub-heading on the graduate school website for more details and appropriate forms. <http://www.research.uky.edu/gs/StudentFunding/student-travel-funding.html>

Health Services

<http://ukhealthcare.uky.edu/UHS/>, (859) 323-5823

The University Health Service follows very strict guidelines concerning the care of students. All visits require an appointment, scheduled by calling 859-323-2778 (APPT) or online through your MyUK account. The clinic takes appointments Monday through Friday at varying hours.

All full and part time students, graduate students, and spouses of eligible students qualify to use the services at Student Health, once the annual health fee (included on your University bill) is paid. While most services are free, some operate on a fee-for-service basis; please consult the current Academic Health Plan, the Graduate School, or ask about the cost of the service when making an appointment. Please be aware that during the summer, the clinic operates under a different schedule; students must pay a summer health fee to be covered during this time.

Services covered by the mandatory health fee include:

- Primary care
- Gynecological services
- Behavioral health
- Health education and promotion
- Urgent care

Students paying for the University Health Insurance use the Student Health Services as their primary care provider. Services covered under the Health Insurance plan include all of those covered under the mandatory health fee, in addition to several other services. Remember to speak with the appointment consultant to ensure your coverage for specific services. All Fellows and Teaching and Research Assistants become automatically enrolled in the Student Insurance plan as part of their funding package. You must carry your insurance card and understand the services covered under the plan. Please call 859-247-2273 with any insurance related questions.

University of Kentucky Counseling Services

<http://www.uky.edu/StudentAffairs/Counseling/>, (859) 257-8701

Many graduate students find they want counseling services at some point during their graduate career, especially during particularly stressful times such as starting graduate school, qualifying exams, or dissertation defense. Many anthropology students have spoken highly of these services. These services are available through the University of Kentucky Counseling Center. They offer individual counseling sessions, groups (including bi-weekly Graduate Student Support Group, Mindfulness Group, a weekly coffee hour for international students, Yoga for Relaxation, and more), couples counseling, and crisis services. They also offer consultation services for anyone who is concerned about a peer or student. The counseling center requires an initial assessment appointment prior to accessing services.

UK Disability Resource Center

<http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/index.html>

Students with documented physical, learning, or temporary disabilities may receive assistance and support from this office with regards to campus accessibility, housing requests, assistive technology, parking, and any other requests.

Office of Institutional Equity and Equal Opportunity

<https://www.uky.edu/EVPFA/EEO/>

The Office of Institutional Equity and Equal Opportunity promotes an environment free of discrimination and inequity in accordance with the University Strategic Plan, and with federal and state equal opportunity statutes and regulations. It is responsible for upholding the University's commitment to equal

opportunity for all members of the University community in academic programs, research, service and employment.

Violence Intervention and Prevention Center (VIP)

<http://www.uky.edu/StudentAffairs/VIPCenter/#>

The Violence Intervention and Prevention (VIP) Center works with students, staff, faculty, and community partners toward the mission of eliminating the perpetration of interpersonal violence including sexual assault, partner violence and stalking. In order for students, faculty and staff to proactively and reactively intervene in potentially high-risk situations effectively, we believe we must be equipped with the necessary knowledge and skills. Toward this objective, the VIP Center is a training and resource center for the UK community.

Office of the Academic Ombud

<http://www.uky.edu/Ombud/>

The Office of Academic Ombud Services is responsible for assisting students and instructors work through and resolve academic related problems and conflicts. The major arenas of activity for UK's Academic Ombud include both Student Academic Rights and Academic Offenses. The primary focus of Academic Ombud Services is the process by which decisions are made, and the primary task of the Ombud is to ensure fair policies, processes, and procedures that are equitably implemented. Thus, the Academic Ombud is a neutral party working as an advocate for fairness and equity.

Libraries

<http://libraries.uky.edu/>, (859) 257-0500

Various libraries exist across campus, including the largest, the William T. Young Library, which houses the majority of materials. You can find a library guide at the Young Library, which offers tours of the facilities and workshops to show students how to access both the paper and electronic databases. Graduate students may borrow up to 75 books for a period of 90 days. Each overdue book results in a charge of \$0.25 per day per book. You may pay fines on overdue items at the time of return or thereafter. Unpaid fines may result in the withholding of transcripts, grades, diplomas, or the blocking of registration. You may pay fines in person at the Fines Office in the Young Library, Monday through Friday 8:15 a.m. - 3:30 p.m. and also at the Agricultural Information Center, Fine Arts Library and Science Library. Telephone payment is also available by calling 859-218-2025. You may also pay fines by mailing a check payable to the University of Kentucky to:

Fines Offices
1-50 William T. Young Library
500 South Limestone
Lexington, KY 40506-0456

You can renew your books online with your student identification card. Visit the library website and click on “My Account” in the upper righthand corner. This will take you to a page where you can click “sign in” in the upper righthand corner. Then click “UKY Students, Faculty & Staff” before entering your LinkBlue ID and password. Once you have logged in, the “My Account” link at the top righthand corner will take you to a list where you may select the items you would like to renew.

Additionally, the Young Library offers an inter-library loan (ILL) program giving students access to a variety of materials held at other institutions. Interlibrary loan services (ILLiad) can now be accessed through your Link Blue account (<https://lib.uky.edu/wtyill/>).

Many students in the department take advantage of the library’s Book Express option by having library materials and ILLs sent to the Fine Arts Library, located next to Lafferty Hall. When requesting books from the library system, simply change the location request from Young Library to Fine Arts Library. Most books will be delivered within 24-48 hours; however, ILL material may take one to two days longer to be processed through the Book Express system, which operates during normal business hours Monday-Friday and is not available on the weekends.

Young Library offers free locker rentals for graduate students and staff. Lockers are located throughout the Young library and are rented by the semester. Please see Young Library Circulation Desk for further details.

You may also print materials at any computer in the libraries across campus. In order to do so, log-in to the computer using your LinkBlue ID and passcode, opening up a document and sending it to the printers. In order to have it print, you must swipe your WildCard near the printer and release your print job, paying for it through your Plus Account. Copies cost 12 cents for one black and white page and 50 cents for one color page. Please see page 19 about how to add money to your Plus Account.

The contact person for Anthropology within the Library system is Jo Staggs-Neel, (859) 218-1409, or Jo.Staggs-Neel@uky.edu. Ms. Staggs-Neel is available to assist students with using library services such as search engines, databases, etc.

Lexington also has a public library system (<http://www.lexpublib.org/>) with a main branch downtown and several other branches around town that hold DVDs (features and educational), audio materials (CDs, tapes, and books on tape), and books. In order to receive a free public library card, visit a public library location with a piece of mail sent to a Lexington address to prove residency.

Mailboxes

Every graduate student receives a mailbox in Lafferty Hall Room 211. Students and faculty use these mailboxes to pass along important information, event announcements, and to turn in/return course assignments. You should check your mailbox *frequently* since professors place time-sensitive information, such as funding notifications, departmental lecture announcements, departmental reviews,

etc., in the mailboxes. Faculty mailboxes are also located in Room 211 but materials must be given to an office assistant who will time stamp them and place them in the faculty member's mailbox.

Parking Permits

<http://www.uky.edu/pts/parking-permits>, (859) 257-5757

You may be eligible for three types of parking permits:

E Permit – A faculty or staff permit available to graduate students who hold either a Fellowship or a Teaching or Research Assistant position. The cost for an E Permit, effective July 1, 2016, is \$37.00 per month or \$296.00 per year, and can be deducted directly from your bi-weekly paycheck. You can find various E lots close to Lafferty Hall, including one by the Singletary Center. In order to purchase an E Permit you can access the online application at: http://www.uky.edu/pts/parking-permits_employee-permits_application-information

R Permit – A permit for residents of University housing. If you live in University housing, you must have an R Permit to park your vehicle in the assigned lot. For 2016-2017 the R Permit costs \$296.00 per year.

Day Permit-Scratch-off passes which cover 1 day of parking in any E lot are available for purchase only for those who would qualify for an E permit. These are similar to visitors' passes, These passes cost \$3.50 each and are great for people who don't plan on driving to campus often. These passes can only be purchased in person at the main Parking and Transportation Services office in the Press Avenue Parking Garage or the South Limestone Garage satellite.

*Note: The University sells more parking passes than spaces. Allow extra time to find a parking space each day you drive to campus. Remember: University of Kentucky students may ride the local bus transportation Lex-Tran (<http://lextran.com/>) for FREE by showing their student identification card. Check maps and schedules to find times and bus stops convenient for you. Also note that if you elect to rely on the availability of free residential street parking, the City of Lexington performs monthly street sweeping, which greatly reduces parking availability. The sweeping schedule varies by road and is posted on street signs. For the 2016-17 academic year, parking is basically guaranteed to be more difficult than usual due to the large amount of construction occurring on/near campus.

Class Registration

<http://www.uky.edu/registrar/>, (859) 257-7157

Students should contact their advisor by email and then meet with their advisor *prior to registration* to determine the appropriate classes. Incoming students register during their designated August registration period, which you are able to see on MyUK. Registration for classes takes place online through MyUK. Log in to MyUK, click on "Student Services" tab on the top left, click on "Plan and Register for Classes," and select "Search Course Catalog" in the left navigation field. From here, students can search through

individual departments to see which classes are being offered. For a detailed outline on how to register for classes please see the following link: <http://www.uky.edu/registrar/how-to-register>

After the first semester, students can pre-register for classes approximately one to two months before the end of the current semester. In order to determine courses for the following semester, consult the guidelines and meet with your advisor to determine the best order in which to take courses. It is critical for students to register in their first open window because classes will be canceled due to low enrollment. Registering after your window can also incur a late registration fee.

Student Identification Cards

<http://www.uky.edu/Police/UKID/>, (859) 257-1378

In order to obtain a Student Identification WildCard, students must go to the WildCard UKID Center at the temporary Student Center, Bowman's Den, located next to the Singletary Center. It is open 8:00am-4:15 pm Monday-Friday. Bring a valid photo ID, along with \$15.00 to the office to receive a WildCard. Subsequent replacement cards cost \$20.00. This ID card is required for on-campus identification (at Student Health Services, at the Johnson Athletic and Aquatic Center, and for purchasing tickets at athletic events), and to check out library materials or make copies on-campus. WildCards must be registered at the circulation desk at Young Library, before cards can be used to access library accounts and check out materials.

WildCards also function as PLUS account cards, which can be used as a debit card. Money can be added to the PLUS account at Student Accounts (18 Funkhouser Building), Dining & Plus Account Office (Student Center Room 101), DART machines (located throughout campus-Young Library, King Library, Dickey Hall, etc.), as well as online at: https://uky.netcardmanager.com/student/guest_deposit.php.

Students can use their WildCard at various places around campus, such as:

- UK Food Services
- W. T. Young Library (for making copies)
- Computer Labs (for printing purposes)
- UK Ticket Office
- University Bookstores
- Various restaurants in adjoining campus neighborhoods accept PLUS accounts as payment
- Vending and Laundry Services in the Residence Halls

Student Rights and Responsibilities

<http://www.uky.edu/StudentAffairs/Code/>, (859) 257-3754

The "Student Rights and Responsibilities Handbook" outlines the relationship between the University and all students. There are five different parts outlined on their website. Use the handbook as a helpful tool when maneuvering through the rules and regulations for graduates and undergraduates at the University.

Teaching Assistants find this especially useful when preparing syllabi or speaking with undergraduates about the University's policies regarding plagiarism, cheating, etc.

MyUK Account

<http://myuk.uky.edu>

MyUK enables students to access their University records from a computer with internet capabilities. It can also be used to check grades, update address information, as well as register and check course schedules. Student account balances and current financial aid status can also be reviewed on this website. To use MyUK, students should activate their Link Blue account. Directions can be found under the subsection entitled "Computer Accounts."

Please contact the Registrar's Office, Room 10 of the Funkhouser Building, 859-257-7157, www.uky.edu/Registrar, with questions about records found on MyUK. If you have technical problems with MyUK, please contact the consultant on duty in the lab or call the UKIT Service Desk at 859-218-4357, e-mail: 218HELP@uky.edu, or see their website at <http://www.uky.edu/ukit/help/>.

III. Other Campus Amenities and Services

UK Online Campus Tour

<http://www.uky.edu/CampusTour/>

<http://www.uky.edu/CampusGuide/>

Get familiar with UK's campus virtually before your arrival.

UK Alert

<http://www.uky.edu/EM/UKAlert/>

The University of Kentucky utilizes an emergency notification system, UK Alert, to communicate official information during an emergency or crisis situation that disrupts normal campus operations or threatens the health or safety of members of the campus community. All University of Kentucky students, staff, and faculty are automatically registered in UK Alert with their official university e-mail address. Students can also opt-in to UK Alert via phone or SMS. You may edit where you receive alerts (phone, text, e-mail), and the types of alerts you receive, through your myUK account with your Link Blue login.

Johnson Recreation Center

<http://www.uky.edu/campusrec/facilities/johnson-center>

The Johnson Center, located on Complex Drive, is UK's main gym and recreation center. The Johnson Center is available for current UK and eligible BCTC students and Johnson Center members. Members

must present a current student ID card, UK Faculty/Staff ID card, or Johnson Center ID card for admission. Facilities are available for basketball, weight training and conditioning, group fitness classes, climbing, volleyball, badminton, jogging, racquetball, and wallyball. Locker and shower facilities are also available. The Center also has outdoor basketball and tennis courts, and a large field. Adjacent to the Johnson center is the Lancaster Aquatic Center, UK's swimming and diving complex, also open to students.

Writing Center

<https://wrd.as.uky.edu/writing-center>

The Robert E. Hemenway Writing Center at the the University of Kentucky offers free and friendly help to all UK students, faculty, and staff. They assist with the process of composing and communicating in writing, speaking, and multimedia projects across the curriculum. It is located in the basement of the Young Library.

Presentation U!

<http://www.uky.edu/UGE/pres-u>

Presentation U! is a multimodal communication center offering tutoring for students and support services for faculty to increase oral, written, and visual communication competence both inside and outside of the classroom. It is also located in the basement of the Young Library.

Bus Service and Transportation

http://www.uky.edu/pts/buses-and-shuttles_campus-shuttles

<http://lextran.com/>

Public transportation around campus and Lexington is provided by the Campus Area Transportation Service (CATS) shuttles on campus, and LEXTRAN off campus. See their websites for more information.

UK International Student and Scholar Services (ISSS)

<http://www.uky.edu/international/ISSS>

ISSS provides leadership and expertise in the advising and immigration needs of more than 2,000 international students and over 500 international faculty, staff and exchange visitors. ISSS also administers university compliance with evolving federal regulations, supports the university and its medical center by managing global student and scholar interactions, and facilitates the wellbeing of all international students, faculty, staff, and scholars.

Wildcat Wheels

<http://www.uky.edu/sustainability/wildcat-wheels>

Wildcat Wheels is a free service that provides bicycle use and repair assistance to students, faculty, and staff at the University of Kentucky. Students may enter a lottery to check out a bike from the library for a semester or commit to not buying a parking pass and check out a bike for the year. Daily check and weekly checkouts are also possible. Wildcat Wheels is located in Blazer Hall, off of Avenue of Champions and Martin Luther King Blvd.

University of Kentucky Butcher Shop

<http://afs.ca.uky.edu/butchershop>

Located in the basement of the WP Garrigus Building. The Butcher Shop is open Wednesdays and Fridays from 1:00pm-5:00pm

Big Blue Pantry

<http://www.ukcco.org/programs/big-blue-food-pantry/>

Big Blue Pantry is a food pantry available for UK students experiencing food insecurity. Any student with a valid UK ID is eligible to receive non-perishable items from Big Blue Pantry by visiting the pantry in the basement of White Hall 23-25 (also called Classroom Building) during the pantry's open hours. Appointments are also available upon request through their website.

IV. Organizations Related to the Department

The William S. Webb Museum of Anthropology

<http://www.as.uky.edu/museum-anthropology>, (859) 257-1944

The William S. Webb Museum acquires and maintains anthropological collections, supports anthropological research, and disseminates anthropological knowledge. It is charged with the responsibility to serve a diverse audience; to preserve significant, irreplaceable objects; and to contribute to the understanding of past and present cultures, especially those of prehistoric Kentucky. In recent years the museum's focus has shifted to concentrate on maintaining the existing collections at Export Street. The museum maintains a small exhibit in Lafferty Hall that changes regularly. If you are interested in working with the collections housed at Export Street, contact George Crothers, the museum director.

Office of State Archaeology (OSA)

<https://anthropology.as.uky.edu/office-state-archaeology>, (859) 257-1944

The Office of State Archaeology (OSA) and the Webb Museum's curation facility are located at 1020A Export Street and directed by Dr. George Crothers (George.Crothers@uky.edu). This unit of the

Department performs state-level functions mandated by Kentucky Revised Statutes 164.705-735 (Kentucky Antiquities Act) and 433.879.1 (Cave Protection Legislation). The Kentucky Antiquities Act requires that the Department control archaeological fieldwork on state, county, and municipal lands in the Commonwealth through a permit process. The Antiquities Act also gives the Department the power to designate archaeological sites, maintain the statewide archaeological site database, and sustain contact with private owners relating to the preservation and exploration of archaeological sites. The Cave Protection Legislation requires that the Department control the archaeological investigation of public and private caves of the Commonwealth through a permitting process. The Department designates the OSA as the unit responsible for fulfilling these state-mandated functions.

Kentucky Archaeological Survey (KAS)

<http://heritage.ky.gov/kas/>, (859) 257-1944

The Kentucky Archaeological Survey (KAS) is jointly administered by the Kentucky Heritage Council (State Historic Preservation Office) and the University of Kentucky Department of Anthropology. It is directed by Dr. David Pollack (david.pollack@ky.gov). The KAS provides services to other state agencies, works with private landowners to protect archaeological sites, and educates the public about Kentucky's rich archaeological heritage. The offices for KAS are located at 1020A Export Street.

Program for Archaeological Research (PAR)

<https://anthropology.as.uky.edu/program-archaeological-research>, (859) 257-1944

The University of Kentucky's Program for Archaeological Research (PAR) was established in 1978 within the Department to provide research services for public and private agencies, and organizations across the Commonwealth of Kentucky and surrounding states. Through these projects PAR strives to offer both undergraduate and graduate students in anthropology an opportunity for practical training in the field of public archaeology and cultural resource management. PAR is directed by Dr. Steven Ahler and is located at 1020A Export Street.

Appalachian Center & Appalachian Studies Program

<https://appalachiancenter.as.uky.edu/>

The University of Kentucky Appalachian Center emphasizes community-university partnerships in shaping research that is useful in and beyond the region, in keeping with the land grant mission of the University. Our role is to facilitate stronger connections between student and faculty researchers from across all colleges at the University of Kentucky whose teaching, research, learning and outreach includes a focus on Appalachia. We also work to strengthen relationships between colleges and universities in the Appalachian region, and between communities in the 54 Appalachian counties of Kentucky and university partners in collaborative projects documenting and addressing the region's particular contributions and challenges in a global context. We offer several grants for summer student research focusing on Appalachia. The UK Graduate Appalachian Research Community (GARC) is a graduate

student organization promoting interdisciplinary dialogue on Appalachian research. We sponsor a yearly Research Symposium and Arts Showcase for student researchers and artists that typically takes place in February.

Political Ecology Working Group (PEWG)

<http://www.politicalecology.org>

The Political Ecology Working Group (PEWG) is an interdisciplinary group of scholars at the University of Kentucky that are united by their interests in the theory and practice of Political Ecology. The group provides a stimulating intellectual atmosphere for critical thinking on nature, the environment, societies, economies, and cultures. PEWG serves the academic community at UK by providing a forum for peer review, holding public lectures and brown bag events that feature researchers from the university and around the world. Each spring, PEWG sponsors the Dimension of Political Ecology Conference (DOPE), a political ecology conference that allows faculty and graduate students an opportunity to present and discuss their current research. Anthropology students are strongly encouraged to get involved if they have any interest in topics related to political ecology, or would like to participate in the organization and hosting of a conference. To get involved, feel free to send an email to ukpewg@gmail.com and/or attend the Fall PEWG get-together (details will be sent out to Deadant).

V. Student Organizations

UK Student Organizations

<http://getinvolved.uky.edu/>

The Center for Student Involvement coordinates a variety of student organizations including academic, political, cultural, LGBTQ, religious, and sports organizations. See their website for a list of student organizations.

Graduate Student Congress

The GSC aspires to unify and represent the graduate student body at the University of Kentucky in matters affecting the quality of graduate student life and work and to facilitate interdisciplinary collaboration and promote professional development for graduate students through seminars, forums, and social functions. The Anthropology department is strongly represented in this organization and recommends that students get involved.

Coalition of Anthropology Students of Color

Coalition of Anthropology Students of Color (Coalition A.S. Color) focuses on advocating on the behalf of minority students in the anthropology department. We also seek to be a source of support for any students, past and present, who feel disenfranchised, marginalized or excluded from the world of academia. Coalition A.S. Color is an open space, meant to provide individual members with a vehicle for

building alliances, sharing information, and changing the face of anthropology as we know it. We can be contacted at coalitionascolor@gmail.com. And follow us on Twitter [@coalitioncolor](https://twitter.com/coalitioncolor)

VI. Appendices

Important Contacts

Department of Anthropology: 211 Lafferty Hall Lexington, KY 40506 || Phone 859-257-2710 || Fax 859-323-1959

Anthropology Graduate Student Lounge: 102 Lafferty Hall || Phone 859-257-5124

Carol Cottrill's Office: 203c Lafferty Hall || Phone 859-257-4991 || Fax 859-323-1959

Archaeology Lab: 1020A Export St. Lexington, KY 40506 || Phone 859-257-1944 || Fax 859-323-1968 || e-mail ky-osa@lsv.uky.edu || Hours: 8:30am-4:30pm M-F

GIS Lab: Phone 859-257-8207

William S. Webb Museum: 1020A Export St. Lexington, KY 40506 || Phone 859-257-1944 || Fax 859-323-1968 || e-mail ky-osa@lsv.uky.edu || Hours: 8:30am-4:30pm M-F

Office of State Archaeology: 1020A Export St. Lexington, KY 40506 || Phone 859-257-1944 || Fax 859-323-1968 || e-mail ky-osa@lsv.uky.edu || Hours: 8:30am-4:30pm M-F

Kentucky Archaeological Survey: 1020A Export St. Lexington, KY 40506 || Phone 859-257-1944 || Fax 859-323-1968 || e-mail ky-osa@lsv.uky.edu || Hours: 8:30am-4:30pm M-F

Program for Archaeological Research: 1020A Export St. Lexington, KY 40506 || Phone 859-257-1944 || Fax 859-323-1968 || e-mail ky-osa@lsv.uky.edu || Hours: 8:30am-4:30pm M-F

Department of Behavioral Science: Medical Behavioral Science Building Lexington, KY 40536 || Phone 859-323-5771 || Fax 859-323-5350

Appalachian Center: 624 Maxwellton Court || Phone 859-257-4852

AV/Media Services: B-67 (Basement, South Wing of Young Library) || Phone 859- 218-1879 || Fax 859-257-0509

White Hall Classroom Building: Phone 859-257-1813

UK IT Service Desk: 111 McVey Hall || Phone 859- 218-4357 || e-mail 218HELP@uky.edu

Fellowships and Assistantships: 106 Gillis Building Lexington, KY 40506 || Phone 859-257-3261 || Hours 8:00am-4:30pm M-F

Financial Aid Office: 128 Funkhouser Building Lexington, KY 40506 || Phone 859-257-3172 || Fax 859-257-4398 28

The Graduate School: 106 Gillis Building Lexington KY 40506 || Phone 859-257-4613 || Fax 859-323-1928 || Hours 8:00am-4:30pm M-F

Health Services: 830 South Limestone Lexington, KY 40536 || Phone 859-323-5823 || Appointment Line 859-323-2778

Health Insurance: Main Phone 859-247-2273 || Academic Health Plans 855-247-2273 || UK Insurance coordinators e-mail studentinsurance@email.uky.edu

UK International Student and Scholar Services (ISSS): University of Kentucky International Center || 545 Rose Street - Bradley Hall Lexington, KY 40506-0058 || Phone: 859.323.2106 | Fax: 859.323.1026

UK Hospital: Main Phone 859-323-5000

Library (W.T. Young): 401 Hilltop Ave. Lexington, KY 40506 || Phone 859-257-0500 ||

Parking Services: 721 Press Ave. Lexington, KY 40506 || Phone 859-257-5757 || e-mail UKParking@lsv.uky.edu || Hours: 7:30am-7:30pm M-F; 9am-6:30pm Sat.

Post Office: 21 A Whitehall Classroom building || Phone 859-257-6358 || Fax 859-257-4000

Registrar: 100 W.D. Funkhouser Building Lexington, KY 40506 || Phone 859-257-7157 || Hours: 8:00am-4:30pm M-F

Writing Center: 5th floor of W.T. Young Library Room 5-47|| Phone 859-257-1368

Professional Anthropology Meetings 2016-2017

Fall Meetings:

- Midwest Archaeological Conference <http://www.midwestarchaeology.org>
October 6-8, 2016, Iowa City, IA
- American Society for Ethnohistory <http://ethnohistory.org>
November 9-13, 2016, Nashville, TN
- Southeastern Archaeological Conference <http://southeasternarchaeology.org>
October 26-29, 2016, Athens, GA
- American Anthropological Association (AAA) <http://www.aaanet.org>
November 16-20, 2016, Minneapolis, MN
- African Studies Association <http://www.africanstudies.org/annual-meetings>
December 1-3, 2016, Washington D.C.

Spring Meetings:

- Dimensions of Political Ecology (DoPE) Conference <http://www.politicalecology.org>
February 23-26, 2017, Lexington, KY
- Society for Applied Anthropology <http://www.sfaa.net>
March 28-April 1, 2017, Sante Fe, NM
- American Association of Physical Anthropologists <http://physanth.org>
April 18-22, 2017, New Orleans, LA
- Central States Anthropological Society <http://www.aaanet.org/sections/csas/>
April 6-8, 2017, Lincoln, NE
- Society for American Archaeology (SAA) <http://www.saa.org>
March 29-April 2, 2017, Vancouver, Canada

Society for Economic Anthropology <http://econanthro.org>
Spring 2017, TBA

Midwest Mesoamerican Conference
Spring 2017, TBA

Society for Medical Anthropology* <http://www.medanthro.net/>
During AAA & SFAA

Anthropologists and Sociologists of Kentucky <http://ask.anthroniche.com/>
Spring 2017, Western Kentucky University

Appalachian Studies Association <http://www.appalachianstudies.org>
March 9-12, 2017, Virginia Tech, Blacksburg, Virginia

Human Biology Association <http://www.humbio.org>
Spring 2017, TBA

Southern Anthropological Society <http://www.southernanthro.org/>
Spring 2017, TBA

*Remember that many sub-sections of the American Anthropological Association (AAA) meet at the AAA Annual Meeting, including the Society for Medical Anthropology. You should consider joining the AAA and several sub-sections in order to receive meeting registration discounts and mailed publications. Additionally, students are encouraged to become active in the National Association of Student Anthropologists (NASA).